

INSTRUCTIONS FOR AN INDIVIDUAL SUBMITTING A BADGE

Please print legibly in dark ink. Consider using a computer, typewriter, or scribe. *Items marked with an asterisk (*) are required.*

Which form to use: Personal badges in period were often heraldic objects without a fixed background color. (For example, the Yorkist badge is *A rose argent*.) If you want such a fieldless badge, use the form with the dashed outline around the square, marked "Fieldless Badge Submission Form." If your badge has a specific background (for example, if it's really a device for an alternate persona), use the form with the solid outline around the square, marked "Badge Submission Form."

***Society name:** To register armory, you **must** have a Society Name already registered, in the registration process, or submitted along with the armory. Write your Society Name, in full, spelled exactly as it was registered, or as it was submitted if it's in process. Do not add titles (e.g. "Lady", "Sir"). Do not write an alternate persona name or a household name here. The name on a membership card doesn't count for this—only heraldic registration matters.

Name this badge is to be associated with: If this badge is for a household, guild, alternate persona, etc., give that Society Name here. This name must be already registered, in the registration process, or submitted along with the badge.

***This name is (pick one):** Show the registration status of your own Society Name (not of your associated household, alternate persona, etc.). "Previously submitted ..." means it's in process but not yet accepted or returned. Checking "submitted with this badge" does **not** by itself mean that you've submitted a name: you must submit the name using the correct form, with payment and documentation.

***Action Type:** If you've never submitted a badge, check "New". If you've submitted a badge but it was returned, check "Resubmission" and the box for who returned it. (If it was returned by a kingdom other than the East, write that in.) If you already have a registered badge which you'd like to change, check "Change" and the box for what we should do with your old badge(s). (If you want to release only one of several registered badges, write the blazon to be released in the space provided.) If you're appealing a return, check "Appeal"; also check either "Kingdom" or "Laurel" (under "Resubmission"), as appropriate.

***Legal name, *Address:** This is where we'll send official notifications of acceptance or return.

Branch Name: Give the name of your local SCA group (usually a barony, canton, or shire).

Phone number, E-mail Address: Faster ways for us to contact you. We use email whenever possible, for example to tell you when your submission arrives.

Date of Birth: We use the Society Name to tell whether submission forms are for the same person or not. If that fails due to error, we can use your date of birth. (Your *real* birth, not your persona's!) Don't worry, we won't tell anyone, and we won't bug you on your birthday.

***Date submitted:** The date you give, mail, or otherwise convey the completed forms and your money to a warranted herald.

***Consulting Herald, *Herald's email/phone:** You must include the name and contact information of a person (other than yourself) who helped you with this submission. A second pair of eyes is always a good thing, even if you're a herald yourself. If you can't find anyone to be your consulting herald, contact Eastern Crown Herald for a referral.

Is this badge jointly owned: If you want this badge to have two owners, check "yes" and list the secondary owner's personal Society Name, in full, exactly as registered (or as submitted, if it's in process). The primary owner has the right to release, permit conflict, etc., but it's also listed under the secondary owner.

***Proposed Blazon:** If neither you nor your consulting herald knows how to blazon, use plain English.

***The badge:** Draw everything as static, flat (not 3-D), Big, Bold, and Butch, to fill the space available within reason. Use at least a medium-line black pen for major outlines, to aid scanning. (The outline of the square is a good thickness.) Make your original a black-and-white outline drawing. Do not fill in black areas yet. Make four photocopies, and color three of them. (Keep the original for your files.) Leave 'argent' as white – do not use grey or silver. Crayola Classic markers are the heraldic standard, because they are true to the heraldic tinctures and the colors hold up well over time.

Accompanying documentation: If you're a paid member of the SCA, you may optionally attach a copy of your membership card. If Laurel Sovereign of Arms considers two conflicting items at the same meeting, and

one submitter is a paid member and the other is not, the paid member wins. (It has happened, although rarely.) In the unlikely case you need to do other documentation, ask a herald for instructions. Some possible cases: justification for an appeal, a "grandfathered" usage, a charge never before registered, or a "Individual Attested Pattern".

Amount Received, Date Received, etc.: Your herald may use the 'Local' line for keeping track of your money.

INSTRUCTIONS FOR AN SCA BRANCH SUBMITTING A BADGE

Follow the above instructions, with these changes: ***Society Name:** the name of the branch, e.g. "Eisental, Shire of" or "Bridge, Barony of the". ***Legal Name, *Mailing address, Phone number, E-mail address:** for some contact person in the branch -- the seneschal, the herald, the baron/ess, ... **Date of birth:** don't bother!

Send 1 black-and-white outline drawing copy and 2 colored-in copies of the submission form, along with 2 copies of any accompanying documentation. From the U.S., mail submissions to Eastern Crown Herald, and from Canada, mail submissions to Badger Herald (names and addresses at <http://ech.eastkingdom.org>, or in Pikestaff). Make checks or money orders payable to "SCA Inc., East Kingdom", in the amount of \$8 U.S. per new submitted item (device, badge, name).

East v1.2 for Laurel v2.0, 07 Oct 2006 (rev. 2013)