INSTRUCTIONS FOR AN SCA BRANCH SUBMITTING A NAME

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

*Branch name: If the group is submitting a new name, write the name the group wants. (Don't use all caps.) If the group has already registered a Branch name, or if it has one in progress, write the group's Branch name in full, spelled exactly as it was registered, or as it was submitted if it's in progress. Please put the branch type (shire, canton, barony, etc.) at the end. For example: "Eisental, Shire of"; "Bridge, Barony of the". Leave out the word "incipient": the CoA doesn't track this status.

Name being submitted: If you are submitting a branch name change, an order or award name, or a household or guild name, write the name you are submitting here. (Don't use all caps.) Leave this line blank otherwise.

*Name Type: "Primary" means you're submitting the name of the branch itself (the one that all paperwork is filed under). Groups can also register a name for an order or award, or for a household or guild.

*Action Type: If the group has never submitted a name before, or if this is a name for a new order, award, guild, or household, check "New". If the group submitted a name, but it was returned, check "Resubmission" and the appropriate box for who returned it. **Important:** also fill in the section marked "++" (Name Previously Submitted... etc.) for all resubmissions. If the group wishes to change its registered name, check "Change". (The old name goes on the "Branch Name" line, and the new name goes on the "Name being submitted" line.) If the group is 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. Use the name and address of some contact person in the branch: the seneschal, the herald, the baron/ess...

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

*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 who assisted with this submission. If your group can't find anyone willing to be its consulting herald, contact Eastern Crown Herald for a referral.

Name previously submitted but not registered: This section is required for all resubmissions. Write the group's previous name submission, exactly as submitted, and the date of the letter that notified you of the return.

Name processing criteria: This section covers many common possibilities for required and requested changes. If your group has instructions and requests that aren't covered, give the information in the documentation section of the form. **Major and Minor changes:** Indicate your group's level of flexibility for necessary or requested changes to your submitted name. Leaving both of these boxes blank means you're flexible on the exact form the name takes; checking the top box ("no major changes") means you're only somewhat flexible, and checking the bottom box ("no major or minor changes") means you're not flexible at all. Warning: if you check the bottom box, even a minor error will result in a return! **If our name must be changed:** There is often more than one way to "tweak" a name to make it registerable. This is where you can tell us what direction to go if it turns out that the name isn't quite correct as submitted. If you checked the "no major or minor changes" box above, don't bother with this section. **Please CHANGE my name to be authentic:** Fill this in ONLY if your group wants Laurel to change the name to be more authentic, even if it's registerable without changes. Please don't choose this option if you checked "no major or minor changes" above.

*Name Documentation: Every word in a Society name **must** be documented as being compatible with period naming practices or otherwise registerable.

Summarize your documentation on the submission form. Tell us where you found each name element, and what your source says about it: date, gender, meaning, language, etc. (as appropriate). When citing a book, give the author, title, edition, page number(s), and header name(s). "Header name" means the name at the beginning of an entry in a dictionary-type source. It narrows down where we have to look on the page, and helps us recover if the page number or edition is wrong. When citing a website, give the author and title of

the article, the URL, the date you accessed the page, and any section titles or similar information that can help us find the specific name or entry.

Documentation that comes from a standard SCA source listed in Appendix H of the Administrative Handbook needs only the summary on the form. All other documentation **must** include photocopies or printouts of the cited information. For books, copy the page(s) cited, the title page, and the publication information page (which gives the publisher, edition, date, and ISBN; it's usually on the back of the title page). For websites, print only the first page and the page(s) with relevant information. It's helpful if you include the URL and the date in a header or footer. Underline or mark pertinent information on each copy.

Don't forget the **required** petition if you're submitting the name or device of the branch itself. Petitions aren't required for awards, orders, guilds, etc., but asking the group's permission may be a Good Idea anyway.

We ask for multiple copies because each is going to a different place. You may paperclip each name form to its copy of the documentation and petition, but *do not use staples* or other nonremovable fastening methods.

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Send 1 copy of the name submission form and 1 copy of any accompanying documentation and petitions. 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 v1.1 for Laurel v2.0, 07 Oct 2006 (rev. 2013)