

Gate Registration

in

Ansteorra

Rumil Fletcher

Contents

- Credits4
- Introduction5
- Before the Event**
 - Reservations and Pre-Payment6
 - Gathering the Gate Crew7
 - Gate Change7
 - Paperwork.....8
 - Gate Equipment9
- During the Event**
 - Setting Up11
 - Gate Worker Instructions
 - Signing In 11
 - Managing the Cash Box 11
 - Managing the Sign-In Book 12
 - Feast Waiting List..... 13
 - Sample Procedure..... 14
 - Signing Out - Cash Count 14
 - Children’s Wrist Bands..... 15
 - Animals 15
 - Refunds..... 15
 - Media..... 16
 - Weddings 16
 - Communication 16
 - Cash Drops16
 - Closing Gate17
 - Final Count18
- After the Event**
 - Deposit the Cash.....18
 - Balancing the Books18
 - Event Report20
- Heavy Traffic Events**
 - Many People - Little Time.....20
 - Many People - Much Time21
- Reminders**22
- Forms**
 - Feast Reservation.....23
 - Gate Sign Up Form.....24
 - Gate Workers In/Out Sheet25
 - Example Gate Page.....26
 - Consent to Participate and Release Liability Form27
 - Minor’s Consent to Participate and Hold Harmless Agreement.....28
 - Minor’s Permission Form/Event Waiver (for kids not with their parents)29
 - Example Gate Sign30
 - Cash Disbursement Request Form31

Gate Registration in Ansteorra

Rumil Fletcher

(a.k.a. Scott Powers)

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Credits

I would be remiss if I did not thank those who had a part in this project. First, I want to thank Baroness Gitana de Castille, who taught Margaret and me how to set up and run gate. His Lordship Ragan hinn Stilliligr taught us additional, practical aspects of working gate. And finally, Baroness Margaret Fletcher, who not only developed the concept of “the well-stocked troll booth,” but also proofed this document. To one and all, thank you.

Gate House Cookbook

Ingredients

One good egg, preferably cracked.

A little seed money.

Plenty of thyme.

Whip the egg thoroughly. Place the egg and seed money in a pressure cooker on high for 24 hours. Discard the egg. Keep the dough.

Serves hundreds.

Sometimes it seems like this when you volunteer to run gate for your event. But it can actually be very rewarding if you have a plan. Hope this helps...

Introduction

This is a guide for setting up and running gate at events in Ansteorra. Much of what is contained here is not required. Many groups have their own traditions on how to run gate. This is not intended to subvert those traditions, but rather to offer suggestions on how you can make your job easier, as well as a reminder of things you might forget. There are, however, some things that you must do. Those shall be so designated.

Running events costs money, and lots of it. It is the job of the gate coordinator to make sure that your group receives all the money due to it by the participants, and that none of that money walks away. If you fail in your job, then your group may have trouble hosting events in the future.

Some groups require the Reeve to run gate. Some require that the Reeve have nothing to do with the gate, except at the end. Some have no policy either way. In any case, there is often overlap between what the duties of the Gate Coordinator and the Reeve. I am including both here, just in case.

You will notice a box in the bottom of most pages. It is recognized that each group has its own standing policy on running gate. These boxes allow you to write your group's exceptions to the guidelines described in this manual.

And finally, no one is perfect. That certainly includes me. There may be errors in this publication, and policy may change with time to preempt parts of this. And that is fine. If you would like to see this publication periodically revised, please send corrections or updates to me, and I will see that it gets done.

Rumil Fletcher

Before the Event

Reservations and Pre-Payment

Most groups accept reservations for feast. Some even accept prepayment for site and feast. Keeping track of both is important.

Feast Reservations

Feast reservations are usually handled by the feast steward. If you work with the feast steward early enough, then you can make the job of the gate guards easier. The feast steward may be inclined to give you a list of names that looks something like this:

Feast Reservations

Lord Morgan (2)
Lord Braden(3)
Baroness Margaret (5)
etc....

This will not do. You need to have enough information at the gate to adequately identify who is with whom. If you tell a gentle at gate, "I don't see your name. Who are you with?" They might know, or they might say, "I think Lord Braden made reservations for us." This is fine as long as Lord Braden actually did. But it is often true that Lord Braden made reservations for his two relatives, but not for the two people in front of you. Then you end up giving someone else's reservations to the two gentles at the gate; that is, if you got the right Lord Braden in the first place. Needless to say, this can make for hard feelings. Here is a better approach:

Feast Reservations

<i>Name</i>	<i>Real Name</i>	<i>Phone</i>	<i>Notes</i>
Lord Morgan Dracos	Mike Underwood	(405) 123-4567	
Lady AngelicaFletcher	Jill Underwood	""	with Morgan
Lord Braden Longhair	Craig Bohn	braden@internet.com	
Lady Siobhan MacCleod	Jennifer Bohn	""	with Braden
Duncan MacCloud	Brandon Bohn	""	with Braden
etc...			

This approach not only gives you all the names for reservations, but gets their full names and a phone number in case you have further questions. It now becomes simple for the gate guards to identify exactly who has reservations. A sample form is included in the back of this book, if you wish to give it to your feast steward.

Site Pre-Registration

This is a rare issue unless you are reserving cabins or rooms. Treat it just like Feast Reservations, except

Exceptions

that you will have to make your own reservation form to match the situation.

Prepayments

Many groups disallow prepayments because they complicate things. There is no firm policy how this should be handled, so I shall offer my opinion. Do not accept prepayments except in extraordinary circumstances. The process of tracking the money and prepayments is highly time consuming. Unless your local Reeve has nothing else to do and is bored, avoid this. If you do accept prepayments, you should issue receipts in the mail so they can prove they prepaid when their names do not show up on the *prepaid list* at gate.

Gathering the Gate Crew

If you start early, this is not hard. If you start late, plan on working gate for most of the event yourself. As soon as it is decided that you will run gate, start signing up volunteers. The best way to do this is to take your sign-up sheets to all the meetings and ask people to sign up. Do so often and loudly. Many SCAdians tend to procrastinate. Don't let them. A sample *sign up sheet form* is available in the back of this publication. If you are not getting sufficient volunteers, start buttonholing people. Ask them directly if they will work such-and-such shift. Start with those with brass hats and service awards. Explain that they need to be an example to the rest of the populace. Any slots that are unfilled will have to be filled by you.

There should be at least two people working gate at all times. This is to split the chores among two or more people (making it less confusing), and to protect the gate from theft. Two people are always safer than one. Plus, if money comes up missing, one person working by himself looks more suspicious than two.

While it would be wonderful if everyone who worked gate was properly trained first, that is not always possible. You need to make sure that there is at least one experienced person working gate at all times. Let the helper be someone new who wants to pitch in. That will let the experienced worker give on-the-job training to the new one.

Gate Change

How Much Should I Get?

This is an easy question. Get the same amount that you did for your event last year. Make it a little more if the event is growing steadily or if you expect higher than normal attendance. Still don't have a clue? Try about seventy-five cents to a dollar for each person expected. So if your event normally brings in 250 people, get \$200 to \$250.

When Should I Get It

Fill out a Cash Disbursement Form (available from your Reeve) well before the event. Get it approved and a check cut no later than the last meeting prior to your event. At the same time, you don't want that money outstanding any longer than possible. So you may have to pick up the check from the Reeve a few days before the event. Have the check made out to you personally, notated as "Gate Change" along with the event name, then cash it a day or two before the event.

Exceptions

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What Denominations Should I Get

Everyone has their own preference. Personally, I like to get mostly ones, with only a few fives. For example, if we get \$200, I like to break it down as ten (10) fives, and one-hundred fifty (150) ones. This gives me plenty of leeway in offering change. It is most disconcerting to run out of ones while the gate is still open.

Paperwork

Gate Book

The Gate Book is the central point of interest at gate. In it goes everything about everyone attending the event. It is a legal document describing attendance and all financial transactions. It is imperative that this is managed correctly. It is a central tenant of the SCA that everyone is presumed to be honorable and trustworthy until they have proven otherwise. Nevertheless, it sometimes happens that money disappears from the gate at events. Fortunately, this is very rare. To make it even rarer, we can build in controls into our financial procedures that discourage people from even considering theft. Some of those controls are described below and in the section on balancing the books. The Reeves and Event Stewards are charged to ensure that adequate safeguards exist to prevent loss of funds. It is currently up to you and your group to determine what those safeguards are. Those of you who wish to make the most use of financial controls may wish to follow the examples described below and in later sections.

Not all groups use the same form for gate. I am including an example that you may use for your events. You may add items to it, or subtract those that you do not need. But there are some things that need to be on it. A sample Gate Book Form can be found in the back of this publication for your convenience. It is useful to put the fees directly on the gate book pages because people invariably ask about the fees just as they reach the places to enter the fee amounts.

Event: Place the event name here.

Dates: Put the starting and ending dates here.

Site Fee and Feast Fee: Put in the amounts for each age group.

Make Checks payable to: Put "SCA Inc. - Your Group's Name" here.

This Page Head Count: and *This Page Cash Count:* This is used after the event when balancing the books to make it easier to do head counts and cash totals.

Page __ of __ Type the page number and the total number of pages here. That makes it clear if a page is missing. Do not print this by hand. That would make it too easy for someone to rip out a page and replace it with a false one of their own.

Instructions on how to fill out the Gate Book will be in the "During the Event" section in the Gate Worker Instructions.

Consent to Participate and Release Liability

More commonly known as the "Non-Members Waiver," this is an official SCA form that must be signed by each adult nonmember who enters the site. There are separate waivers for minors. This is a legal document that protects the SCA from liability. A copy of the official form is included in the back of this publication.

Exceptions

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Minor's Consent to Participate and Hold Harmless Agreement

When a minor (anyone under 18) enters the site, their parent or legal guardian must fill out one of these forms for each minor attending. A copy of this form is included in the back for your convenience.

Minor's Permission Form/Event Waiver

When a minor (anyone under 18) enters the site, and is not accompanied by their parent or legal adult guardian, then they must still be in the company of an adult. And they must have with them the "Minor's Permission Form/Event Waiver." This is a document that must be filled out, signed and notarized by the parent or legal guardian. It must be brought to the event and left at gate. This form is required for two reasons: 1) If a medical emergency occurs, there must be someone on site who has the legal authority to authorize medical treatment, and 2) It insures that the parents or legal guardians know where their children are for the weekend. For these reason, the form must be filled out and signed by the actual parent or legal guardian. Also, by long custom in this kingdom, and to prevent 18 year boyfriends from bringing their 17 year old girlfriends to overnight events (and the liability that we would incur if we knowingly permitted this), the adult that the minor accompanies must be at least 21 years old. A copy of this form is included later in this publication. **NOTE:** The version of the *Minor's Permission Form/Event Waiver* included in the back of this publication is not the official version. The official form has a typographical error in which the line was left out for the name of the person responsible for the minor while at the event. I have added that blank line. Otherwise it is exactly the same.

Instruction Sheet and Worker Sign-In Sheet

Gate Workers should read the general instructions included in this publication prior to attending the event. However, it is good to have an abbreviated list of instructions at gate to refresh their memories on procedure. This abbreviated instruction sheet should *also* include any special instructions that apply only to this event, such as who can perform cash drops, who gets in free, etc. You will need to write your own customized *Instruction Sheet* to fit your event. Attached to the instruction sheet should be a *Gate Workers In/Out* form. Each person who works gate should read the instructions, then sign this form to indicate that they have read and understand it. The *Gate Workers In/Out* is included later.

Cash Disbursement Form

A sample form is provided in the back of this publication, but your Reeve should already have some that are customized for your group. You should, if at all possible, get these forms from your Reeve instead of using the example in this publication.

Map

If possible, and if you have a wall or bulletin board to place it on, try to get a map of the site in advance. Enlarge it as much as is feasible, and post it next to the Gate. This is useful when a group wants to camp together, but are arriving separately. Guests arriving early can write their group or household name on the map where they are camping, so that later guests can easily find them.

Gate Equipment

Some people are content to set up gate with a minimum of fuss. But many prefer a well stocked gate. It can make the difference between an uncomfortable sign-in experience, and a pleasant one. Below is a check-

Exceptions

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list of items you should provide.

Required

- Table
- Site Tokens
- Gate Books
- Gate Worker Sign In Sheet and Instructions
- Gate Sign-Up Schedule Form
- Lights (Lanterns, candles, flashlights, tiki torches, etc.)
- Consent to Participate and Release Liability forms (at least 10 pages)
- Minor's Consent to Participate and Hold Harmless Agreement forms (100 will cover most events)
- Minor's Permission Form/Event Waiver (10 blank forms in case you have to send someone away)
- Cash Disbursement Forms (no more than 4 or 5)
- Cash Box
- Feast Tokens
- Chairs for Gate Workers
- Pavilion (if outdoors)
- Event Fliers
- Feast Reservation List
- Clipboards for Forms

Things that Go Into the Cash Box

- Cash
- Magnet (to hold working money in cash box lid)
- Post-It Note Pads
- Envelopes (for drops)
- Paper Clips

Suggested

- Table Cloth
- Pens and Markers
- Bug Spray
- Electric Fan (in summer)
- First Aid Kit
- Lined Tablet (for notes)
- Box to hold all this stuff while at gate.
- Gate Signs
- Trash Bags
- Citronella Candles
- Extension Cord (for fan)
- Scotch Tape
- Gate Signs
- Map of Site
- Trash Can
- Children's Wrist Bands
- Calculator
- Scissors
- Empty Manila Folders

Most of these items are self explanatory or have been already discussed. But there are a few that deserve comment here.

Event Fliers are provided to you by the Event Steward. Try to get them a day or two before the event. Otherwise, you may not get them until late Friday evening.

Chairs Most people show up to work gate without bringing their chairs with them. Help them out by providing two or three chairs if you can.

Pens and Markers Bring many more pens than you think you need. Many will walk off.

Post It Notes, Tape, Tablet This sort of thing is useful for people wanting to leave notes for friends and a variety of other odd jobs.

Gate Signs A sample is included in the back from Ansteorra's Twenty Year Celebration. You should make up a couple with your events information, and place them conspicuously.

Exceptions

During the Event

Setting Up

You need to get to the event about one to two hours before gate opens. This will give you time to settle your personal possessions and set up before gate officially opens.

Gate Worker Instructions

This section is for all people who are scheduled to work gate, and instructs you how to do your job properly.

Signing In

Try to arrive at gate about five minutes before your shift starts to let you review the instructions, and to let the preceding shift alert you to anything special that you need to know. Read the Gate Instructions (short version) one more time and sign in on the Gate Workers In/Out sheet. Fill in all columns except the Time Out, Drop #, and Drop Amount columns.

When you actually sit down at the gate booth, the last used line in the gate book should already be marked through with a highlighter with the annotation, "OUT <the date> <the time> <the names of the previous gate guard.>" Draw a heavy line through the first empty row (should be the next line after the OUT line) with a highlighter. Then write "IN <the date> <the time> <your name>" The other gate worker can write his or her name next to yours. Whichever of you is in charge of the cash box, write "Cash Box" next to that name. Then let the next person sign in under that. Now the gate book should look something like this:

<u>SCA Name</u>	<u>Real Name</u>	<u>Branch</u>	<u>Member No.</u>	<u>Age</u>	<u>Parent</u>	<u>Auto</u>	<u>Site Fee</u>	<u>Feast Fee</u>	<u>Total</u>
<i>Johann Buck</i>	<i>John Doe</i>	<i>Jan Burg</i>	<i>123456</i>	<i>20</i>		<i>XYZ-123</i>	<i>7</i>	<i>6</i>	<i>13</i>
OUT	10/27/1999	9:05 pm	James Burke		Kathryn Anderson				
IN	10/27/1999	9:05 pm	Andrew Stephans	cash box	Mike Willerby				
<i>Jamilla Doe</i>	<i>Jane Doe</i>	<i>Jan Burg</i>	<i>123457</i>	<i>19</i>			<i>7</i>	<i>6</i>	<i>13</i>

Managing the Cash Box

One or both of the gate workers will be in charge of the cash box. This person is responsible for making sure all monies are placed in the box and are properly accounted for, literally the Guard of the money. If money is missing, it is the Guard that will have to explain why. The other worker can help make sure the gate book is filled out properly, and will do the handouts. If you are handling the cash, there are several things you need to check before the transaction is finished.

- 1) Make sure the correct amount of money has been entered into the gate book, and that it matches the amount given by the customer.
- 2) If change is needed, then place the large bill in the lid of the cash box, and hold it there with the magnet. This ensures that there is no confusion about the denomination of bill you were given. Make change, if needed, and hand it to the customer. Once change has been made, place the large bill in the cash box in the appropriate place.

Exceptions

3) If the customer has written a check instead of offering cash, check to make sure that the check has been filled out properly. The check must include the customer's name, address, phone number (including area code), and social security number or drivers license number. Make sure it is written to "SCA Inc. - your branch" and that it is actually signed. If your group has an Endorsing Stamp, endorse stamp the back of the check before you put it into the cash box. An endorsing stamp is an ink stamp that puts the following information on the back of each check: "For deposit only to SCA Inc. - Barony of XYZ. Acc # 111222333." This guarantees that no one can make use of endorsed checks, and saves your Reeve a lot of time. It is not a requirement to have one of these, but it is certainly a good idea.

4) Finally, make sure that they are not one of the few people who do not have to pay. A list of such people should be provided by the Gate Coordinator, and will consist of whoever your group has decided to let in free.

Managing the Sign-In Book

Whoever is handling the gate book is responsible for ensuring that it is filled out properly. You can do this by looking at the book when the customer is finished filling it out, or you can fill it out for them. Each person signs in completely on a separate line. Do not let anyone "combine" people on the same line. Sometimes people wish to fill in the parent's name, and abbreviate the kids names. Do not permit this. Below is a description of the gate book and what goes in each column.

SCA Name: Place their full SCA Name here. Titles are optional, but the entire name needs to be here. So putting Lord Morgan does not get it, as there are many Lord Morgans in this Kingdom.

Real Name: They must write their real name in this space. This applies to everyone. Some people think that if the parent writes his or her name on the top line, then they can write the children's first name only below. Do not accept their money if they do this. Each line must be filled out completely.

Branch: This is optional. Put the name of the branch that each person is from.

Membership Number or "N": They must write their membership number here if they are a member. If they are not a member they must check the "No" checkbox in this space, and they must sign the *Consent to Participate and Release Liability* form (often referred to as the "Non-Member Waiver"). This form is supplied at the back of this publication. If they are a member, then say to them, "I will need to see your membership card, please." If they refuse or claim it is buried in their car somewhere, then make them sign the *Consent to Participate and Release Liability* form and check the "No" checkbox under the "Membership" column.

Age if Under 21: This space also includes a checkbox and space for writing. If they are 21 or over, then they must check the "21 or Over" checkbox. If they are under 21, then they must enter their age in years. Any parent or legal guardian bringing a child who is under the age of 18 years old must fill out and sign a *Minor's Consent to Participate and Hold Harmless Agreement* form for each child in their care. This form is available at the back of this publication. If a person who is 21 years or older brings a minor who is not their child or is not under them in a legal guardianship, then the actual parent or legal guardian must, before the event, fill out, sign and have notarized a *Minors Permission Form/Event Waiver* form. This form is included in the back of this publication. There must be one for these for each child under their care, and it must be left at gate to become part of our permanent record. A person in the ages of 18 to 20 cannot be the adult responsible for a minor unless that person is the actual parent or legal guardian. This is to prevent a potential case of statutory rape when an 18 year old boy brings his 17 year old girlfriend to an overnight

Exceptions

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event, in which the SCA could become entangled.

Parent or Guardian Name (if under 18): Leave this blank for 18 year olds and above. For minors, put the legal, real name of the person on site who is legally responsible for this minor.

Auto-Tag: Put the car tag on the first person signing in for each vehicle. For all others arriving in the same vehicle, they may check the "Same as Above" box. Many people will say that they don't remember the car tag. We have to have this for their protection. If a vehicle is damaged or in danger, we must be able to find the owner. And I am sure that the owner would rather move their car than have it towed off, if they park some place they are not supposed to.

Site Fee: Make sure this box has something in it for every person on site. It might be the adult price, it might be the children's price, it might be zero "0". But everyone must fill in something, NO EXCEPTIONS. If it is blank, then they did not finish filling out the book. Make them finish before you accept their money. If the family maximum is exceeded, then put "0" for each succeeding family member. Family maximum generally applies only to actual, legal families. SCA households, "He's like a brother to me", extended family (cousins, nephews), etc. do not typically qualify for family maximum rates. Check with your group's financial committee to be sure. If the person does not have to pay, then put "Comp", so that the Reeve will know why that person did not pay. Most groups choose not to charge the Crown to attend. Other groups may have other policies. Regardless of what your group decides as policy, put "Comp" when someone does not have to pay to get in or pay feast.

Feast Fee: Again, there should always be something in this area. It should be either the feast fee paid for the appropriate age, a zero, "No" or "—", or "Comp." "No" or "—" indicate that the person is not attending feast, while a "0" indicates a young child is attending feast. "Comp" of course, means they eat free. If you let them leave this blank, then the cash count for gate may be off, and the Cash Box Guard will get blamed for your mistake. Never leave this box blank. Always put "something" here.

Total: Add up the total monies from the Site Fee and Feast Fee, and place the total in this box. This is the amount that each person will pay. If you wish to notate the total for a group (if the payer is paying by check), then you may do so out to the side, although you are not required to do this. It may help balance the books later if there is a discrepancy.

Feast Waiting List

If your feast-o-crat has accepted feast reservations, then that list will be provided at gate. Whenever someone is signing in, ask them if they have feast reservations. If they answer in the affirmative, then look for their name on the Feast Reservation List. As they come in, check their names off this list, so that we will know these feasts have been claimed and paid for.

In most cases, there will be some feasts that are reserved but not claimed. For this reason, even after all the feasts are sold, start a waiting list for feasts. If all the feasts are sold, and the customer does not have a reservation, place them on the waiting list. Tell them that all unclaimed feasts will be released to those on the waiting list about one hour before the gate closes. If you are working the last gate shift, make sure that the heralds announce about 90 minutes before gate closes that unclaimed feasts must be claimed immediately. Then, at the deadline, start selling feasts to those who are on the waiting list. Give preference to those at the top of the list.

Now, here is the tricky part. If someone comes in and pays for site, and then a shift change occurs, then they come back and purchase feast, then the cash totals for each shift in the book will be off because an

Exceptions

amount will have been added to a previous shift. This is bad because the shifts total the cash at the end of each shift. Adding money to a previous shift will move it out of the current shift. There are two ways to handle this. 1) Add the money to the feast column for the appropriate individual where they originally signed in, but use a red ink pen. Put the time and your initials next to each entry. 2) Let the customer enter their name again at the current location. This is the method I prefer. Only this time, they do not need to enter all the other information they entered. Just enter their SCA name, the feast amount, and the total (which will equal the feast amount). This keeps the books straight without weird entries in areas which have already been closed.

Make sure that each person purchasing a feast gets a feast token. Ideally, the Event Steward should provide you with exactly the number of feast tokens that you need. When you run out of tokens, then you know that there are no feasts left. This means you don't have to keep counting the book to see if you have any left.

Sample Procedure

Allow the customer to fill out the gate book, or do it for them. If the customer fills it out, then visually examine it to make sure that it has been filled out properly and completely. It is your responsibility to make sure that it is done right. Feel free to check the customer's math for the totals, since many people are not at their mental best when arriving in the wee hours after driving several hours. Once you are satisfied that the book is correctly completed, add up the totals for that customer and ask for that much money. While the Cash Box Guard is making change, the Helper is preparing the hand outs, such as: site tokens, feast tokens, event fliers, and children's wrist bands. The Helper should not give tokens to anybody until the Cash Box Guard says so. That ensures that the money has actually changed hands before giving them the tokens. Give a site token to each person entering the site. Give a feast token to each person who pays for one. Give an Event Flier to each person who wants one. Make sure that at least one person in a group get a flier. Ask the rest if they want one as well. Many times they will prefer to share. Be sure to say to each person getting a flier, "This contains a schedule and information about this event, including important rules that you need to be familiar with. Please be sure to read it completely as soon as possible."

Signing Out – Cash Count

When your shift is over, use the highlighter to mark the end of your shift on a new row in the gate book. Write "Out", the date and time, and your name. If you were in charge of the cash box, then you still have something to do. Both Cash Box Guards, incoming and outgoing, must count the cash and checks in the cash box to the penny. They must come up with the same amount, or do it again until they do. Each person should write the total on a Post-It Note, date, time and sign it, then leave it in the cash box with the money. In the event that the money comes up short, this allows the Reeve to discover when the disappearance occurred. It is necessary to halt all transactions at gate while this is going on. If the line is short, this should not be a problem. If it is long, then you might consider one of three alternatives. 1) Ask them to come back later. The problem with this is that some of them won't, and you will lose that income. 2) Implement a double cash box system. That is discussed later in this publication, and should not be needed for most events. 3) Delay the shift change until the line becomes shorter. Usually this does not delay the shift change by more than a few minutes, and is therefore the most common method.

Exceptions

If someone does not show up for their shift, it is the responsibility of the Gate Coordinators to either find someone quickly to work that shift, or work it themselves.

Children's Wrist Bands

Sometimes children get separated from their parents, and can get hurt or in trouble. It is useful to have some form of identification on the child so the parents can be easily located. Many parents have made their own identification tags for their children, but some have not. For those who do not, it is useful to offer ID Tags for minors. In fact, many groups require that all minors have identification on them at all times. If you see a minor, offer the parents an ID Tag if they want one (or do it anyway if your group requires them). Give the parent a pen and a tag and ask them to write the child's name and the parent's real name on the tag. Then offer to show them how to put it on. There are a couple of ID bands that are in common use in this Kingdom. One is the standard hospital ID bracelets and will not come off without cutting them off. Some small children may be too small for these to go on their wrist. They may alternately put them on a belt or ankle. If you do not have those, then you may use ribbon and safety pens.

Animals

Some events do not permit animals. Others encourage it. If your event permits animals, here are some guidelines. Horses must have a current negative Coggins, and dogs and cats must have current rabies papers (not just tags). Anyone bringing a dog or other warm blooded animal on site must produce these papers for your inspection before entering. It is best if they can leave a copy of the papers with you at the gate.

Refunds

It sometimes comes up that someone will prepay for an event and then not be able to make it. Or someone will sign in and then immediately have to leave or be ejected, or will not be able to stay for feast. In each case, the procedure for refunding their money is as follows:

- 1) Person at gate demands a refund.
- 2) You provide the customer with a Cash Disbursement Form.
- 3) He fills it out and gives it back.
- 4) You file that form in a safe place, such as in a folder or in the cash box.
- 5) At gate closing turn over all requests to your group treasurer, who will hold all requests for refunds until a convenient time for a meeting your group's financial committee.
- 6) The financial committee will review any requests at a meeting, and sign each request that is warranted. The checks are then cut and signed at that time.
- 7) Your group's reeve mails out the checks following the event.

Under no circumstances are you to ever give money or a refund out of the Gate Cash Box to anyone except to those authorized to extract money in the Gate Instructions, and then only in the form of a cash drop. Do not pay for ice, photocopying, refunds or anything at all out of the cash box. Even if someone says, "This is for this event, and it is coming out of the same account." ignore them. Disburse no money from the cash box for any reason. The only persons authorized to remove cash should normally be the Gate Coordinator and the local Reeve.

Exceptions

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the date and time, and your signature on the envelope as well. Interrupt the Cash Box Guard long enough for him or her to also count the checks and twenties. Make sure that your totals agree. The Guard should also write the total, date, time, and signature on the envelope. Place the money in the envelope and seal it. The Guard can now return to his business, and you can deposit the money in your secure place.

Closing Gate

When to Close Gate

You should not publish when you are closing gate, or some people may delay their arrival till just after you close. Nevertheless, you should schedule when you are closing so that you can staff for those hours. I recommend closing gate about an hour or two before feast is scheduled to start. This gets the maximum number of paying attendees through gate, while giving you time to finish up. If, at the scheduled time, there is still a steady stream of people coming through gate, then you may need to keep it open as long as people are coming though.

How to Close Gate

There are several things to do during that last shift.

- 1) About 90 minutes before the gate is scheduled to close, have the heralds announce, "If you have reserved feast and have not paid for it, do so now or lose it!"
- 2) About 60 minutes before the gate closes, start selling the feasts that were reserved but not claimed. You should start by selling the unclaimed feasts to those at the top of the waiting list. For example, if there are 35 unclaimed feasts, and you have 50 people in the waiting list, sell only to the top 35 people on the list, in any order.
- 3) About 30 minutes before the gate closes, sell all unclaimed feasts to anyone on the waiting list, no matter where they are on the list.
- 4) About 15 minutes before the gate closes, sell all unclaimed feast to anyone that wants one, whether they are on the list or not.
- 5) At the designated time, or whenever the line comes to an end, close the gate and do a final cash drop. Then gather up all the forms, books and other paraphernalia and pack them away. If there are still any unpurchased feasts, take them and a small envelope of one dollar bills to the feast, and try to sell them.

Final Drop

When the gate closes, all monies (except for any ones retained for making feast change) remaining in the cash box should be counted by the last Cash Box Guard and the Gate Coordinator. This money should be placed in an envelope and marked as the final drop, with the date, time, and signatures of the two counting the money. The money immediately goes to the secure place with the rest of the money.

Any feasts (and the unused change) sold by the Gate Coordinator after the gate closes should be placed in a separate envelope, marked "Feast", sealed, signed and deposited with the rest of the money. Any other monies raised, by donation or other means, should be similarly marked and deposited.

Exceptions

Final Count

Some time after the gate closes, usually on Sunday, there needs to be a final count of all monies collected. The count should be done by at least three people and should include the Gate Coordinator, the local Reeve, and one other trusted person, such as the Seneschal or Event Steward. Find a quiet place where you won't be interrupted, open each envelope and count the contents. Make sure that everyone's count matches. Total the amounts, and subtract the seed money to tell you the total gate income. The money should be turned over to the Reeve for deposit into the bank.

After the Event

Deposit the Cash

If you are the Reeve, the money should be turned over to you prior to the close of the event. Deposit the money as soon as possible. If you have time, go ahead and prepare your deposits at the event, then deposit the money on your way home. Get it out of your hands and into the bank as soon as possible.

Balancing the Books

It is extremely rare that anyone has taken money from one of our gates. But the fact that it has ever happened indicates that we should take measures to prevent it. It is the responsibility of each group to ensure that safeguards are in place to ensure that money does not "disappear" from the cash box. One way to do this is to balance the books after the event. This will not actually prevent the money from walking away, but it will tell you who took it. If it is well publicized that such safeguards are in effect, then it removes a lot of the temptation from anyone who might be considering stealing from the gate.

Balancing the books is a process of determining how much money you should have brought in, and how much money you actually did. If the amount that you should have exceeds the amount that you actually have, then the gate is "short", that is, some money is missing. Usually, the gate is "long", or has more money than is required. This is almost always caused when individuals purchasing feast fail to write down the amount, so they end up giving you money which is not listed in the gate book.

Fast Balance

You can quickly determine whether the entire gate is long or short by totaling all the pages' cash totals, and comparing that with your gate income. If you come out even or long, then you don't have to do a Slow Balance because it has been shown that no money is missing.

Balance by Shift

If the balance comes up short on the Fast Balance, then you will need to do a balance the slow way, by each shift. In this process, you have to total the cash balances and book balances at the end of each shift. This is difficult because it is complicated by the seed money and the cash drops. Below is an example:

Let's say that the seed money was \$200, and the first three shift cash box counts were \$900, \$1000, and \$1030. The first three book totals showed that each shift raised \$700, \$625, and \$510. We also know that

Exceptions

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there were two Cash Drops just before the end of the second and third shifts of \$525 and \$480.

Shift	Cash Box	Book Shift Total	Book Total
<u>seed money</u>	<u>\$200</u>	<u>- 0 -</u>	<u>- 0 -</u>
- 1 -	\$900	\$700	\$700
	— cash drop during second shift of \$525 —		
- 2 -	\$1000	\$625	\$1325
	— cash drop during third shift of \$480 —		
- 3 -	\$1030	\$510	\$1835

In this example, the first shift is calculated thusly:

\$200 seed + \$700 book total = \$900 in the cash box.

The second shift is calculated like this:

\$200 seed + (\$700 1st shift book + \$625 2nd shift book) - \$525 drop = \$1000 in the cash box.

The third shift is calculated like this:

\$200 seed + (\$700 1st shift book + \$625 2nd shift book + \$510 3rd shift book) -
(\$525 1st drop + \$480 2nd drop) = \$1030 in the cash box.

Or to explain it another way:

- 1) You have already counted the money in the cash box at the end of each shift. These are in the “Cash Box” column in the example above.
- 2) You already know how much and when the cash drops were.
- 3) Total the money in the gate book raised in the first shift. In the example, it is \$700.
- 4) Add the seed money to Step 3. (i.e. \$200 + \$700 = \$900)
- 5) This should match the Cash Box count for that shift. If it does not, then you have found your problem (i.e. \$900 cash box count = \$900 book count)
- 6) Total the money in the gate book raised in the next shift. (i.e. \$625)
- 7) Add Step 6 to the previous cumulative total. (i.e. \$625 + \$700 = \$1325)
- 8) Total all cash drops up to the end of this shift and subtract that number from the book total. (i.e. \$1325 - \$525 = \$800)
- 9) Add the seed money to Step 8. (i.e. \$800 + \$200 = \$1000)
- 10) Compare this to the cash box total for this shift. If they are not the same, then you have found your problem. (\$1000 cash box count = \$1000 book count)
- 11) Return to Step 6 and repeat through Step 10 for each shift. The results from one or more of these shifts will tell you on which shift the money disappeared.

I should mention that there are other ways of doing this, some of which are actually a little easier. But I prefer this method because, in my view, it is easier to understand the whole process when you are looking at the total money.

What to Do When the Books Don't Balance

If it ever happens that your gate comes up short, and you know which shift the money disappeared on, then you have to determine what to do about it. The first thing you should do is talk to the Cash Box Guard that

Exceptions

was on duty when the money disappeared. There may be a perfectly reasonable explanation for what happened. Perhaps a wind storm blew the table over and some money was lost in the wind (Hmphf! If you buy that, I have some real estate to show you). Perhaps the Event Steward paid for feast groceries out of the cash box (*really* not supposed to happen, but you can't be there around the clock). The important thing is to find out if there is a good explanation for the missing money. If there is, then report it to the Financial Committee and quit worrying about it. If there is not, then call a meeting with the Event Steward, the Reeve, the Seneschal, and your Baron and Baroness if you have them. The group's leaders will then have to decide whether to demand the money back, let it go, or have the thief prosecuted under mundane law. In any case, it is now out of your hands.

Forms Disposal

Give the *Gate Book* to the Reeve to balance and store. Also give the Reeve the *Gate Workers In/Out Sheet* and any *Cash Disbursement Requests Forms* that you collected. Give the legal forms (*Consent to Participate and Release Liability*, *Minor's Consent to Participate and Hold Harmless Agreement*, and the *Minors Permission Form/Event Waiver*) to the Seneschal.

Event Report

The Reeve has to fill out a financial event report for your group. This is not the responsibility of the Gate Coordinator. However, you can help the Reeve with this job by helping total the head and cash counts in the gate books. You will note that the example gate book page supplied with this publication has an area at the bottom of the screen for compiling just this information.

Heavy Traffic Events

Many People - Little Time

Here are some tips that might be of use to you when you have to process a lot of people in a short period of time. Coronations are a good example. Since many of these are one day events, it means that the site may not open until 9:00 or 10:00 am the morning of the event. It also means that the proceedings are likely to start early. So you may need to process five to eight hundred people through gate in as little as three or four hours. If you do the math, then you will see that that means you may have as many as 200 people through gate per hour. Obviously, the normal way of running gate cannot handle that much traffic; you will need more than one line at gate. There are two ways to do this:

- 1) Have two sign-in tables, each with its own cash box and pair of gate workers. This will roughly double your speed. The disadvantage here is that you have to have two cash boxes open, with two sets of shift changes to "cash out." And two sets of books to reconcile.
- 2) Have one cash box at a separate table, with three or four gate books, each worked by its own worker. In this scenario, the book workers collect the information, answer questions, total the amounts, and instruct the customer to go ahead and write the check at that table. Then he sends the customer to the cash box table with the check or cash in hand, along with the Summary Note. The Summary Note is described below.

Exceptions

This example shows a sample Summary Note that you can adapt to your needs. Each price category is displayed, along with that price. The number of people in that price category can be entered, along with the totals. The Gate Book Worker looks at the Gate Book to determine how many people there are in each category. He or she then fills out the Summary Note and initials it. He or she gives that to the customer and directs him or her to the Cash Box table.

Summary Note Sample

Site (12 - adult): ___ x \$8.00 = \$ ___

Site (4-11): ___ x \$4.00 = \$ ___

Site (0 - 3): ___ x \$0.00 = \$0.00

Feast (4-adult): ___ x \$7.00 = \$ ___

Feast (0 - 3): ___ x \$0.00 = \$0.00

Init. _____ Total: \$ _____

The Cash Box Guard takes the note, makes sure the check or cash and totals on the note match, and processes it the same as at any other event. The exception here is that the Cash Box Guard hands out the tokens, as that is the point that payment is made.

What this process does is moves all the time consuming activities; the writing in the book, the digging in the wallet, asking each other about the car tag; to the Gate Books tables, where you have several lines. By doing this, the sign-in and payment process is very quick, while still keeping only one cash box open. It also gives you more flexibility in the number of lines to keep open, since you can add or subtract gate book workers without complicating the cash box management.

Many People - Much Time

This is a different scenario, in which you have a lot more time to process people, but still have larger than normal attendance. An example would be a huge anniversary event. The problem here is to not bring the gate to a stop at every shift change, since there is likely to be a large, steady stream of people coming through at all times. To solve this problem, we can use two cash boxes. Here is how:

Before

Before starting a shift, each gate worker must sign a form indicating that they have read and understand the gate instructions.

Starting a Shift

Each shift starts with a set amount of money in a fresh cash box.

Ending a Shift

At the conclusion of the shift, the Cash Box Guard tells the Book Workers to "wrap it up." They stop signing in new customers as soon as they have finished the current customer, and make sure the money is paid properly. Then, all at the same time, the Cash Box Guard and both Book Workers draw a line through the first unused line in each Gate Book with a highlighter pen. On that same line, one of them writes the word "OUT" and the date and time. They then each sign or initial that line.

Exceptions

Next Shift

The next shift sits down with a fresh cash box but with the same gate books. Someone from the next shift draws a line through the first unused line in each Registration book and writes the word "IN" with the date and time. The Cash Box Guard and Book Workers then sign or initial on that line.

Counting Out

The outgoing Cash Box Guard is not done yet. That person will retire to a side area with the gate Coordinator to count the money in the cash box. The original seed money is held separately, and the rest is counted and placed in an envelope and sealed. Both money counters sign the envelope with the date, time, the drop number, and the amount of money dropped written on the envelope. This envelope is then placed in a safe place and deposited in the bank as soon as possible.

The big advantage to this method is that shift changes takes less than a minute, as opposed to five or ten minutes with a normal gate. The disadvantages are that you have to have two cash boxes, two sets of seed money, and the Gate Coordinator has to be at gate every shift change to swap out the cash boxes and count the money dropped.

Reminders

Below are some reminders for the gate guards.

Things to Remember

- 1) Did they use a separate line for each person.
- 2) Did you see their Membership Card and Expiration Date?
- 3) If they do not have a current membership card, did they fill out a Non-Member Waiver?
- 4) Did they fill in the age for all minors in the appropriate column?
- 5) Are all minors accompanied by their parents or legal guardian?
- 6) If not, do they have a signed, notarized minor event waiver?
- 7) Do the minors have a wrist band on of some kind? If not, give them one.
- 8) Did they enter the correct amount in the site column?
- 9) Did they enter the correct amount in the feast column?
- 10) Did they enter "-0-" or "-" under amount for those who exceeded the family maximum?
- 11) Did they enter "comp" under amount for those who do not have to pay?

Changed in this version:

Several small formatting errors have been discovered and fixed.

One wrong word was corrected.

Additional things to check for were added on page 22.

On page 28, a typographical error, "fro" was corrected to "for".

On page 29 at the very bottom, changed "I added a line for responsible person's name 11/99 (Rumil)" to "Added line for responsible person's name 11/99."

Exceptions

Feast Reservation Form

Page ___

No.	SCA Name	Real Name	Phone Number or email address	Notes
Example 0	Lord Hrothgar Hrundson	John Doe	(405) 234-5678	with Lord Morgan

1				
2				
3				
4				
5				
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19				
20				

Gate Signup Form

Event _____

Dates: **Friday** _____ **& Saturday** _____

Friday	Cash Box	Helper
3:00 pm - 6:00 pm		
6:00 pm - 9:00 pm		
9:00 pm - Midnight		
Saturday		
Midnight - 3:00 am		
3:00 am - 6:00 am		
6:00 am - 9:00 am		
9:00 am - Noon		
Noon - 3:00 pm		

Gate closes at 3:00 unless there are still people coming in.

Event:

Dates:

Site Fee: \$ __.00 for ages __. \$ __.00 ages __. Under __ years free.

Feast Fee: \$ __.00 for ages __. \$ __.00 ages __. Under __ years free.

Make Checks payable to: _____

SCA Name	Real Name	Branch	Membership		Parent or Guardian Name (if under 21)	Auto Tag	Site Fee	Feast Fee	Total
			Number or "No"	Age if Under 21					
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	
			<input type="checkbox"/> No	<input type="checkbox"/> 21 or over		<input type="checkbox"/> See above		<input type="checkbox"/> No Feast	

This Page Head Count Site: 21+ __ 13 to 20 __ 6 to 12 __ 0 to 5 __ Feast: 21+ __ 13 to 20 __ 6 to 12 __ 0 to 5 __
 This Page Cash Count Site: 21+ __ 13 to 20 __ 6 to 12 __ 0 to 5 __ Feast: 21+ __ 13 to 20 __ 6 to 12 __ 0 to 5 __ Page __ of __

The Society for Creative Anachronism, Inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

MINOR'S CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

_____ (hereafter referred to as "the minor")

Print Minor's Legal Name

does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-Laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property; and the minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This Release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf.

The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding on the SCA, its officers, agents, and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

Minor's Name (PRINT): _____

Birthdate of minor: _____ Home State of minor: _____

Legal Name (PRINT): _____

Parent/Guardian

Legal Name (SIGN): _____ Date: _____

Parent/Guardian

Minors Permission Form/Event Waiver

Minors will not be allowed to register at SCA events without a signed and notarized release form when not accompanied by their legal parent or guardian. Legal minority is determined by the state in which the event is held, not the state of residency.

_____ [print Minor's Legal Name] (hereafter referred to as "the minor") does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

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It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property, and minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

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I also do hereby give my consent for emergency medical treatment for the above named minor. I have asked the following individual _____(person's name) to be responsible for this minor's conduct and safety while at _____(event) to be held in _____(city, state), on the following date _____(date).

SIGNATURE OF PARENT/GUARDIAN: _____ Date _____

SIGNATURE OF NOTARY: _____ Date _____

This form is to be left at the gate upon entrance to the event.

ANSTEORRA'S 20TH ANNIVERSARY

July 8-11, AS XXXIV (1999)

Make Checks payable to:
SCA Inc - ATYC

Site Fee:

13 and up:	\$10.00
6-12 years	\$5.00
5 and under	Free
Family maximum of \$30.00 (for site)	

RV Hookups: \$10/day

Feast Fee:

13 and up:	\$6.00
6 - 12	\$3.00
5 and under:	Free

Cash Disbursement Request Form

Society for Creative Anachronism
Office of the Treasurer of _____

I, the undersigned, do hereby request the amount of \$ _____ for (*check one*):

an **advance** with the included proposed budget: _____

Receipts for all advances are due with a copy of this form within ten (10) days of the date of the advance check.

reimbursement of expenses paid with all relevant receipts for the following expenses:

Receipts *must* accompany this Cash Disbursement Request Form. Under no circumstances will reimbursement be made without all *original* receipts.

Date: _____ Signature: _____

The payment from the treasurer should be made out and mailed to: (please print or type)

Mundane Name: _____

Known in the SCA, Inc. as: _____

Mailing Address: _____

City, State, and Zip: _____

FOR OFFICERS USE ONLY

Seneschal _____ Date _____

Treasurer _____ Date _____

_____ Date _____

Request Approved(in part) in the amount of \$ _____

Check Number: _____ Date Mailed or Handed Out _____

Request Rejected _____ Seneschal _____ Treasurer