

Checklist for New Branches: Requesting Full Status

The following documents and letters must be submitted by incipient branches requesting full status. The number and letter beside each item below refer to the relevant section of the Kingdom of Atlantia New Branches Workbook. Please refer to the appropriate section for more detailed information. Paperwork must be submitted to the Deputy Seneschal for New Branches.

Please keep a copy of ALL submission paperwork!!

- 1. A list of the proposed officers, with proof of current SCA membership. (5A)
- 2. Proof of acceptance of name and heraldry from Golden Dolphin Herald. (5B)
- 3. Zip code list and map of the incipient branch and neighboring branches. (5C)
- 4. Approval from seneschals of branches impacted by new branch formation with a list of the zip codes to be moved AND emails of support from neighboring branches. (5C)
- 5. Petition of membership support for moving branch from incipient to full status. (5D)
- 6. List of branch events and activities. (5E)
- 7. Completed New Branch Application. (5F)

In addition to the above, a College, Port or Stronghold must also include:

- Proof of membership and affiliation with base or institution (5G/H)