

PRINCIPALITY OF CYNAGUA
SENESCHAL'S QUARTERLY REPORT - INSTRUCTIONS

A Note on Negative Reporting:

If your group has not had any officer changes, held no events/activities/meetings, etc., and does not have any problems to report for the quarter, you can file a *Negative Report*. A *Negative Report* does not need to be on the official Quarterly Report Form. However, it should include the Seneschal's contact information. A *Negative Report* shall state, in writing, that no local offices have changed hands, no events have been held, and there is nothing else to report. Your Principality Seneschal expects to receive a written report for every quarter, even if it is a *Negative Report*.

QUARTERLY REPORT FORM

SECTION	WHAT GOES THERE
<i>Report Date</i>	The date this report was completed
<i>For the Period Ending:</i>	The timeframe covered by this report. "March 2005" "1 st Quarter 2005"
<i>Group Name:</i>	The name of your group – Barony, Province, Shire, Riding, or College
<i>Contact Information for all Greater and Lesser Officers</i>	Names and contact information for all offices that are currently occupied. Not all offices are required for all groups. If you do not have someone filling an office, please indicate N/A in the information section for that office.
<i>Offices that have changed since last report</i>	If an office has changed hands since the last report, enter ONLY the title of the office (e.g., Arts, Sciences, Minister of the Rapier, etc.).
<i>Regular Official Activities</i>	Any and all officers' meetings, group meetings, A&S workshops, fighter practices, dance practices, Heralds' meetings, etc., that occur on a regularly-scheduled basis (weekly, bi-weekly, monthly, bi-monthly, etc.). All meetings &c published in the Page must be listed in this section of the report.
<i>Official Events or Special Activities during the last quarter</i>	Any published events, demos, or other official activities for which your group was the sponsoring/hosting group. All events published in the Page must be listed in this section of the report. There should be an Event Report attached to this report for each local event listed here: however, you do not need to complete an Event Report for any Principality or Kingdom event for which your group was acting as the host group.

PRINCIPALITY OF CYNAGUA
SENESCHAL'S QUARTERLY REPORT - INSTRUCTIONS

Problems of Note for the last quarter: Any problems of note and what actions (if any) were taken to resolve the issue. Use your best judgment in deciding what to include, but try to focus on those issues that might have a long-term effect on your group.

Signature Signature of the Seneschal and the date the report was signed.