

## ***Saker Herald Office Manual*** ***by Ines Alfón, White Tiger Herald***

[Editor's note: This is a summary. The full Saker Herald Handbook is on the Saker website: [http://heraldry.calontir.org/documents/Saker\\_Herald\\_Handbook.pdf](http://heraldry.calontir.org/documents/Saker_Herald_Handbook.pdf) ]

### **Submission Items must-haves:**

#### Submission Forms

The current forms from Calontir are the only accepted forms for the Saker office. They are marked Kingdom of Calontir at the top and in the lower right corner, they are noted with "Laurel v. 2.0; [Calontir] v1.1 (Laurel Approved [20060724])".

#### Payment

Payment may be made in cash. Receipts **MUST** be given for all cash transactions. Payment may also be made by check, cashier's check or money order made out to "SCA, Inc - Kingdom of Calontir/Heralds". We do not currently take credit cards or online monetary processing. Payment is \$9US for each submission item - name or armory submission. Checks from groups are \$7US per submission item and one transfer form for each check. A single check may be written for multiple submissions. Any overage of moneys sent to this office will be used to defray office expenses.

#### Transfer Form

ALL group submissions must be accompanied by a Transfer of Funds form for the Kingdom of Calontir.

#### Documentation and photocopies

All name submissions must be accompanied by a summary of documentation and photocopies of all source material, unless exempted by the Society Administrative Handbook. Any armory submission attempting to register a new charge, or a charge or style that has been deemed "non-period" must be accompanied by supporting documentation. Photocopies of all source materials are required except as exempted by the Society Administrative Handbook.

### **To Do List**

Each month several places need to be updated and items mailed out. OSCAR and the Saker Herald website need to be updated. Commenting needs to be collated and all registrations and returns must be noted and submitters notified. External Letters of Intent items as well all checks and monies received must be mailed to their respective recipients. The Saker office does not have its own bank account.

### **OSCAR (Online System for Commentary and Response)**

All submission items are placed into OSCAR's "proto-loi" in order to create an internal letter of intent. When commenting is complete and any items not going out have been deleted from OSCAR, the remaining items are Finalized into an External Letter of Intent. In order to create the internal letter of intent, at the very least all armory must be scanned. If all documentation and forms for all items are scanned, this will quicken the final external process. Copies are made of the scanned armory forms and the forms are then cropped and uploaded into OSCAR for the emblazons to be commented on. Name documentation summaries are also placed into OSCAR.

## **Website**

The Saker website must receive a word DOC formatted, an RTF formatted, if possible a PDF formatted file and finally the RTF and PDF files placed in a ZIP file. These are linked to from the Internal LoI page. All documents pertaining to the Internal and External Letters of Intent have the following name format: YYYYMMDD-[LOI/ILOI]-CAL-[saker initials (IA)]-[additional info].extension (example: 20080124-ILOI-CAL-IA.doc or 20080124-LOI-CAL-IA-Submission Elements.xls) Not all Saker documents are on the Saker website.

## **Commenting**

Internal commenting is requested to take about three to four weeks from date of announcement of availability. Four week turn around is ideal, but seldom feasible. At the deadline for commenting, compile all notes and place any needed additional information in the OSCAR submissions. Return those you agree need to be returned and forward the rest. While commenters may request return for various reasons, the final decision is Saker's and the decision may overturn thoughts by the commenters. Have a good reason for deciding against your commenters, they put in a lot of work and having it dismissed will reduce their willingness to participate.

## **Notification**

Notification may now be made via postal mail or via email. If via email, request a return confirmation email. Make copies of all emails and place in the files. Postal mail items should be placed in files if returned to sender for any reason.

## **Monies**

The Saker office does not have its own bank account. All monies must be sent to the kingdom exchequer in a timely manner. Timely means do not let any check sit for more than a month. If necessary, send checks to the exchequer twice monthly. All postage and reasonable monies spent in the performance of your jobs as Saker can be reimbursed. Send a receipt and note, if necessary, the use for what was bought (office supplies, books, postage, etc.). You can even send the receipt for your postage in the same envelope you are sending checks (just don't close the envelope before you buy the stamps). Priority Mail is the most expedient way to get items to their intended recipients.

## **Timeline**

The internal and external timelines may overlap each month. They do not necessarily exclude timing for each other in their steps.

## **Internal**

Collect all submissions mailed to you until ready to place into an internal letter of intent. An arbitrary cut-off date each month can be enacted to make it easier to know what to place in each letter.

Scan all forms and all supporting documentation. This will make it easier on the Laurel Staff when you email all scanned documents to them. Name all scanned files based on the primary name of the submitter:

Abe\_Doe\_Name.jpg,

Abe\_Doe\_Name\_doc1.jpg,

Abe\_Doe\_Device.jpg,

Abe\_Doe\_Device\_doc1.jp

After placing all information in OSCAR, send out notification to your proofing team and allow two to three days for them to get back to you. All that is needed at this point are notifications of misspellings, syntax errors, etc.

Once you have fixed items so noted, copy the page from OSCAR into Microsoft Word(r).

Make an RTF and PDF formats as possible.

Make the internal webpage for the Saker website.

Update the new items on the same site with newest updates.

Publish all documents and notify the Calontir College of Arms of the new letter.  
Place file folders in the kingdom working drawer.

External

Pull current internal file folders for processing.  
Collate all internal commentary after the deadline, marking items for return and writing up notifications of same for the submitters.  
For all items still going forward to be processed, gather commentary, add information as necessary to the OSCAR "proto-loi" and prepare the submissions to be finalized into an External Letter of Intent (ELoI).  
E-Mail all scanned items to be processed in the ELoI to the Laurel filing clerk.

Finalize the OSCAR "proto-loi".

Note the monies needed to be sent to the Society Exchequer and notify and request from the Calontir Exchequer a check to be sent to the same.  
Prepare the ELoI page on the Saker website to point to the now newest ELoI.  
Update the new items on the same site with newest updates.  
Publish all documents.  
Mail all submission forms to the address noted in the current Letter of Acceptances and Returns (LoAR) Cover Letter.  
Mail all checks and receipts from the current month to the Kingdom Exchequer.  
Mail out all notifications of internal returns and any items marked in the latest LoAR received, if you have not already done so.  
File all completed submissions in their respective file folders and file the newest ELoI in the kingdom working files.

**Names/Offices to know**

Internal:

Gold Falcon Principal Herald: \_\_\_\_\_  
External Commentary: Red Hawk \_\_\_\_\_  
Habicht Herald \_\_\_\_\_  
Kingdom Exchequer \_\_\_\_\_  
Branch Heralds \_\_\_\_\_  
Branch Exchequers (as necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

External:

Laurel Sovereign of Arms \_\_\_\_\_  
Pelican Sovereign of Arms \_\_\_\_\_  
Wreath Sovereign of Arms \_\_\_\_\_  
Laurel Clerk \_\_\_\_\_  
Morsulus Clerk \_\_\_\_\_

Address for Society Exchequer \_\_\_\_\_

Address for Society Submissions receipt \_\_\_\_\_

## **Filing**

### Which alphabet?

All items are filed via unaccented English Alphabet. Any accented letters are filed as if not accented, or unlauded, etc. Currently, spaces are ignored for filing purposes. Not all in the filing cabinet may be in that format.

Al Bouter is before Alex Raker and is after Albie Marks.

Albie Marks (albiemarks)

Al Bouter (albouter)

Alex Raker (alexraker)

### Who has access?

No one may remove files without the Saker Herald's express permission. It is preferable never to remove any files from Saker possession. Anyone may request access to view or to receive copies of files. Saker will remove all modern information from any file copy not going to the original submitter.

What gets saved?

All official correspondence with submitters gets saved.

What gets filed?

All submissions get filed. If it gets to the Saker office it is filed regardless of final disposition.

## **How do I determine returns, forwards and pends?**

### Forwards

Anything that follows the current rules of the college of arms and is paid for.

### Returns

Any improperly filled out submission - wrong kingdom forms, expired kingdom forms, color printer copies, color pencil copies, crayons, etc.

Any item that conflicts with currently registered items or otherwise violates the Rules for Submission.

[Editor's Note: The Rules for Submission have been replaced by the Standards for Evaluation of Names and Armory, SENA].

### Pends

Any submission with incomplete paperwork or incomplete monies submitted

All pends will either be returned at the second letter of intent after they were pended or will move forward as appropriate.

Incomplete items should be immediately checked for conflict or rules violation. If those violations exist, return ASAP with additional notes to include complete documents and monies.

## **Financial**

### Who sends money?

Anyone may send money to the Saker Herald office. Donations are cheerfully accepted. All group monies sent to the Saker Herald MUST be accompanied by a Kingdom Money Transfer form.

Individuals may send submissions directly to the Saker office, but submitters are encouraged to utilize their local herald.

Where does it go?

All monies get sent to the Kingdom Exchequer. Copies should be made of all checks sent until confirmation of receipt is made.

What can I spend it on?

You cannot spend any monies coming into the Saker Office, not even cash - perhaps especially not cash. You may buy supplies for use by the office of Saker out of pocket which may then be reimbursed through the Kingdom Exchequer's office. Supplies can include but are not necessarily limited to, heraldry and onomastics books, markers, paper, postage stamps, pens, pencils, rubber stamps, printer ink, professional copy services, fax services, etc.

What requires pre-approval by the Kingdom Exchequer's office?

Any purchases above \$100.

Can I get an advance?

Yes, money advances are allowed under certain extenuating circumstances. All advanced money must be accounted for within a certain time period to be noted by the Exchequer. Requests must be made in writing to the Exchequer and Gold Falcon.

How do I get reimbursed?

Send in receipts with Saker office items noted or get separate receipts for Saker items. Most submitted office items do not need explanations.

How do I get payments to the Laurel office?

Send an itemized spreadsheet for the submissions items to the Kingdom Exchequer and request a check be sent of the appropriate amount to the Society Exchequer and ask that the item be properly notated. Sample request:

I have transactions for the Saker Herald's office fund. I would like a check in the amount of \$[total amount] sent payable to "SCA Inc.-College of Arms" directly to the CoA Chancellor of the Exchequer at

[current address from latest LoAR]

This should reference "[latest Letter of Intent and its date]". Included in this email are attachments for Summary of Heraldic Submissions dated [same date as LoI].

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