

SECTION VIII -- NAMES AND ARMORY -- PROCEDURAL

3) Submission Forms

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Abstract:	Submission procedures for copying and distribution by local and consulting heralds (forms are available elsewhere).

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HOW TO FILL OUT THE SUBMISSION FORMS

This instruction sheet will help you fill out the submission forms so we can process your name, device, and/or badge as quickly as possible. If you have any questions about this sheet, the submission forms, or the Rules for Submission, please contact your Principality Herald, or the Matins Herald. You may also visit the Consultation Table at major events. We will be happy to answer your questions.

GUIDELINES FOR NAMES

There are a lot of rules about names, but a few simple guidelines can be given. If you have any further questions, you can talk to the heralds at the Consultation Table.

REGISTRATION — The name you register will be your official SCA name. It will be used to register your device and call you into Court. It will also appear on your award scrolls. You are welcome to use a shorter form for everyday purposes. Please Note that putting your name on your membership card is not the same as registering it. The SCA Registry handles subscriptions and memberships; the College of Heralds registers names. We do not compare records.

CONSTRUCTING A NAME - Your registered SCA name must include at least one **given** name and at least one other name. (A **given** name is also called a **first** or **Christian** name, and is the sort of name given to a child at birth or baptism by his or her parents.) Your given name must be either a given name that was used during the medieval period, or your legal given name. Your other name may be another given name, a surname, a nickname (like “the Tall”), a place-name (“of London”), or a patronymic (“son of” or “daughter of” someone). It does not need to be in English.

RESTRICTIONS - Your SCA name may not duplicate the name of a real person from history or a person from fiction, nor may it include titles or imply that you are of non-human origin or have non-human abilities. It may include part of your real name, but it may not be 100% identical to your real name.

HOW TO FILL OUT THE NAME SUBMISSION FORM

FIRST - Copy the submission form so you will have extra copies in case you make mistakes.

SUBMISSION HISTORY - Please help us keep our records straight by marking the correct boxes. If this is the first time you have submitted a name, you only need to mark the first box. If you are changing your registered name, mark the correct box and fill in your current name. If you are resubmitting, please mark that also. If your previous submission was in another Kingdom, please tell us which Kingdom it was so we can get your records transferred. Please mark the last line so the keeper of the Order of Precedence can note your awards correctly.

SUBMITTOR'S DATA - We need an address that will be valid for at least six months. If you know you are going to move, please give us a permanent address or make sure you send us a change of address when you move. We want your phone number so we can call you if there is a problem with your submission which we can fix with a quick call. We ask for your birthdate as a final identifier to keep the files of people with similar names from being mixed up. We ask for your local group for two reasons: it helps us locate heraldic activity in the Kingdom and aids Laurel in forming a holding name if necessary. (A holding name is a temporary name that allows your device or badge to be registered if there is a serious problem with your submitted name.) Under Consulting Herald, please tell us if anyone helped you find/document your name or fill out the form.

DOCUMENTATION - The instructions on the form are fairly self-explanatory. Please let us know how you came up with your name. The more we know about your name, the better the chances are that we can get you exactly what you want.

PERMITTED CHANGES - We use this information in case there are problems with your name. If there are any alternate names you would accept, list them in order of preference. If you will accept minor changes to your name, tell us that as well. Always tell us what language it is.

We strongly encourage you to mark the box allowing minor changes to the grammar or spelling of your name in case it cannot be registered as submitted. If we cannot correct the problem with a minor change, we will return it to you with advice on how to change it. Telling us which elements of your name are important to you will help us decide what changes to make if any

are needed. Even if you do not wish to allow changes, please mark what is important to you, so we can offer useful suggestions if we have to return your submission.

If you would like us to correct the grammar and spelling of your name, please tell us. For instance, if you want an Italian name with a particular meaning, but you're not sure how to construct it, marking this box will allow us to try to construct it for you.

If you will accept absolutely no changes, mark the last box in this section. If you mark this box, we will disregard any previous boxes marked in this section and Laurel will not form a holding name if there are problems with your name. If you submit a device with your name, any problem with your name will cause your device to be returned.

PLEASE DO NOT WRITE IN THE SHADED AREA!

HOW TO FILL OUT THE DEVICE AND BADGE SUBMISSION FORMS

FIRST - Copy the submission form so you will have extra copies in case you make mistakes. Since we need multiple colored copies (see below under copies), we recommend that you fill out one copy of the form in black ink (including a line drawing of your design), photocopy it, and then color the copies. This way you will only need to draw it once. Use colored pens to color the forms, if possible. Pen is best for distinguishing the parts of the picture. Please avoid colored pencils, crayons and metallic paints.

SUBMITTOR'S SCA NAME - Tell us the name that you have registered or are concurrently submitting.

SUBMISSION HISTORY - Please help us keep our records straight by marking the correct boxes. If this is the first time you have submitted a device (or badge), mark the first box and go on to the questions about your name. If you have ever tried to register a device (or badge) before, please mark the correct box. If you are resubmitting, please mark that also. If your previous submission was in another Kingdom, please tell us which Kingdom it was so we can get your records transferred.

SUBMITTOR'S DATA - See the explanation on this topic under [Name Submission Form](#).

PROPOSED DEVICE (BADGE) - If you can, please consult with your local herald before submitting a device (or badge). He/she can explain the basic rules of heraldry for you and can tell you about some of the special SCA heraldic rules. He/she may also be able to check to see if your proposed submission is in **conflict** with something previously registered or existing in the real world. **Conflict** means that it looks enough like another device, badge, flag or military insignia that there is a chance that they could get confused. A **blazon** is a description of your device (badge) in standard heraldic terminology. If you cannot get a herald to help you with your blazon, tell us what you want in plain English.

SPECIAL NOTES FOR SCRIBES - If there is any special way you would like the Scribes to draw or color your device, let them know in the space provided. These would be little details that do not necessarily need to be mentioned in the blazon.

PERMITTED CHANGES - We use this information in case there are problems with your submission. If there are any alternates that you would accept, please list them in order of preference. Be as specific as possible. (For example, don't say "change the color of the field." You must tell us what color to make it.) If any of your alternates is very different from your first choice, please provide a separate submission form with a colored picture of your alternate. Please also tell us what part or aspect of your design is most important to you. If there is a problem with your design, this information will guide us in suggesting alternates to you. If there are absolutely no changes that you would find acceptable, then mark the final box. If you mark this box and there is a problem with your submission, we will inform you of the problem but will not modify whatsoever without your written consent. If you mark this box, we will disregard any changes that you may have allowed us elsewhere on the form.

PLEASE DO NOT WRITE IN THE SHADED AREA!

HOW TO SEND IN YOUR SUBMISSION

WHERE TO SUBMIT - You should mail it directly to us. In the continental U.S., Alaska, or APO/FPO, mail it to the address in [The Page](#) under West Kingdom College of Herald's.

COPIES - If you are submitting through the mail, please send the following number of copies of each applicable form:

Name/Branch Name submission - 3 copies: one for the Kingdom files, and two for Laurel.

Device submission - 4 colored copies: one of the Kingdom files, one for the Scribes, two for Laurel.

Badge submission - 3 colored copies: one for the Kingdom files, two for Laurel.

You should also keep a copy for your own records.

FEES - In all parts of the West Kingdom, the fee is \$8 for a new name, new device, or new badge. A new name and device are \$15 (a \$1 discount is given for submitting both at the same time), a name, device and badge are \$23, etc. We do not charge a fee for a resubmission or change of a holding name. There is a fee for changing an already-registered name, device or badge.

Please note that you cannot submit a device or badge without submitting a name (unless, of course, your name is already registered or in process).

WHAT HAPPENS TO YOUR SUBMITTED NAME, DEVICE OR BADGE

Once you finish filling out the forms, you need to get them and the correct fee to the heralds. You should submit the forms through the mail (see the Herald's Website or [The Page](#) for the current mailing address).

If your submission passes the review, you will not hear from us for awhile. Your submission will be written up in a letter that goes to senior heralds in other Kingdoms. They will have four months to do further research and make comments on your submission. After this, the Laurel Sovereign of Arms will make the final decision based on all the input. If there is no problem, your submission will be registered, and we will send you a letter notifying you of this. Once your submission is registered it is protected from infringement throughout the SCA and for as long as you want it.

If any problems are found with your submission at any stage in the review process, we will write you a letter outlining exactly what the problems were and suggesting ways that you can correct them so that it will pass. You will not have to pay again, no matter how many tries it takes to get your submission registered.

The total time to get something registered, if there are no problems, is usually six months or so after it reaches Kingdom level. However, if either the Kingdom or Laurel level gets really swamped with work, there can be delays in getting the letters out. We apologize for any unusual delays, but please remember that this is a volunteer organization, at all levels. If you submit something and do not hear from us for seven or eight months, please write to us so we can make sure that everything is ok. If you move and forget to tell us, our letters may never reach you, so please remember to send us your new address if you move!

Remember: if you have any questions about any aspect of heraldry, the College of Herald's is always willing to help you.
— June, AS XXXII; June, AS XXXIV; Summer, 2002; Spring, 2003; Fall, 2003

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