

Kingdom of Artemisia

Arts & Sciences

Officer Handbook



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Zakkari

Rex

Regina

Regina

Giliana

KMoAS Officer

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1. Introduction

1.1. Purpose of this Handbook

The purpose of this handbook is to provide information and expectations to our Arts and Sciences Officers and Champions.

1.2. Definition of Arts and Sciences

The Arts and Sciences in the SCA is the study and practice of the various arts that one will find in the society. The arts in the SCA are as many and varied as the people who make up the Society. In any given group, you are likely to find calligraphers, performers, dancers, brewers, writers, metal workers, weavers, costumers and more, and all of these people are artisans. You will also find people who research the sciences of the Middle Ages and who work in creating paints, dyes, people who study languages and those who perform other types of research. All of these together, and all of the many other forms of research and application of history make up the Arts & Sciences within the SCA.

What are Arts and Sciences? As the Known World Handbook says, "It has been said that the Arts are for beauty and the Sciences for use. Properly done, anything can be an art, or a science. Simply do, and do well, and all will be well."

Arts and Sciences in the SCA mean many things to many people. The making of a piece of armor is art; writing and performance of a song is art; making a wonderful piece of clothing is art; using period recipes in cooking is an art; brewing of ales, beers, cordials, etc., is an art; in other words, anything that one does to further enhance the game is either considered Arts or Sciences! There is a very fine line between the "Arts" and the "Sciences." Whether the work is defined as "art" or "science," the bottom line is that the arts and sciences are an integral part of the Society for Creative Anachronism.

In Artemisia, we make no distinction between the two!

1.3. Arts & Sciences Badge

The heraldic badge that represents the Arts & Sciences office is a candle in a window. This candle represents the pursuit of knowledge and truth that are fundamental goals of the arts and sciences.

Any Minister of Arts & Sciences may wear the badge of their office on their person as a pin, pendant or other appropriate decoration. Likewise, Arts & Sciences Ministers may also display their badge of their office as a banner at events.



2. Kingdom Arts & Sciences Officer

2.1. Requirements

- You must be at least 18 years or older.
- You must be a paid member of the SCA and maintain your membership throughout your tenure.
- You are requested to attend officer/populace meetings and local events.
- You need to be able to effectively communicate with regional artisans, Nobles, Peers, and your local Arts & Sciences officers.
- As Minister for the Arts within your group you may not hold any other Greater office within that group. However, by the traditions and customs of your group you may hold a deputy position.
- You need to have management skills to be able to run an Arts & Sciences competition or Arts & Sciences events for the group.

2.2. Responsibilities

2.2.1. Maintain Arts & Sciences Officer Corps

- Work with local seneschal and Landed Nobility (if any) to choose the next local Arts & Sciences officer.
- In charge of ensuring that each local and regional officer has:
 - A warrant signed by the Kingdom officer and the Crown
 - An active membership
- In charge of maintaining a current officer contact list for all local and regional offices.

2.2.2. Receive and Parse Reports from Deputies

- Receive and track that all local groups are reporting as expected and that the reports meet requirements.
- Parse the local reports to provide relevant and delightful data for the quarterly report to the Society officer.

2.2.3. Reports to Society

Reports are due to Society on the 15th of the months of March, June, September and December.

Key sections of the report:

- What are your current KMoAS projects?
- What are your future KMoAS projects?
- Please tell me about your Kingdom-level competitions this reporting period.

- Please tell me about your Kingdom-level Collegiums/Universities this reporting period.
- Please tell me about any Arts & Sciences activities of note.

Don't be late!!!

2.2.4. Arts & Sciences Activities

- Responsible for running the Kingdom Championship Competition
- Responsible for organizing (or ensuring that it is organized) classes for Kingdom Collegium
- Should also ensure that significant regional and kingdom-wide activities are occurring, such as
 - Mini-competitions
 - Artisan Displays
 - Mini-collegiums
- Provide oversight for any Knowne World events to ensure that they are being planned effectively. Reports are due from Knowne World autocrats monthly.

2.2.5. Other

- Should ensure that the Kingdom Arts & Sciences website is correct and up to date (can be done via a deputy or Kingdom Webminister.)
- Should promptly respond to the kingdom email account

2.2.6. Deputies

- Emergency Deputy
 - An Emergency Deputy is a deputy who is willing to assume the duties of the office. Should the officer become unable to complete his or her duties this officer maintains the Office until a replacement is found for the position. Sometimes this officer becomes the replacement. In some cases the Emergency Officer continues in the position until a new person takes the regular officer's position. The Emergency Officer must be of appropriate age for the position and must meet membership requirements for the position.
- Other Deputies and Assistants
 - Chancellor of the University
 - In charge of maintaining the records of University of Artemisia Instructors and Students and informing the Kingdom Officer when recognition is due.

- Other deputies can be appointed as need be to help facilitate the smooth running of the office. If these deputies are long-term, they should be warranted.

2.2.7. Files

Please keep record of (physical or electronic) the following information and pass on to your successor (or seneschal) upon exiting the office:

- A copy of this handbook
- Competition handbook and judging forms
- University handbook
- Records of ALL reports made to Society
- Records of ALL reports from local and regional officers.
- Records of all funds spent for the office.
- Records of emails received and sent from official officer email account.
- Keep at least most recent 5 years of file data.

2.2.8. Financial

Speak with the Kingdom Exchequer about your annual budget.

Key Money Matters:

- Save receipts and send them to the Kingdom Exchequer.
- You may spend money from your budget on prizes for various contests.
- You may not use any SCA monies to buy presents for any reason.
- You may accept items as donations for gifts, and these should be identified as such.
- The Minister of Arts and Sciences may sponsor fundraisers such as bake sales to raise funds for their office.
- If you have an Arts and Science class or workshop that includes a handout or supplies, have the students reimburse the teacher directly. Publicize the cost to students when you announce the class.

2.3. Entering and Leaving Office

2.3.1. Letter of Intent

- The office of Kingdom Minister of Arts and Science has a two year tenure.
- Please send your Letter of intent to:
 - Current Kingdom Arts & Sciences Officer
 - Kingdom Seneschal
 - Current Monarchs and Heirs
 - Society Arts & Sciences Officer

2.3.2. Warrants

- The Kingdom Seneschal will fill out and sign the Warrant of Appointment to Office (found in Kingdom library). The Kingdom Seneschal is responsible for signing and getting the current Monarch and Society Arts & Sciences Officer's signatures.
- Warrant form must:
 - Include all contact information on new officer
 - Include new officer membership number and expiration
 - Be signed by
 - Kingdom Seneschal
 - Society Arts & Sciences officer
 - Reigning monarch
- Current Officers are those officers whose warrants have been signed by the Crown
- Acting Officers are those officers who have filled a position but whose warrants have not yet been signed by the Crown.
- An officer's warrant lasts for two years.

2.3.3. Stepping down from office

- Procedure: Two months prior to the end of your warrant, you need to:
 - Let your Kingdom Seneschal and Society Arts & Sciences Officer know that your warrant is almost up
 - Announce the information at Kingdom and Local events.
 - Publish a note in your Kingdom newsletter and social media calling for applications who to email them to
 - Be sure to set a deadline for applications in your notice!
- Once you have applications for your office, you need to talk with the Kingdom Seneschal, Current Monarchs and Heirs and Society Arts & Sciences Officer on your recommendation for your replacement.
- The Society Arts & Sciences Officer, after communicating with you, your seneschal, Current Monarchs, and Heirs, will then let you know who will be the next Arts & Sciences officer for your Kingdom.
- The Kingdom Arts & Sciences officer is responsible for making the decision on the Arts & Sciences officer.
- Please make sure that all of your files and other materials are updated and are passed along to your replacement in a timely manner.

2.3.4. Emergency

- If you must step down immediately due to an emergency, your Emergency Replacement Deputy should take over the office. Their only duty will be to continue with any current Arts & Sciences activities and call for applications in the next local newsletter.

- During the time when notice is out and others are applying for the job, please make sure that all of your files and other materials are updated and are passed along to your replacement in a timely manner.

2.3.5. Removal

While rare, if the situation warrants, the Society MoAS in conjunction with the Kingdom Seneschal and current Monarchs has the right to remove a Regional or Kingdom MoAS.

3. Local Arts & Sciences Officers

3.1. Requirements

- You must be at least 18 years or older.
- You must be a paid member of the SCA and maintain your membership throughout your tenure.
- You are requested to attend officer/populace meetings and local events.
- You need to be able to effectively communicate with local artisans, as well as Nobles and Peers.
- As Minister for the Arts within your group you may not hold any other Greater office within that group. However, by the traditions and customs of your group you may hold a deputy position.
- You need to have management skills to be able to run an Arts & Sciences competition or Arts & Sciences events for the group.
- You are required to send a monthly report of local Arts & Sciences activities to your kingdom officer.

3.2. Responsibilities

3.2.1. Reports to Kingdom

- Reports to Kingdom are due Monthly on the 10th.
 - Please email your report to your local seneschal, Landed Nobility (if any) and the Kingdom Arts & Sciences Officer (arts@artemisia.sca.org).
- Reporting Requirements - Please ensure that every report has the following information:
 - Your info
 - Your Group Name
 - Your SCA Name
 - Mundane Name
 - SCA Membership # and Expiration Date
 - Date of last warrant
 - Contact Information (phone number & email is fine)
 - Events in the reporting period
 - Classes at the event
 - Arts & Sciences competitions/displays at the event
 - Public Demonstrations in the reporting period
 - What type of arts were shown
 - Other Arts and Sciences activities
 - Arts & Sciences nights
 - Guild meetings
 - Other official classes/workshops (must be open to the SCA public)
 - Other Arts & Sciences items of note

- Upcoming events/activities
- Arts & Sciences Awards received by your group members
- Other officers
 - Do you have any deputies? Names, positions and email addresses

3.2.2. Arts & Sciences Activities

- Competitions
 - You are ultimately required to run (or oversee and support the running of) any local Arts & Sciences competitions and displays.
 - See the Competition Handbook for more information and support.
 - You are NOT required to use any specific judging forms or formats (i.e. Kingdom Judging Forms) in your competition. However, whatever judging form will be used should be communicated to your artisans well in advance!
- Event Classes
 - All local events are recommended to (and may be required to) have classes available.
 - Coordinate (or ensure that someone is coordinating) classes and communicate them to the event steward well ahead of time.
 - During the classes, have students sign the class form for University of Artemisia credit!!
 - After the event, email the forms (a picture is fine) to ____@artemisia.sca.org
 - For more information, please see the University of Artemisia Handbook.
- Local Guilds and Workshops
 - We encourage activities outside of events, such as local guilds and workshops.
 - Some of these activities may also qualify for University of Artemisia credit. For more information, please see the University of Artemisia Handbook.
 - You are not required to host (or event attend) guild or workshop meetings. It is recommended to stop by at least occasionally to keep up to date and provide encouragement.
- Communications to your group
 - Ensure that your group is well informed about all upcoming Arts & Sciences activities in the region and any other items required by the Kingdom Arts & Sciences officer.

3.2.3. Deputies

- Have some!!
- Emergency Deputy
 - An Emergency Deputy is a deputy who is willing to assume the duties of the office. Should the officer become unable to complete his or her duties this officer maintains the Office until a replacement is found for the position. Sometimes this officer becomes the replacement. In some cases the Emergency Officer continues in the position until a new person takes the regular officer's position. The Emergency Officer must be of appropriate age for the position and must meet membership requirements for the position.
 - Other Deputies and Assistants
 - Other deputies can be appointed as need be to help facilitate the smooth running of the office. These deputies do not need to be warranted. By the tradition of your group other persons may fall under your responsibility. Please check with your local Seneschal.

3.2.4. Files

Please keep record of (physical or electronic) the following information and pass on to your successor (or seneschal) upon exiting the office:

- A copy of this handbook
- Competition handbook and judging forms
- Records of ALL reports made to Kingdom, which should include
 - All events held and classes/displays/competitions that occurred.
 - Local non-event activities such as demos, guilds, workshops or other activities that are
 - Arts & Sciences based
 - Involve a group of artisans
 - Open to the SCA public (e.g. not closed household activities)
- Records of all funds spent for the office
- Records of emails received and sent from official officer email account.
- Keep at least most recent 5 years of file data.

3.2.5. Financial

By tradition or custom your office may have some sort of budget for you to use to cover various expenses. Check with your Seneschal and Exchequer to find out your group's policies on reimbursements and or budgets prior to making any expenditure.

Different groups handle the issue of money for their Arts and/or Sciences offices differently.

Key Money Matters!!!

- Save receipts!
- You may spend money from your budget on prizes for various contests.
- You may not use any SCA monies to buy presents for any reason.
- You may accept items as donations for gifts, and these should be identified as such.
- The Minister of Arts and Sciences may sponsor fundraisers such as bake sales to raise funds for their office.
- If you have an Arts and Science class or workshop that includes a handout or supplies, have the students reimburse the teacher directly. Publicize the cost to students when you announce the class.
- Talk to your officer corps and see what is customary in your group.

3.3. Entering and Leaving Office

3.3.1. Letter of Intent

- The office of Minister of Arts and Science has a two year tenure.
- Please send your Letter of intent to:
 - Current Local Arts & Sciences Officer
 - Local Seneschal
 - Local Landed Nobles (if any)
 - Kingdom Arts & Sciences Officer

3.3.2. Warrants

- The local seneschal will fill out and sign the Warrant of Appointment to Office (found in Kingdom library). The Kingdom officer is responsible for signing and getting the current Monarch's signatures.
- Warrant form must:
 - Include all contact information on new officer
 - Include new officer membership number and expiration
 - Be signed by
 - Local seneschal
 - Kingdom Arts & Sciences officer
 - Reigning monarch
- Current Officers are those officers whose warrants have been signed by the Crown
- Acting Officers are those officers who have filled a position but whose warrants have not yet been signed by the Crown.
- An officer's warrant lasts for two years.
- On rare occasions, it may be necessary for the Kingdom MoAS to not accept a proposed officer. On such occasions, the Kingdom MoAS will

work with the Regional Arts & Sciences Officer and the local seneschal to fill the position. The local seneschal will handle the Arts & Sciences reporting until the new Local MoAS is installed.

3.3.3. Stepping down from office

- Procedure: Two months prior to the end of your warrant, you need to:
 - Let your local group and the Kingdom Arts & Sciences officer know that your warrant is almost up
 - Announce the information at populace meetings
 - Publish a note in your local newsletter and social media calling for applications who to email them to
 - Be sure to set a deadline for applications in your notice!
- Once you have applications for your office, you need to talk with the local seneschal, landed nobles, and Kingdom Arts & Sciences officer on your recommendation for your replacement.
- The Kingdom Arts & Sciences officer, after communicating with you, your seneschal, and landed Nobles, will then let you know who will be the next Arts & Sciences officer for your group.
- The Kingdom Arts & Sciences officer is responsible for making the decision on the Arts & Sciences officer.
- Please make sure that all of your files and other materials are updated and are passed along to your replacement in a timely manner.

3.3.4. Emergency

- If you must step down immediately due to an emergency, your Emergency Replacement Deputy (or the seneschal) should take over the office. Their only duty will be to continue with any current Arts & Sciences activities and call for applications in the next local newsletter.
- During the time when notice is out and others are applying for the job, please make sure that all of your files and other materials are updated and are passed along to your replacement in a timely manner.

3.3.5. Removal

While rare, if the situation warrants, the Kingdom MoAS in conjunction with the current Monarchs has the right to remove a Regional or Local MoAS.

3.4. Working with others

By taking on the role of local Arts & Sciences officer you have agreed to become a proactive line of communication between people in the arts community. You are required to send a monthly report to your kingdom officer, but this is just the beginning

of your role. As an officer in your group, you should act as a liaison between artisans and the arts community, providing them with as many resources as you can get your hands on.

- Sense of Humor and Courtesy – There are many people in the Arts & Sciences community that feel a great deal of passion about the arts. It is vital that you maintain a polite and courteous manner, regardless of what is occurring around you.
- Seneschal – Be sure that you are reporting on time and keep your group's Seneschal informed of any important news immediately.
- Chronicler – Find out if there is anything that your group's Chronicler would like to see in the newsletter. Try to publish as much information as possible on the arts in your area. Encourage local artisans to provide updates to the chronicler as well.
- Herald – Stay in contact with your herald in planning arts activities. There may be good opportunities to work together on projects.
- Event Stewards – If it is customary for you to run the Arts & Sciences activities for your group's events, it is vital that you visit with the event steward and find out what their “vision” is for the event. You should then make every effort to see if your activities can support their vision. If the event steward chooses someone else to run the Arts & Sciences activities, then it is your job to support the person in charge of the activities for the event.
- Landed Nobles – Your landed nobles usually have a large-world view of the kingdom and can provide you with great suggestions for Arts & Sciences activities that they have seen in their travels. In addition, most Landed Nobles have certain goals for the arts and sciences in their barony. See if you can assist them in meeting those goals. For events, make sure that they are informed in advance as to how the Arts & Sciences activities will be run. They will need to speak eloquently about them at court and are much better able to do this if they have been given the information beforehand. They can also help you with getting recognition for deserving individuals within your group.
- Kingdom Arts & Sciences Officer – Your Kingdom Arts & Sciences Officer has their finger on the pulse of the region. If you are wondering what others are doing, drop your Kingdom Arts & Sciences Officer a note and they can probably help you.
- Laurels - A Useful Resource™.
- Artisans entering your competitions and displays – When an artisan puts their work out for display or competition, they are placing a small part of themselves out for comment. It is important that you show them the courtesy and support during the event. An artisan should be welcome to lodge a complaint in a polite and courteous manner. Under no circumstance should you remain if an artisan is out of control and is being rude or impolite.
- Judges – It is important to ask those people that you wish to have judge your competition prior to the event. As with artisans, they should be shown courtesy and respect for volunteering their time to help you with the judging. Also like the artisans, they should be welcome to lodge a complaint in a polite and courteous

manner, but not to be rude or out of control. Consider some small token of thanks for your judges!

3.5. Interpersonal Conflicts

- The SCA is a volunteer organization. It is also an organization made up of people who put in many hours of work, time, money and emotional energy. This is a game; however it involves real people with real emotions and sometimes conflicts arise, below are some things you might consider to govern or resolve the situations.
- Read from Corpora Governing documents, Grievances and Sanctions. This will give the procedures and guidelines for conflict resolution.
- Take a step back, the SCA runs on its own time for a reason.
- You may need to keep a log of all conversations including date and time.
- Keep participation in those negotiations down to a minimum. Only those people who are involved in the conflict should be involved.
- Try and solve the problem in its infant stages.
- If possible consider mediation.
- Know that at any time you can talk to the Kingdom Minister about a problem or a concern.
- As an Officer there may be times when you are called upon to mediate a conflict. Understand that you are there in the capacity of your Office. Personal opinions should be avoided.

4. Awards and Recognition

Below are the current Arts & Sciences related awards and recognitions in the Kingdom of Artemisia

4.1. Golden Maple Leaf

Given to those who have demonstrated consistent excellence in the arts and sciences, and who have made available their skills and knowledge in service to the kingdom. Companions of the Maple Leaf may place the initials CML after their names, and may wear a medallion bearing the order's badge: (Fieldless) Two maple leaves, stems crossed in saltire, gules. The usual token given with this award is a golden maple leaf charm suspended from a ribbon. The award and the badge are in honour of Countess Adrianna Holloway, commemorating her influence on the arts and sciences of the area that became Artemisia.

- Award of Arms level

4.2. Order of the Gryphons Eye

Given for excellence in research into some part of the Middle Ages and/or Renaissance.

- Award of Arms level

4.3. Order of the Key Cross

Given for excellence in arts and sciences and the teaching of those skills. The badge of the award is: (Fieldless) A key cross conjoined in pale to a key inverted sable. (This award was originally named "The Order of the Sable Keys in Cross.")

- Grant of Arms level

4.4. Order of the Laurel

Given as the highest award in the SCA for excellence in the Arts and Sciences.

- Patent of Arms level

4.5. Artemisian Arts & Sciences Champion

Title awarded to the winner of the Kingdom Arts and Sciences competition. The regalia includes a chain of A's similar to the ones worn by the royalty, but with a medallion signifying the arts attached.

- Requirements
 - Must be a paid member of the SCA and maintain your membership throughout your tenure.
 - Must reside within the Kingdom of Artemisia to win, though any may display or enter.
 - Timing and requirements for the competition and entries are listed in the Competitions and Displays section.
- Responsibilities
 - May attend Their Majesties in court
 - May be asked to help during the next competition

- May create an item of Kingdom Regalia
 - Help further the Arts & Sciences within the Kingdom as best as possible.
- Consider:
- Teaching classes when possible
 - Encouraging other artisans
 - Judging in competitions
 - Representing Artemisia at Known World events

4.6. Bard of Artemisia

Chosen by artistic competition a Kingdom level event announced ahead of time. The current Bard, together with the reigning king and queen make the selection. The winner receives a cloak bearing a gryphon playing a harp, surrounded by Celtic knotwork. The names of the past Bards are embroidered on the cloak lining, and each new Bard also adds something personal to the cloak. The Bard holds the title until the next Crown Tourney.

- Requirements
 - Must be a paid member of the SCA and maintain your membership throughout your tenure.
 - The Bard of Artemisia is chosen per the Crowns requirements and those requirements should be communicated to the populace prior to the competition.
 - Timing: Either once per reign or yearly.
 - Format: This is a performance in front of Their Majesties (or at times Their Highnesses) and they may use any criteria that they would like to choose their Bardic Champion.
- Responsibilities
 - May attend Their Majesties in court
 - May be called upon to entertain the populace (a.k.a. “Stall for time”)
 - May be asked to help coordinate the next competition
 - Help further the Bardic Arts within the Kingdom

4.7. Local Group Arts & Sciences awards

Local baronies typically also have awards for Arts & Sciences and may have additional awards for teaching, research or other Arts & Sciences activities.

4.8. Award Recommendations

Your local landed Nobility and the Crown rely on the input from their populace for award recognition. Arts & Sciences Officers are in an excellent position to see who is putting in efforts, helping beautify the society, teaching arts & sciences, and leading efforts. Consider award recommendations routinely!

- A written recommendation can be sent to the Crown using
 - Physical mail
 - The online recommendation form on the Artemisian website, at <https://www.artemisia.sca.org/webform/award-recomendation>
 - Email to the crown (crown@artemisia.sca.org) or their heirs (heirs@artemisia.sca.org)
- Be sure to allow time (at least 3 weeks) for the Crown to consider, research and have the scrolls created (should They choose to grant the award) prior to the event for which the recommendation is being made.
- Give the person's name that you're recommending, the award for which you are recommending them, the reason why you think they deserve the award, and an event where the award can be presented.
- If you live in a barony, consider coping your baronage with your recommendation.
- If you live in a barony that has local awards, you may recommend a person to your baron and/or baroness.

4.9. Other Forms of Recommendation and Encouragement

- As the Arts & Sciences officer, you can always privately present a gift to your favorite piece.
- Provide a prize for the local landed nobility to give as a personal favorite.
- Word fame! - List winners and champions in your local newsletter or social media.
- Share photos of artisan works on social media. Boost the signal and share to Kingdom social media pages such as the Kingdom of Artemisia Arts & Sciences group.

5. Collegiums

Collegiums are a series of classes on many or singular topics. While in most cases the event steward will be completely in charge of scheduling and organization of the event you may be called upon to offer assistance.

More information about Collegiums and Artemisia's tracking/reward system for classes can be found in the Artemisia Arts & Sciences University Handbook.

5.1. Artemisia Kingdom Collegiums

Artemisia Kingdom law requires a yearly Kingdom-level Collegium.

5.2. Advice on Collegiums

- Advertising what classes are being offered is vital to the success of the event.
- Teachers can come from many sources: people from your group, people from surrounding groups, ask former Collegium autocrats about their teacher's list. Sources outside of the SCA should also be considered.
- The number of classes will depend upon the hours of the event and classroom space. Knowing these things will allow you to know how many classes you could offer. Do not forget to allow time for lunch.
- Consider serving a light lunch on location...that way you do not lose momentum for the afternoon classes.
- Schedule your classes so that classes of the same category are not against each other...i.e. one textile class opposite another textile class. The same individuals will want to take both classes.
- The event steward should not teach. While at first you will think there is not much for the event steward to do once the event is underway, you are mistaken. There are a myriad of unexpected things that will require your attention.
- You might consider a theme, category, or time period oriented Collegium. Be creative.
- Try to include/encourage classes to attract members of the fighting community, rapier community, archery community, etc. that might not ordinarily be interested in a Collegium.
- See item number one: Enough cannot be said about advertising. Getting people excited about coming to the Collegium will ensure that they come and they bring someone, and that person brings someone....

6. Competitions and Displays

The Artemisian Arts & Sciences Competition Handbook contains information on running, entering and judging competitions. This section contains some key highlights and guidance.

6.1. Purpose of Arts & Sciences Competitions

It is important to note that the purpose of any Arts & Sciences Competition or Display is:

- **First and foremost to encourage and further the Artisan**
- To further the Arts & Sciences in the Kingdom of Artemisia
- To determine the winner of the competition

If we keep these goals in mind, it will help us to provide a more positive experience for all of our Artisans, which will in turn create more participate and a stronger community.

6.2. Kingdom Championship Competition Requirements

- **Timing:** The Kingdom Arts & Sciences Competition should be held yearly and communicated to the populace well ahead of time.
- **Format:** The Kingdom Arts & Sciences Competition shall be a judged competition requiring 3 entries in 3 Grand Categories.
 - Details on Judging and Scoring can be found in the Artemisian Arts & Sciences Competition Handbook.
 - The Artemisian Grand Categories can be found link.
- While there is a standard format for Artemisian Kingdom Competitions, the Kingdom Minister of Arts & Sciences, working with Their Majesties and Their Highnesses may choose an alternate format for either entries or judging as long as that format is communicated to the populace as soon as possible, preferably at least 6 months ahead of time to allow artisans to plan.

6.3. Other Artemisian Competition Requirements

- All Arts & Sciences Competitions in the Kingdom of Artemisia require documentation to be present with the entry. (Note: That documentation does not have to be scored.)
- There is no required judging format within the Kingdom, though one or more may be suggested in the Kingdom Library.
- Whatever format and judging criteria are to be used for a competition should be thoroughly communicated to the populace well ahead of the event. All entrants should have access to judging criteria prior to the event. Kingdom Competitions should have their format and judging criteria communicated at least 6 months ahead of time.

6.4. Alternative Competition Ideas

- The Artemisian Arts & Sciences Competition Handbook has many suggestions for Alternative Competition formats and judging styles. Feel free to tailor your competitions however you like!
- If a Competition is too formal, a Display is also a great way to get Artisan exposure, feedback and showcase the talents of your area!

7. Other Arts & Sciences Activities

7.1. Demonstrations

Arts and Sciences displays at public demonstrations are a great way to attract new member interest as well as being a crucial part of our society's 501c3 status (it is part of the educational aspect!) Not everyone is attracted by the fighting but there are many who would be interested by one of the countless other things that we do!

While displays are good and worthy of note, a live demonstration the far better and best yet is one that the public can try their hands out on. Just a few examples:

- Drop spinning with some spare spindles/wool and let them try it
- A scribal display with some extra pens and paper/worksheets so that you can write their names (or they can give it a go!)
- Woodworking
- Printmaking
- Have some spare costumes or armor that folks might be able to try on
- Coin striking
- Pewter casting
- Lace making
- Dancing (consider teaching some dances to the crowd)
- Musicians

Whenever possible, try to remove/hide the modern elements!

7.2. Guilds

Guilds, either local or Kingdom-wide, are formed so that people having an interest in a certain category may share information and practice the craft. The world of the Arts and Sciences can be overwhelming. Guilds give people with a special interest the time and opportunity to explore a part of that world.

In the organization of a Guild it is important to note that there is only one definition to the term. *Guild: A group of people having an interest in a certain category who wish to share information and practice the craft within the guidelines of a Charter and or by laws.*

7.2.1. Rules

- No guild may have an exclusive membership.
- They cannot sell their products for personal profit (i.e. merchanting).
- No SCA guild can charge a membership fee, however, members may donate resources required for guild projects.
- The group will not supply or donate to the guild resources or monies, though the guilds may arrange and benefit from a fundraiser.
- All funds raise by and earmarked for a guild must have a stated purpose (e.g. "Raising funds to bring in an instructor." or "Funds to purchase instruments for common use.")

- All guilds must follow mundane and SCA laws.

7.2.2. Other Considerations

- A system of ranking within the guild may be in effect with certain guidelines that must be met for advancement. If you wish to establish this type of guild please confer with the Kingdom Minister to discuss the possibility.
- It is highly recommended that before you consider any type of guild you first have established and regular Arts and Sciences gatherings to support it. Such meetings should be encouraged and included in your monthly report.

7.2.3. Some Advice on Guilds:

- The organization and then the continued energy needed to establish and maintain a guild or Arts and Sciences gathering requires a special person. As Minister you are encouraged to assist this person. The ever-changing participation and activity of the guild can be a challenge to its continuation. Let your leaders know that participation comes in cycles. Below are some points to consider.
 - Try and keep the same day and time for meetings, people are creatures of habit.
 - Serve snacks for the first few meetings.
 - Remember, Guild meetings that have been advertised in an official SCA newsletter are an official SCA function. Act accordingly.
 - It is best to have meetings in a neutral location.
 - So that no one feels unwelcome, all Guild meetings should be announced and posted.
 - Have goals and projects to keep the Guild focused.
- Other Rules and Guidelines

8. Safety of Materials

8.1. Toxic Materials

The period of study of the SCA utilized many substances now known to be toxic. While some may experiment with these substances, it is important to keep the safety of our members at mind!

If any items are made with materials known to be toxic (such as lead, mercury, etc.) are going to leave the strict control of the creator or provider, a sign should be provided as a warning label, listing all toxic materials, and each individual item shall be specifically labelled with the toxic materials present so that any person later finding themselves with said item can determine the toxic materials.

Examples:

- An arts and sciences display with dangerous elements should either be constantly tended or have the required label signage present and prominent.
- A scroll given out to a recipient with toxic pigments (such as lead-based, vermilion or verdigris) should have the list of toxic pigments present on the back of the scroll.
- If a toxic item cannot be properly labeled or guarded, then that item should not be present at an SCA event or activity.

8.2. Labeling of Food Ingredients

Food allergies are potentially deadly and it is impossible to predict or control what allergies will be present to judge a food entry or to eat a feast. With that in mind, it is *vital* that all food present for public consumption (this includes food entries for Arts & Sciences Displays and Competitions) contain a list of *all* ingredients present (not just the main potential allergens!)

8.3. Other Society Rules and Considerations

The SCA continues to create policies that can affect the Arts & Sciences in Artemisia, such as policies on Symbols of Hate and Plagiarism and Cheating. This handbook may or may not be updated to include or point to these policies but they are in effect regardless.

Other considerations may come into play from federal, state or local regulations or even site-specific rules, which must be taken into account.