

Checklist for New Branches: Requesting Incipient Status

The following documents and letters must be submitted to request incipient 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. (3A)
- 2. Proof of submission of name and device to Golden Dolphin Herald. (3B)
- 3. Zip code list and map of the prospective branch and neighboring branches. (3C)
- 4. Approval from seneschals of branches impacted by new branch formation with a list of the zip codes impacted by change. (3C)
- 5. A letter/email of support from the seneschal of the sponsoring branch. (3D)
- 6. Petition of membership support for formation of a new branch. (3E)
- 7. Completed New Branch Application. (3F)

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

- Approval letter/email from the Baronage. (3G)
- Approval letter/email from the Baronial Seneschal. (3G)
- A map of all Baronial territory showing new branch, can be included in #3 above. (3G)

In addition to ALL of the above, a College, Port or Stronghold must ALSO include:

- Institution name, address, and map of college or base in relation to neighboring branches (within governmental security regulations!!). (3C)
- Letter of support from representative of college or base. (3C)
- Proof of membership and affiliation with base or institution (3I/J)