

For the September 2003 meetings, printed December 29, 2003

To all the College of Arms and all others who may read this missive, from François Laurel, Zenobia Wreath, and Mari Pelican, greetings.

The following letters of intent were considered (the regular status table will return with the October Letter):

The September Laurel meetings were held Saturday, 13 September 2003 (Wreath) and Saturday, 27 September 2003 (Pelican), and considered the following letters of intent: Middle (12 May), Ealdormere (20 May), Ansteorra (21 May), Trimaris (26 May), LoPaD (27 May), Caid (28 May), AETHERMEARC (28 May), Drachenwald (29 May), Atlantia (29 May), Outlands (30 May) and Meridies (31 May).

The October Laurel meetings were held Saturday, 18 October 2003 (Wreath) and Saturday, 11 October 2003 (Pelican), and considered the following letters of intent: East (17 May, redated for last fees), LoPaD (3 Jun), West (18 Jun), Ansteorra (22 Jun), Outlands (25 Jun), Middle (25 Jun), Calontir (25 Jun), Atlantia (25 Jun), Atenveldt (25 Jun), Drachenwald (26 Jun), AETHERMEARC (26 Jun), An Tir (26 Jun), Meridies (30 Jun), Laurel (30 Jun), and Artemisia (30 Jun).

The November Laurel meetings were held Saturday, 22 November 2003 (Wreath) and Saturday, 15 November 2003 (Pelican), and considered the following letters of intent: East (20 Jun, redated to postmark 1 Jul), Caid (5 Jul), Laurel (16 Jul), Ealdormere (17 Jul), Ansteorra (18 Jul), Outlands (23 Jul), Drachenwald (24 Jul), AETHERMEARC (24 Jul), , Atenveldt (25 Jul), An Tir (28 Jul), Caid (30 Jul), and Northshield (31 Jul, redated to full mailing), Meridies (31 Jul).

The December Laurel meeting was held Saturday 13 December 2003 (Wreath) and Saturday, 20 December 2003 (Pelican) and considered the following letters of intent: Trimaris (31 Jul, redated to postmark 2 Aug), Calontir (8 Aug), Middle (25 Jul, redated to postmark 14 Aug), Nebuly (21 Aug), Ansteorra (21 Aug), Middle (25 Aug), Caid (25 Aug), West (27 Aug), Outlands (28 Aug), Drachenwald (28 Aug), An Tir (28 Aug), Artemisia (29 Aug), Siren (RfS X.4.j) (30 Aug), and Meridies (31 Aug).

The January Laurel meeting is scheduled for Saturday, January 17, 2004 for Wreath and Pelican, and will consider the following letters of intent: East (5 Sep), Ealdormere (18 Sep), Ansteorra (22 Sep), West (24 Sep), Outlands (25 Sep), Middle (25 Sep), Drachenwald (25 Sep), AETHERMEARC (25 Sep), Atenveldt (25 Sep), LoPaD (29 Sep), An Tir (29 Sep), Northshield (30 Sep), Meridies (30 Sep) and Artemisia (30 Sep).

The February Laurel meeting will consider the following letters of intent: Caid (6 Oct), Ansteorra (23 Oct), Outlands (27 Oct), Atlantia (27 Oct), West (28 Oct), An Tir (29 Oct), Drachenwald (30 Oct), AETHERMEARC (30 Oct), Artemisia (30 Oct), Atenveldt (30 Oct), Northshield (31 Oct), Meridies (31 Oct), LoPaD (31 Oct) and Laurel LoI (31 Oct).

*Not all letters of intent may be considered when they are originally scheduled on this cover letter. The date of mailing of the LoI, date of receipt of the Laurel packet, or other factors may delay consideration of certain letters of intent. Additionally, some letters of intent received may not have been scheduled because the administrative requirements (receipt of the forms packet, receipt of the necessary fees, et cetera) have not yet been met.*

REMINDER: Until all administrative requirements are met, the letter may not be scheduled.

### **From Laurel: Time is a Precious Resource**

Time is something that we all value and never seem to have in excess. As busy as we all are, it is a shame to waste time on activities that accomplish little or no good. It is a crime to do something only part way that then requires others to spend time to complete the work. There is a disturbing trend within the College of Arms to take shortcuts that save a little time up front but cause others more work.

### **Letters of Intent**

When you take a shortcut on summarizing the documentation in a Letter of Intent or simply do not include documentation of a locative byname for a name submission, you are forcing the next person in the submission process to complete the work you started. The few minutes you saved by not including the necessary information will cost one or more people those minutes and perhaps more to recreate the information. (If you don't have the information and wish the help of the College then please specifically ask otherwise it looks like an omission.) If the omission is corrected by the kingdom college, the number of people doing the rework is limited, but if the rework must be done during commentary by the College of Arms, the amount of time is multiplied by potentially more than 50 people.

If you are unsure what is required either for documentation for a submission or in summarization in a letter of intent, I direct your attention to the Administrative Handbook (section V.B.2.b), the December 2002 LoAR Cover Letter section "From Pelican: Inadequate Summarization of Submissions", and the November 2001 LoAR Cover Letter section "From Laurel Clerk: Things Missing from LoIs".

### **Commentary**

Another place where shortcuts are tempting is in commentary to the College of Arms. We assume certain expertise and basic knowledge in our fellow commenters and in the Sovereigns of Arms. This relied-upon expertise can lull us into believing that a quick comment such as "we no longer register snort-gaskets" is sufficient. When making a statement or argument in which you give an "I think" or "I remember" or even "this is not done", please provide a reference to support your statement. A reference with no documentation or support requires us to spend time before or during the decision meeting looking for what you base your statement upon. If you do not have the time to provide support for a statement, it is better to omit that statement from your commentary.

### **In Summary**

The volume of submissions has grown too large for the College of Arms to be able to regularly completely (re-)document an element of a submission. If the supporting documentation is not provided or adequately summarized on the Letter of Intent, the submission will be returned so that the deficiency may be corrected.

The high volume also means that the Sovereign of Arms do not have the time to search for the references that were vaguely given in commentary. Statements in commentary that allude to documentation but do not cite the source will be considered rumor and may be ignored.

#### **From Laurel: The Standard Forms, Redux**

With the April 1998 LoAR, Jaelle Laurel implemented new standardized submissions forms that remain in effect. The forms require a basic set of information and layout to be used. Understanding that kingdoms have some differences in processing needs, specific optional use areas were designated on the standard forms. A copy of the forms was mailed to each Principal Herald and was included with that LoAR.

Since the original implementation of the forms, there has been growth and change in the College. The Society has added a couple of new Kingdoms with another to be added soon, and we have experienced the turnover in offices that comes with time. The effect has been that awareness of the standard forms has faded. To help renew awareness and to set the basis for any future discussion of forms changes, we have included a set of the standard forms with this letter and will be making an electronic version of the forms available from the Laurel web site.

The standard forms are to be the base forms used for any creation or modifications of the submission forms. Laurel Sovereign of Arms must approve all alterations or updates to the submission forms in writing prior to the use of the forms.

#### **From Laurel: Extension of RfS X.2**

I wish to thank all who provided commentary on the proposed RfS X.2 changes. There was much commentary concerning the introduction to the proposal and some well considered and well reasoned commentary directly relating to the effects, both positive and negative, of this potential rules change. The side effects of the changes as proposed are more negative than the positive effects intended, so the proposed changes to RfS X.2 will not be adopted.

#### **From Pelican: Providing Documentation for the Legal Name Allowance**

Several submissions have recently provided inadequate documentation for name elements submitted under the Legal Name Allowance. The normal method of providing such documentation is to provide a photocopy of a legal form of identification for the submitter. Information required in such documentation includes:

- the full legal name of the submitter
- what type of document was presented

#### ***Photocopy of ID***

When providing documentation via a photocopy of a form of legal identification (birth certificate, driver's license, military ID, et cetera), we need to be able to determine what type of ID this was and the submitter's full, legal name as shown on this ID. Certificate numbers, driver's license numbers, et cetera, may be blacked out along with other information we do not need. In the case of a driver's license or other form of ID that includes a signature, it is also often in the submitter's best interest to leave that section visible in a photocopy. As an example, my driver's license shows my legal last name as "OBRIEN" while my signature on my license shows my last name to be "O'Brien". This would support the *O'B*- spelling in *O'Brien* if I wanted to submit it under the Legal Name Allowance.

A recent submission blacked out all portions of the submitter's name except the desired element. This is not acceptable documentation. It prevents us from (1) determining the position of this element in the submitted name and (2) confirming that the submitted ID is for the same person whose name was on the submission form. Different states put name elements in different orders. Some states put the first name first. Other states put the last name first.

Some types of ID allow nicknames to be used rather than the legal given name. For example, while a driver's license may show a woman's given name as "Margaret", her library card or work ID may show it as "Peg" if she usually goes by that name. We only register elements of the legal name. In this example, we would register "Margaret" but not "Peg." For this reason, we need to know what type of ID is being used for documentation.

#### ***Documentation Without a Photocopy***

In certain circumstances, a submission may document an item for the Legal Name Allowance without providing a photocopy. In such circumstances, the information that should be provided includes:

- the full legal name of the submitter exactly as it appears on the document
- the type of document that was presented
- the reason for the request to provide documentation without a photocopy of the form of legal ID, usually the name of the large consultation table (such as Pennsic/Gulf Wars/Estrella consultation table, et cetera) without access to a photocopier
- the name of the herald(s) who viewed the form of identification

This requirement was discussed in the December 2001 LoAR:

In the case of the Legal Name Allowance, the documentation takes the form of a photocopy of an acceptable form of identification. ... A question was raised regarding exempting submissions taken at large consultation tables from this requirement since they often do not have access to photocopying. Every effort should be made to get the photocopy. Some consultation tables routinely ask the submitter to send a photocopy to their kingdom submissions herald after the event. This resolves many of these problems. In cases where this is not possible, the following information should be recorded on the submission: the full legal name of the submitter, what type of document was presented, where the submission was taken (Pennisic/Gulf Wars/Estrella consultation table, et cetera), and the name of the herald(s) who viewed the form of identification. Submissions that are calling on the Legal Name Allowance and do not have a photocopy of identification included as part of

the submission will be considered on a case by case basis. This seems to be a reasonable balance between applying the same standards to all submitters and allowing for "hardship" cases. [Katja Gaussdottír of Storvik, 12/01, A-Atlantia]

A good example of this type of documentation appeared in in the Caid LoI of October 6, 2003:

Sewell is the submitter's legal last name. The submission was accepted at a kingdom consult table; no photocopier was available. As specified in precedent (qv. Katja Gaussdottír of Storvik, 12/01, A-Atlantia), we note the following: Legal name: Jason Robert Sewell; ID shown: current active duty Navy ID; ID seen and verified by Jeanne Marie *Crescent* and Angus *Seraph*.

This information was written on the submission form and signatures of the heralds appear below this information on the form. This submission provides (1) the submitter's full legal name, (2) the type of ID, (3) the reason for submitting without a photocopy (no photocopier was available at this kingdom consultation table), (4) the heralds who saw the ID.

#### **From Laurel: Glossary of Terms**

The revised Glossary of Terms is attached to this LoAR. Thanks to Siren Herald for supervising the Glossary revision.

#### **From Laurel: Oops, Missed a Few**

A couple of items pended in January that were accidentally not included in the August LoAR have been included in this letter. We are sorry for the delay and for any confusion this may have caused.

#### **Roster Changes**

All the members of the incoming Laurel team have requested to receive all College of Arms correspondence in both hard copy form and e-mail form.

Juliana de Luna, Siren Herald (Laurel staff), has changed her e-mail address to ....

Alisoun MacCoul of Elphane, Metron Ariston Herald (Laurel staff), is now also Golden Dolphin Herald for the Kingdom of Atlantia. Because she will get mailings as Golden Dolphin, she is not on the mailing list as Metron Ariston. (Which is to say, send her one, and only one, copy of College of Arms Correspondence).

The new Lions Blood Herald (An Tir) is Marya Kargashina ..., lions-blood@antir.sca.org. She is added to the roster and the mailing list.

The previous Lions Blood Herald, Teceangl Bach, is taking the title of Ounce Herald (An Tir). She remains on the roster and the mailing list.

The Argent Scroll Herald (An Tir) is removed from the roster.

Löwenmähne Herald (An Tir) has changed to Uilliam mac Aillén vhic Séamus ..., lowenmahne@antir.sca.org. He is added to the roster, but not the mailing list.

The new Boar Pursuivant (An Tir) is Richenda du Jardin .... She will accept e-mail LoCs, but requests hardcopy LoIs, and does not require a paper copy of the LoAR. She is added to the roster and the mailing list.

The new Queue Forchée Herald (An Tir) is Christopher Thomas ..., e-mail: qf@castle.org. He is added to the roster but not to the mailing list.

The Tir Righ Herald (An Tir) is Li Ban ingen Echtigeirn .... She is added to the roster but not to the mailing list.

The new Golden Dolphin Herald (Atlantia) is Alisoun MacCoul of Elphane, whose address and other roster information is available under Laurel Staff, Metron Ariston Herald. She is added to the roster and the mailing list as Golden Dolphin.

Blaise de Cormeilles ..., Silver Nautilus Pursuivant (Atlantia) has a new address: .... His e-mail address remains unchanged with electronic correspondence preferred.

Lachlan Erskine of Cromarty ..., Dolphin Herald (Caid) has a new address: .... He will accept e-mailed LoCs but requests hardcopy LoIs. His e-mail continues to be dolphin@castle.org.

Sable Fret Pursuivant (Caid), Selene Colfox, has a new title: Aurum Pursuivant.

Bronwen o Gydweli, Pennon Herald (Meridies) has a new personal e-mail address: .... There is also an office e-mail, pennon@meridies.org.

Ruby Pursuivant (Meridies), Meradudd Cethin ... has a new address: ....

#### **Send What to Whom**

For all Letters of Intent, Comment, Response, Correction, et cetera, send one paper copy to each of Laurel PKoA and Wreath QoA at their mailing addresses as shown on the College of Arms Mailing List.

Send Laurel office copies of all submissions-related paper, including

- Letters of Intent, Comment, Response, Correction, et cetera (note: such paper copies are *in addition to* the personal copies for Laurel and Wreath mentioned above)
- Submission packets (**one** copy of each name form plus documentation, including petitions; **two** colored copies of each armory form plus **two** copies of any associated documentation, including petitions)

- Cheques or money orders for submissions, payable to "SCA Inc.-College of Arms"

to the appropriate address. **What's the appropriate address again?** If it concerns LoIs dated up to and including **November 2003**, mail to Pelican QoA at her roster address: .... If it concerns LoIs dated on or after **December 2003**, mail to the incoming Laurel Queen of Arms: Jacquie Ziegler, 812 S 32nd St, Billings, MT 59101-3924.

Send Laurel office copies of all submissions-related electronic files to [submissions@sca.org](mailto:submissions@sca.org). In particular, the Laurel Clerk would very much appreciate e-mailed copies of all LoIs, LoCs, LoRs, et cetera.

Send roster changes and corrections to Lord Symond Bayard le Gris, Bruce R. Nevins, 2527 E. 3rd St., Tucson, AZ, 85716-4114, 520-795-6000, 520-795-0158 (fax), [bnevins@nexiliscom.com](mailto:bnevins@nexiliscom.com). Please also send them to Laurel Clerk, preferably by e-mail to [submissions@sca.org](mailto:submissions@sca.org), or by mail to Tim McDaniel, 6805 Wood Hollow Dr Apt 212, Austin, TX 78731-3104. College of Arms members can also request a copy of the current roster from Symond.

For subscriptions to the paper copy of the LoAR, please contact Symond, above. The cost for an LoAR subscription is \$25 a year. Please make all checks or money orders payable to "SCA Inc.-College of Arms". For subscriptions to the electronic copy of the LoAR, please contact Laurel at [herald@sca.org](mailto:herald@sca.org). The electronic copy is available free of charge.

For all administrative matters, or for questions about whom to send to, please contact Laurel Principal King of Arms, whose contact information heads this letter.

Pray know that I remain

In service

François la Flamme  
Laurel Principal King of Arms