

DC REPORTS

- Due on the 7th of each month
 - On time = turned in BEFORE midnight on the 7th (your prestige = 38G, 2R)
 - Late = turned in on OR after the 8th (your prestige = 30 G)
 - Really Late = turned in the next month (your prestige = 20 G or less)
- I recommend having the prestige reports for domain members due on the 30th of each month.
 - There's not always a 31st of the month and aside from Feb, it's the same date each month, which leads to less confusion and less late reports.
 - This is usually when chapter reports are due. However, most domains no longer have chapters, so individual member reports can take their place.
- Send an e-mail out to your domain for prestige reports on the 23rd of each month.
 - This gives them 1 week to turn them in, or ask for your help.
 - You can also send a second reminder to them around the 27th of the month if you wish.
- Call for recommended prestige
 - Ask for a copy of the VST and DST reports (minus any plot information) to be sent to you. VST and DST prestige recommendations should be included in their reports.
 - I recommend having them be due to you around the 30th or the 1st of each month.
 - ST reports are due on the 1st to the ST chain, so it is in keeping with their actual due date anyway.
 - If they are turned in to you on the 30th with the members prestige report, then they are early which you can reward with prestige if you wish.
- Review each and every prestige report to make sure that prestige claims are within the rules outlined in the handbook.
- Compile your report (template available and attached) in the body of an e-mail
- Send the report to:
 - Your local domain list
 - us-sc-reports@cammil.white-wolf.com
 - usanc.chapters@gmail.com
 - bekkah.anderson@gmail.com
 - Yourself and your ADC

NOTE: It's good to make a folder in your e-mail inbox (and have your ADC do the same) to keep records of all the domain reports in case they are needed later.

ALSO, you or your ADC might make a CD and/or PDF at the end of each year of all the domain reports for the last year. A PDF can be posted on a domain yahoogroups/website/wiki for the entire domain to access. CDs can be copied and passed on to new DCs. Personally, I recommend the PDF hosted on a webpage.... EVERYONE can access it without any trouble.

YOUR PERSONAL PRESTIGE

- Due on the 1st of each month
- Send to Bekkah Anderson the ARC Prestige at bekkah.anderson@gmail.com

Why? Good question! DCs can't award their own prestige and thus must be reported to the ARC Prestige to be officially awarded to you.

EXAMPLE:

Name: Jessica Fazio

E-mail: fozzie7829@yahoo.com

Membership #: US2002034251

Expiration: 3/31/09

Member Class: MC 11

Present Office(s): DC of OKC

Date gained: 5/19/08

Ordeals: Membership, Coordinator, Storyteller, Prestige

Past Cumulative: 5196

General: 4319 + 38 = 4357

Regional: 643 + 2 = 645

National: 324 + 10 = 334

New Cumulative Total: 5336

Justification by Category:

Administration (80 max/month): 0

- Sept: DC of BCS award 38 G, 2 R (SCRC Sept Report, Section VIII, Prestige Awards)

Community Service (70 max/month): 0

- nothing for this month.

Organizational Service (40 max/month):

- none to report this month

Other: 10 N

- Aug: Exceptional Service - 5 N, 14th global survey (8-2007) Education-Bureaucracy

- Oct: Exceptional Service - 5 N, 16th Global Survey (10-2007) Tabletop and Structure 2007

SIDE NOTE: I personally recommend turning your prestige in to Bekkah on the 30th of each month. This means you are doing the same thing as your members, which sets a good example AND when you are no longer DC, you are still in the habit of reporting on time.

GAME ANNOUNCEMENTS

- There are 3 options:
 - You (or your ADC) can announce the Requiem (and other venue games)
 - As you are likely the one arranging/setting-up the game location, this is the most likely option.
 - You can ask the DST to announce the games.
 - You and the DST can ask the VSTs to announce their own games.
- It is recommended to send out game announcements the Sunday or Monday preceding the game.
 - This way, out-of-towners can arrange to travel easier AND local people are reminded before they make other plans for the weekend.
 - You may also want send out a reminder on the Wednesday preceding game if you feel it is necessary.
- What to include in the announcement:
 - Date of game
 - Time of check-in and “game on”
 - Location of game
 - Directions to game (include from major surrounding towns as well)
 - Domain wiki or website (if you have one)

- Special instructions or events (such as coke or candy sales, special parking requirements, charities, ST or Coordinator requests etc)
- Other optional information to include:
 - Game teaser
 - Officer names and contact info
 - Announcement of “afters” or other social events

EXAMPLE:

Howdy all!

Come join the BCS crew for some fun!

Details:

Date: Saturday, January 19, 2008

Time: 8:30pm check-in, 9:00pm game on

Location: 3rd floor lounge area Zachry Building

IC Teaser:

A triumvirate now rules College Station. What will this new form of leadership have in store for the city? Will they be able to bring stability to the city? Will the triumvirate be effective? What do the residents think about the triumvirate? Come and find out!

BCS wiki: http://cam-wiki.org/index.php/Domain_of_The_Midnight_Yell

Notes: We will have canned cokes for sale for \$0.50 each!

Directions:

<* Directions From wherever to the Zachary Building on Campus *>

Follow whichever set of directions that you are coming from.

I suggest you just print it out and follow your section.

To main parts.

Enter Bryan and take the University Drive Exit.

Turn Right onto University. (Left if you are from Houston area)

Go down University past Texas Dr.

Texas A&M is on your left.

You will turn left on South College, a major intersection.

Zachry is the building immediately on your right.

There is a parking lot on your left. Park there.

<***> To Bryan/College Station from Highway 21 (I-35 Domains)

(From San Marcos, San Antonio)

Take I35 to San Marcos. In San Marcos there is a sign that says Highway 21 and Bastrop. Take that exit and follow the signs to 21.

Turn right when you get into Bastrop. Then a jog left the right back onto 21. The jog is after the bridge exiting Bastrop.

(From Austin)

From Austin you take 290 towards Bastrop out of northeast Austin.

290 crosses Highway 21. Careful the exit is easy to miss.

Take a left onto Highway 21.

*NOTE: Careful for the small towns. The speed limit is 55. They are speed traps.

Follow 21 towards Bryan. Take the Highway 47 exit. It's a Huge sign that says Texas A&M University/College Station you can't miss it.

Follow the road towards College Station, it turns into University Dr.

Keep going down University and you will see the school on your right.
Get into the Right lane and look for a McDonalds on your left.
At the next stop light, South College, turn Right.
Zachry is the building immediately on your right.
There is a parking lot on your left. Park there.

For a map of campus and the Zachry Building go to the follow webpage:

<http://www.tamu.edu/map/building/overview/ZACH.html>

PRESTIGE/MC VERIFICATION

I suggest creating an Excel Spreadsheet for your domain for MC verification. This spreadsheet can be easily passed on to following DCs and kept on a domain yahoo group/website/wiki for the entire domain to access easily.

- Information to keep:
 - Cam member name
 - Cam member number
 - Cam member current MC
 - Date you approved their current MC
 - Notes on “Nationally Locked” prestige logs

Last Name	First Name	Cam #	MC	Approved Date	Notes
Apple	Anne	US0000000000	1		no reports sent in
Berry	Bob	US0000000000	2	11/17/2007	
Cookie	Chris	US0000000000	7	1/30/2006	National Locked
Dough	Dave	US0000000000	8	9/14/2007	
Eggplant	Ellen	US0000000000	1		no reports sent in
Fig	Frank	US0000000000	3	9/14/2007	
Grape	Gary	US0000000000	2	11/17/2007	National Locked

PRESTIGE/MC AUDITS

Periodically your domain members will send you their prestige logs to audit and approve for MC.

- Make sure that the log is in the nationally approved format (<http://camarilla.white-wolf.com/usnc/documents/PrestigeTemplate-5-10-01.xls>)
- Check each entry in the prestige log for the following:
 - Prestige is listed in correct category
 - Prestige does not exceed item, category, or monthly cap
 - Appropriate notes/websites listed in notes section for regional and national prestige
- Check the monthly totals for each category to make sure they do not go over cap

There are tabs (at the bottom of the prestige log) that tell you the prestige guidelines for each year. You can also find the current prestige guidelines in the handbook (<http://camarilla.white-wolf.com/usnc/documents/handbook.12.2.03.bookmark.pdf>).

If you have any questions about prestige guidelines, you may contact me or the ARC Prestige (Bekkah Anderson bekkah.anderson@gmail.com).

MEMBERSHIP EXPIRATION

It is ultimately the responsibility of the member to keep an eye on their membership and renew when appropriate. However, as DC, it would be nice to give them a reminder.

Again, I recommend creating an Excel Spreadsheet to keep this information easily readable and handy. The CRD can go down making this information inaccessible at times.

Last Name	First Name	Cam #	MC	Expiration Date
Apple	Anne	US0000000000	1	3/31/2009
Berry	Bob	US0000000000	2	9/15/2008
Cookie	Chris	US0000000000	7	10/1/2008
Dough	Dave	US0000000000	8	5/1/2009
Eggplant	Ellen	US0000000000	1	10/10/2008
Fig	Frank	US0000000000	3	5/13/2009
Grape	Gary	US0000000000	2	9/23/2008

I recommend every few months sending out an e-mail letting people know who needs to renew “in the next month” and who needs to renew “in the near future”.

EXAMPLE:

sent around August 30th

Howdy all!

Remember to renew your membership early to receive 50 general prestige!

Also remember that after you purchase your membership you need to “redeem” the credit.

Members needing to renew in the next month:

- Bob Berry US0000000000 – 9/15/2008
- Gary Grape US0000000000 – 9/23/08

Members needing to renew in the next 2 months:

- Chris Cookie US0000000000 – 10/1/2008
- Ellen Eggplant US0000000000 – 10/10/2008

Members good until 2009:

- Anne Apple US0000000000 – 3/31/2009
- Dave Dough US0000000000 – 5/1/2009
- Frank Fig US0000000000 – 5/13/2009

If you have any questions or need any help, please let me know.

RECRUITING IDEAS

Whether you have lots of members or just a few, here are some recruiting ideas to try.

- Information to have on the flier/webpage or to give out to recruits:
 - Date, time, location of game or social event (preferably both)

- Short blurb of who and what we are
- White Wolf and Cam logo
- DC, ADC, DST (or other representative) name and contact information
- Artwork (not necessary, but a nice addition – preferably have someone in your domain design artwork)

Things to try:

- Fliers. Book stores, gaming stores, comic book stores, conventions (local sci-fi preferably), and the like. Fliers can let people know that we exist and that we welcome new friends. Fliers can list game dates and times OR social dates and time. I recommend listing an opportunity for both.
- Universities. College students are the best market for recruiting! Some colleges have “open house” at the beginning of their semester to promote clubs and organizations. This is a good place to try to get a table and advertise our group. Another option is to see if the college has a Sci-fi organization and buddy up with them.... support them and their events and have them support us and our events.
- Conventions. Local sci-fi and gaming conventions are a great place to recruit people. They're already interested in gaming! Either (or both) getting a table in their vendors room to show off material and talk to people OR running a LARP at the convention is a good way to get people interested.
- Theater groups. This is a little bit of a stretch, but can work sometimes. Actors are usually looking for a way to practice... and practicing improvisational is one of the hardest things to do inside the theater. The Cam offers them a wonderful place to practice acting and improvisational. Theater people are also usually nerds and thus usually enjoy eclectic and unusual things like gaming.
- Webpage/yahogroup/wiki/myspace. Information on the web is searchable and therefore you are findable! People who move to new areas or are interested in making new friends often use the internet to search for events and groups to go to. By having a web presence, recruits can contact you.
- Charity work for the community. Actually “going and doing” something as a group (or even as an individual) can help build a good reputation for our organization. Habitat for humanity; Big Event, volunteering at nursing homes/animal shelters/soup kitchens/museums; blood drives. Major group donations such as penny/money drives or food drives can also build a good reputation. The more you do for your community, the more the Cam gets known for good things. This in turn, gets people interested in us.

I suggest doing one (or all of these things) to help recruit. Having a social event to get people interested in the people, THEN bringing them to game can be a very effective tool to keep your recruits. Also, having a specific member be available to mentor a new recruit can be very helpful. This makes it more personal for the recruit and makes sure that they get the attention they need.

Now, all that being said. The #1 thing to understand about recruiting is that it can't be JUST ONE PERSON doing it. The DC or the DST can't do it alone. It takes the effort of the whole domain! And not just regarding the leg work! Getting people to visit is one thing... it's the kindness, personalities, and smiling faces of ALL the domain members that gets people to stay.