

# HANDBOOK FOR CHANCELLORS MINOR/ MINISTERS OF YOUTH FOR THE KINGDOM OF THE EAST

Prepared by Baroness Ardenia ARuadh and Baroness Mistress Katherine Barr with many thanks to Lady Sorcha ni Dhonnghaile and the Kingdom of Atenveldt for generously allowing us to use their program as a jumping off point and thanks to Dorio of Whispering Oak for re-reading and commenting on multiple drafts.

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## **Requirements:**

To be an official Chancellor-Minor/ Minister of Youth in the East Kingdom you must meet the following conditions:

- ◆ You must be a paid member of the SCA, and maintain their SCA membership for the duration of their time in office. The SCA does not permit discrimination by gender at all. Any subject residing in a Kingdom who meets the membership requirements set forth in Corpora may hold any office or offices to which he or she may be duly appointed
- ◆ You must be at least 21 years of age
- ◆ You should be able to attend events in your local area, and provide or coordinate activities suitable for the young people who participate.
- ◆ The officer must complete a Kingdom of the East Children's Officer Information Sheet. This is a standard form, so that the Kingdom Youth Minister and Kingdom Seneschal will have general contact information regarding all youth officers in the Kingdom.

## **Responsibilities:**

- ◆ You should take on this office only if you enjoy working with children.
- ◆ Appoint one, or more, deputies to work with you, as needed.
- ◆ Find out the needs of the children and teens in your area.
- ◆ Start out simple if you are new to the position.
- ◆ Use your own talents and interests to help you plan.
- ◆ Gather materials and place them in easy to transport containers.
- ◆ Set up a filing system to keep your paperwork organized.
- ◆ Communicate your site needs to event stewards well in advance.
- ◆ Make sure your activities get printed in your local newsletter and/or have the herald announce them during opening court.
- ◆ Choose to host your activities in an area that is safe and visible to all, preferably not too far from the boffer area if you have one.
- ◆ Provide worthwhile activities at events, make them "period" whenever possible. Most Children's Stewards/Chancellors-Minor /Ministers of Youth devote about 2-3 hours each

time. However, it is up to you to decide how much time you will spend and for which age groups.

- ◆ Network with other Children's Officers whenever possible.
- ◆ Introduce yourself when you visit other areas, and offer to help if you can.
- ◆ Ask your Seneschal to include your office title, name, and at least an e-mail address in the regnum for your area.
- ◆ You may ask to see a site token from minors attending your activities to assure that they have been checked in at the gate (troll).
- ◆ You should be familiar with the East Kingdom Waiver Policy in order to answer any questions. Remember your Seneschal is there to help with these.

### **Reporting:**

- ◆ You must send quarterly reports to the Kingdom Minister of Youth, summarizing events, number of active children, and any concerns or recommendations you might have. Due dates for these reports will be April 15, July 15, October 15, and January 15. Covering Jan-Mar, Apr – Jun, Jul – Sep, and Oct – Dec.
- ◆ You must send an annual Doomsday report to the Kingdom Minister of Youth each January, summarizing the previous year. The due date for this report will be January 15

### **Recommendations for Children's Activities:**

- ◆ It is advisable that very young children have a parent remain with them.
- ◆ Older children may be able to come and go freely and safely on their own.
- ◆ When you take a group of children to the restroom, you should wait outside while the child goes inside with a buddy. The children must secure their own clothing.
- ◆ Feel free to contact the Regional or Kingdom Chancellor Minor any time you feel you need support, want to share an idea, or have concerns. They are here to help you.
- ◆ Make sure YOU are having fun, too!

## **Rules and Regulations:**

- ◆ This is NOT a baby-sitting service.
- ◆ These programs are open to children and youth up to 17 years old. We ask for volunteer time and may ask for assistance with coverage of expenses for supplies from time to time.
- ◆ Teachers, Chancellors-Minor, Youth Ministers, Stewards, and all participants may work in private settings or group meetings in accordance with the East Kingdom Youth Activities Guidelines and Kingdom Chancellor Minor's Policies.
- ◆ Any deviations from the guidelines set forth in this handbook need to be approved by the East Kingdom Chancellor Minor, prior to the need for the deviation.

## **Youth Program Overview**

Youth activities are offered for many reasons. Sometimes we are trying to develop a habit for children to pursue an interest in arts and sciences. Perhaps they are offered because kids are often left unengaged at events or need a structured activity to keep them safe and supervised. Some people even organize these activities because they just like kids.

Whatever the reasons are, being responsive to youth issues is an important aspect of living the dream in the Society for Creative Anachronism and children need the support of the populace to meet this challenge.

To that end, we have noticed there is a need to provide meaningful activities to develop and mold our diverse population of young people across this Kingdom. Indeed, there are even willing gentles who have taken on these responsibilities already, but this is my response to that challenge and an attempt to present a concise, cohesive program to bring structure to those efforts. It was written and continues to evolve using materials and information from other Kingdoms, groups, and persons who have instituted similar programs for youth, but has been created to cater to the unique needs of the populace in the East.

The important issues of life that these activities will try to develop are cornerstones of the ideals we hold dear in the SCA. The avowed purpose of these activities shall be to provide the following to youth ages 0-17:

1. Spread knowledge of arts and sciences of the Middle Ages,
2. To teach chivalry, honor, responsibility, history, and,
3. To provide opportunities for children to learn about SCA combat and other elements of Society Life in an age-appropriate fashion.
4. To provide opportunities to serve the Kingdom.

It is our belief that young people should not have to wait until they are adults to enjoy the benefits of the Society in these current Middle Ages. With your participation, our children and teens, who are a vital part of the SCA, can be one step closer towards the Dream that we all share.

The coordinator of these activities will be an official Children's officer in a local group or someone approved and supervised by this officer. The superior to this person would be the Region Deputy and then the Kingdom Minister of Youth.

In general, it is the responsibility of a local Children's officer, to make sure there are accommodations made for the needs of the children while attending an SCA event. Finding age appropriate, interesting, and somewhat period activities can be a challenge. However, many modern children's activities can be found and are often easy to transform into something more medieval.

The diversions that are offered may vary from event to event, and will probably be contingent upon the number of children present, their ages and interests, as well as donations and resources on hand.

## **Forms necessary to be aware of**

### **Kingdom of the East Children's Officer Information Sheet**

This form needs to be sent to the Kingdom Minister of Youth as soon as possible so that you can be added to the roster of local children's officers. There is also space for you to list your needs and concerns, as well as make recommendations for awards.

### **Waivers (see the East Kingdom Waiver Policy for more information)**

#### **Minors Waiver – Also known as a Minor's Consent Form or Minor's Consent Agreement**

This form is to be used for non-member minors, as well as members under age 18 who do not have their blue membership cards with them at gate.

#### **Medical Authorization for Minors – Also known as an Authorization to Treat a Minor**

The SCA requires minor participants (i.e., those having to have waivers) whose parents or legal guardians are not present at the event to have a valid Medical Authorization form. The SCA recommends use of the Medical Authorization for all minors whose parents or legal guardians are present.

