

SYLVAN SIGNET OF ÆTHELMEARC

The Sylvan Signet is an autonomous office which reports directly to the Royalty. It works in partnership with the Heralds and Arts & Sciences Offices to foster scribal and heraldic arts.

I RESPONSIBILITIES OF THE SYLVAN SIGNET

- I-100 The Sylvan Signet promotes the arts of calligraphy and illumination in Æthelmearc.
- I-200 The Sylvan Signet receives requests for award scrolls from Æthelmearc Royalty and communicates directly with the Royalty regarding the status of those scroll assignments.
- I-300 The Sylvan Signet maintains an on-going list of all active and past assignments along with pertinent information (including, but not limited to: Event name and date, SCA name of recipient, Award, reason for award, scribe assigned, etc.)
- I-400 The week preceding any Royal Progress event for which awards scrolls have been assigned, the Sylvan Signet will provide a copy of the event's docket to the Silver Buccle Herald and Their Majesties to include what scrolls were assigned and to whom.
- I-500 The Sylvan Signet provides the College of Scribes of Æthelmearc with support, information, and aid in the production of scrolls. The College of Scribes of Æthelmearc consists of all those gentles that have assisted in the production scrolls for the Kingdom. This includes but is not limited to illuminators, calligraphers and wordsmiths.
- I-600 The Sylvan Signet brings to the attention of the Crown candidates who deserve recognition for their work in the scribal arts, including those who produce scrolls, those who teach scribal classes, and local Guild leaders.
- I-700 The Sylvan Signet maintains a list of scribes who are willing to produce scrolls and teach scribal classes.
- I-800 In the event of a conflict related to the Sylvan Signet Office, issues will be addressed per Kingdom Laws and Polices and Society Governing Documents and Policies.
- I-900 The Sylvan Signet arranges for the purchase of vellum or other historically accurate materials (hand-made papers, papyrus, silk, etc.) for Æthelmearc Royal Stepping Down scrolls; the expense (up to \$250 per reign) is paid by the Kingdom.
- I-1000 The Sylvan Signet appoints deputies as necessary. Along with a Drop-Dead Deputy, additional possibilities include deputies for Education, Website, Fundraising, Handbook Editor and a Scribal Newsletter.
- I-1100 The Signet must call for resumes no less than 9 months before his/her term is up. Resumes will be due no less than 2 weeks before Crown. The choice of successor will be made by the Crown Prince and Princess at the Crown Tournament held before the office changes. The Successor to the Officer will act as deputy to the Office, handling the incoming Reign's assignments and helping with the current Reign, in order to learn the position. The outgoing Signet will serve as drop-dead and backlog Deputy for a minimum of six months.

II SCROLL REQUESTS AND ASSIGNMENTS

- II-100 The Sylvan Signet, in consultation with the Royalty, assigns scrolls to Kingdom Scribes. If a scroll is assigned outside of the Signet Office, it is recommended that the Royalty assigning the scroll send the info to the Sylvan Signet for record keeping.
- II-200 The Sylvan Signet will provide all information available regarding scroll assignment to the scribe so that as much personalization and information can be given with each scroll.
- II-300 A minimum of one month's notice is requested for the completion of AOA and equivalent level scrolls and six weeks lead time is needed for GOA level scrolls (including Court and Territorial Baron/ess). Peerages require a great deal of planning and more lead time is needed, at least 8 weeks. For the purpose of the time frame of scroll production, the Jewel of Æthelmearc and Augmentations of Arms are considered to be on par with Peerages.
- II-400 Last-minute scroll assignments (two weeks' notice or less) will be assigned with the understanding that the scroll will likely not be completed in time for the event. If a last-minute scroll assignment cannot be finished in time, it will be placed on the backlog list, to be completed as soon as possible.
- II-500 Scribes are not required to complete last minute assignments on the day of the event, on site.
- II-600 Scribes who wish to do a scroll assignment for a specific individual may contact the Sylvan Signet with their request. Members of the Populace may also make a "wish list" request of a specific scribe(s) should they receive a future award. The Signet will consider these preferences in assigning scrolls but cannot guarantee that every request will be honored
- II-700 Tournament/Prize scrolls, Baronial awards and awards given in other kingdoms are not handled through the Æthelmearc Signet Office, unless specifically requested by the sitting Royalty. Out of kingdom award scrolls should be coordinated through that Kingdom's Signet.
- II-800 If a scribe cannot complete an assignment or deliver a scroll on time, the Signet Office should be notified as soon as possible and prior to the event.. If you cannot complete an assignment at all, please notify Signet Office as soon as possible, so that it may be reassigned.
- II-900 Anyone may commission a personal scroll to be made. The Signet office requests notification of details for Kingdom Records.
- II-1000 The following awards do not receive a scroll unless specifically requested by the Royalty:
- Sigil of Æthelmearc
 - Award of Excellence
 - Order of the Golden Thorn
 - Champions of Æthelmearc (Heavy, Rapier, Youth, Archery, Thrown Weapons, Bardic, Equestrian, A&S)

III BACKLOG ASSIGNMENTS

- III-100 Scribes with backlog scroll assignments should finish them as soon as possible, preferably before accepting new assignments.
- III-200 If backlog assignments are not done within one year, the Sylvan Signet and/or the Backlog Deputy will contact the scribe and may re-assign the scroll to expedite completion.
- III-300 Backlog protocol
- Prior to being assigned, the Sylvan Signet, or an appointed deputy, will verify the validity and necessity of the backlog scroll
 - Once you have a backlog assignment from Signet, you may consult with the recipient regarding their preferences, but are not obligated to produce a custom scroll on demand.
 - Complete the scroll in compliance with Kingdom Standards. The Sylvan Signet, or appointed deputy, will attempt to have the scroll signed by the Royalty who gave the award.. If at all possible, please get such scrolls signed or contact the Sylvan Signet for assistance.
 - The Sylvan Signet, or appointed deputy, should be notified of completion and delivery of a backlog scroll. This is important in the record keeping process.
 - At least once a year, the Sylvan Signet shall publish (i.e. via the Kingdom e-list and/or published in the *Æstel*) the list of all backlog scrolls that have been turned in but not yet delivered so as to make arrangements for delivery.

IV BECOMING A KINGDOM SCRIBE

- IV-100 Contact the Sylvan Signet to express your interest in being added to the Roster of Active Scribes of *Æthelmearc*.
- IV-101 Include an example of your work (either in digital or physical format). In this way you can familiarize the Sylvan Signet with your abilities.
- IV-102 When contacting the Signet (See Section IV-100), include the name(s) of any person who will vouch for your skill level and reliability.
- IV-200 Scroll assignments should be completed and delivered in a timely manner.
- IV-300 By accepting an assignment, you promise to hold that secret in trust and to not divulge any information you receive in relation to the assignment to anyone.