

THE STELLAR KINGDOM OF ALNSTEORRA



Minister of Children Handbook



This document is intended to aid Ansteorra's Ministers of Children in performing their duties in the Kingdom and is part of Kingdom Law. The Minister of Children's Handbook has been reviewed to ensure that it reflects the interests and goals of Ansteorra and does not conflict with either Kingdom Law or Corpora.

Any questions about these guidelines should be directed to the Kingdom Minister of Children.

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Introduction: What is a Minister of Children?

To be a Minister of Children of a local group is to wear many hats:

- The **teacher** must teach history, education, and mentorship.
- The **administrator** must file forms, keeps track of sign-in sheets, create activities for the children, and other administrative tasks.
- The **legalist** knows Kingdom and Society law regarding our children and makes sure the rules are followed.
- The **communicator** keeps information flowing smoothly between parents and volunteers.
- The **leader** encourages the group to grow, explore, and remain vibrant by mentoring our youth in an encouraging way.
- The **mentor** helps children be the best they can be within the local group and the Society at large.

Children's activities are offered as a positive means of encouraging children's participation in the SCA, while having fun learning about the Middle Ages and our organization. Children's Activities are NOT a baby-sitting service for member of the populace. It is expressly forbidden for any officer in the SCA to accept responsibility for minors other than their own children, or those for whom they are temporary guardians as recorded on the minor waiver.

Ministers of Children should encourage, organize, and/or implement activities, and encourage others to include minors in all SCA activities where appropriate. They should advance classes, guilds, page schools, and other opportunities for young people to get involved in the SCA. Ministers of Children should demonstrate an ability to work well with all ages of children, in addition to possessing the people skills necessary to work with parents, event coordinators, and other officers or volunteers.

Your objective as a Minister of Children is to teach our children, and help them to grow to be knowledgeable and productive adults within our Society. We are volunteers brought together by happenstance and an enjoyment of history. Each child has different goals in the Society and enjoys different activities. Yet we must teach our children to work together so their individual visions can happen. Offer encouragement to the children, assist them if needed, and allow them to do things on their own when they are able. Notice volunteers and thank them. No job is too unimportant to ignore when giving thanks. No child is too small to help out in some way. It's truly amazing how much children and parents are willing to offer of themselves and their time if they feel truly appreciated.

Your group's members are your most valuable assets. Use them! Delegate, delegate, delegate! It is best to avoid taking on additional large jobs, such as Event or Feast Steward, while you are Minister of Children. You are needed to teach and lead the group's children. You cannot do this well if you are also in charge of an activity. Allow your group's children to take on new jobs, learn them, and gain experience. If they haven't done the job before, offer to help, or find them help, but let them do the job.

Another valuable resource is the Regional Minister of Children. Your Regional Minister of Children is able to answer questions, offer support, help find solutions, and act as mediator if needed. Regional Ministers of Children have experience you can draw on to solve sticky situations, settle disputes, and generally offer advice in child management. Always keep your Regional Minister of Children aware of problems and/or potential problems. They don't like surprises any more than the Kingdom Minister of

Children or Seneschal does. If you know something is brewing, call your Regional Seneschal or drop them a quick email. Do not circumvent your regional officer.

Being a Minister of Children can be a very rewarding experience. It can also be difficult and frustrating at times. You are our children's guide. If you listen to their needs and interests and communicate with other MoCs and your superior officers, you will do well. Focus on the good times, manage the hard times, and remember to have fun in your office.

I. Applying for Minister of Children

A. Requirements

The requirements to hold the office of Minister of Children are easily met:

- You must be 18 or older.
- You must be a member of the SCA and have regular access to the Kingdom newsletter, the Black Star.
- You must pass a background check.
- It is critical to have email access, but it's not required unless you are applying for a regional or Kingdom office.

What does all this mean in practice? The Minister of Children must maintain a yearly membership in the SCA (sustaining, associate, or family), and should meet all rules or laws as outlined in the Kingdom Seneschal's Handbook. You must read the Black Star regularly so you are aware of important communications from the Kingdom MoC and others. The Black Star also lists other children's activities happening at events. This will give you an idea of what other MoCs are doing. The official Kingdom Calendar in the Black Star can be helpful when planning activities.

Training is important, although not required. MoC classes are offered twice a year at King's Round Table, and may be offered at other times by your Regional Minister of Children. It's a good idea to take these classes at least once every two years to stay apprised of policy changes.

People (especially parents) should be able to contact you. The number you list for your telephone should be the one at which you can be reached in the evenings. Having an answering service or voice mail when you aren't available is a plus and will lower the frustration of those trying to contact you. If you have email and check it regularly, then you should provide an email address. However, email is only required for Regional and Kingdom Ministers of Children, not local ones. Regardless of whether people contact you by phone or email, try to respond within 24 hours.

B. Applying for office

A suggested application form is available online at <http://children.ansteorra.org> on the “Forms” page. If you choose to write a letter instead, be sure to include the following information:

- SCA and Modern name
- The name of your local branch
- Address
- Phone number
- Email address (if applicable)
- A copy of your membership card
- A copy of your Driver’s License or other picture ID
- Your experience and qualifications, both modern and SCA

In the text of your letter, be sure to demonstrate that you understand and are able to fulfill the responsibilities of the office, including the time requirements. Do not write a book. One or two pages should be enough to cover the necessary information.

If you are applying for a local MoC position, send your application to:

- Your local Seneschal
- The current local MoC
- Your Regional MoC

If you are applying for a Regional or Kingdom Minister of Children, send your application to the current Kingdom Minister of Children.

C. Who makes the decision?

Only the Regional Minister of Children or the Kingdom Minister of Children can select and warrant local Ministers of Children. However, the local officers, the landed nobility, and the populace are encouraged to comment on the candidates applying for office. Also, Kingdom Law gives the landed nobility of a group limited veto power over applicants. The final decision by the Regional or Kingdom MoC is based on many factors. If you are the only applicant, do not assume that you are guaranteed the office. The Regional and Kingdom MoC’s can open the office for additional applicants if they receive no acceptable applications. If you are chosen for office, the Regional or Kingdom MoC will notify you. However, because the Kingdom of Ansteorra uses roster warrants to appoint officers, you will not receive a written warrant. If you are not chosen, don’t be deterred from applying in the future. Also, consider volunteering your services as a deputy to the office.

D. Duration of appointment

Warrants of appointment are of two-year duration. Generally, two years is long enough in any office. After that time, many people experience burn out. Extending your time in office beyond two years is dependent upon special circumstances in your group. If you think the group cannot continue without you, then it is likely you are experiencing burn out and it is time to step down. Don’t feel guilty if you must end your term before a full two years. Do what is best for you and your branch. If you must step down before your warrant is up, make sure that you have a deputy (or other applicant) who can take over for you.

II. Responsibilities of the Minister of Children

Your responsibilities include, but are not limited to:

- A. Promoting education, history, and mentorship
- B. Training deputies
- C. Keeping children safe
- D. Submitting award recommendations
- E. Maintaining a reference library
- F. Pacing yourself and knowing when to step down
- G. Writing and filing reports
- H. Overseeing the planning of children's activities at events
- I. Overseeing children's activities at demos

A. Promoting education, history, and mentorship

Your primary responsibility is to promote education, history, and mentorship with the group's children and youth. The tasks you have all boil down to these three things. Listening to the children and being patient with them goes a long way toward making sure this happens. Listening is always your most important skill. Whether you are communicating in person, by phone, or by email, always assume that your words will become public. Therefore, as Minister of Children, you should strive never to speak or write in anger. Yours must be the voice of reason and calm. Sometimes this will be easier with parents than with the children, but hang in there and try to keep your cool.

B. Training deputies

Ideally, you should have at least one warrantable deputy – one you are training as a replacement. This deputy can help with management activities while learning the ropes and be ready to take over when you are ready to resign or if you step down unexpectedly. However, remember to caution your deputies that they are not always chosen to replace you as the next local Minister of children. The Regional MoC may choose someone else entirely.

You can choose to appoint additional deputies to help you with your duties – for example, a Badge Coordinator – but ultimately, you are responsible for your office.

C. Keeping children safe

While teaching children, you should also make sure that they are safe. This can be accomplished in several ways:

- Make sure that dangerous objects (like sharp scissors and the like) are out of children's reach.
- Make sure that there are two adults to lead the activities and that the adults are unrelated by blood.
- Make sure that the activities planned are suitable for the ages of the children involved.
- Keep all children under 12 in the MoC activity area until a parent or guardian signs them out.
- Make sure that all children under five are accompanied by their parent or guardian.
- An SCA Minister of children should not accompany an individual child to the bathroom. Groups of children may be escorted to the facility building by the Officer. Parents are ultimately responsible for seeing to the physical needs of their children. Additionally, children who are ill

must remain in the care of their parent, guardian, or designated caretaker and should not be brought to Children's Activities.

D. Submitting award recommendations

Anyone can write an award recommendation, but officers in particular should keep an eye out for people (or children) who are deserving of awards. If you live in a barony, be sure to copy your landed nobility on any award recommendations you send to the Crown. If an award you recommend is not granted in one reign, resubmit it during the next.

E. Maintaining a reference library

Your reference library should include all of the following:

- Society Seneschal's Handbook
- Seneschal's Handbook
- Minister of Children Handbook
- Newcomer Guides such as "The Guiding Hand" and "the Knowne World Handbook"
- Minor Waivers, both types
- Sign-in sheets for activities
- Page School Guide

You are not required to read all of these documents immediately. However, you must have them available in case you need to consult them. All of these documents are available online.

It is especially important that you are familiar with Kingdom Law, the Minister of Children's Handbook, and Society Law.

It is wise to also keep a box or bin with MoC supplies. Your bin should include things such as:

- Child scissors
- Construction paper
- Leather lacing
- Scrap leather
- Scrap material
- Pens, pencils, crayons
- Yarn
- Enough supplies for 15 children to do the planned activities
- Period board or card games (in case children finish early)
- Paints (washable)

F. Pacing yourself and knowing when to step down

It is better to regret leaving an office than to keep it so long that you regret having accepted it. Always remember that you are free to step down for any reason during your term. If you feel you need to step down, notify the appropriate people as soon as possible of your intended date of resignation:

- Local MoCs should notify the local Seneschal, the landed nobility, and the Regional MoC
- Regional and Kingdom MoCs should notify the Kingdom Minister of Children.

If possible, give at least two months notice to allow time to publish the vacancy and process applications. Announce the search for applicants at populace meetings and in your group's newsletter. The Regional MoC will solicit your input on the applications, as well as that of the landed nobility and the general populace. Be prepared to turn over the files and supplies of the office as soon as possible, no longer than a month after your replacement takes office.

Anyone can burn out in any particular job. If it is harder and harder for you to pay the needed attention to the details of your position, you are burned out. It is time to resign and let someone else take the reins. There is no shame in recognizing this need and resigning.

G. Writing and filing reports

Reports serve to improve communication and inform various local, regional, and Kingdom officers of your group's activities, issues, and successes.

Local MoC quarterly reports are due on April 1, July 1, October 1, and on January 1 to the Regional MoC. Use the online report form in the Yahoo Group. The Yahoo Group is located at <http://groups.yahoo.com/group/scamoc>. Click on Applications, then click on Quarterly Report. Your monthly report should include information about any children's activities that went on that quarter. It should also include comments on how things went, what is going well, and whether there are any current or upcoming problems. Always keep a hard copy of your report.

All local and Regional MoCs use the Yahoo Group to report. Kingdom MoCs should email their quarterly reports to the Society Youth Coordinator at children@sca.org.

H. Overseeing the planning of children's activities at events

One of the major responsibilities of the Minister of Children is to help plan children's activities at events. Events raise money to cover the group's expenses, let people shine in their area of expertise, give children an opportunity to help out and try new things, and add a lot of fun to a group's experience.

Official SCA groups must ensure all SCA children's activities are approved by the local group Seneschal and/or Event Steward and by the Minister of Children, where applicable. If the group has no Minister of Children and a volunteer plans and implements the activities, it is the responsibility of the Seneschal to ensure that the volunteer is fully aware of all relevant policies and guidelines concerning minors and the running of activities.

Ministers of Children or other adults supervising children's activities have no authority to discipline or restrain children other than their own, unless the children are in immediate danger of hurting themselves or others. Ministers of Children will not be held responsible for correcting the conduct of children attending activities. Likewise, as parents and children must follow rules attendant to

participation in events, Ministers of Children are not responsible for children who leave activities unsupervised.

1. Children exhibiting lewd, violent, or otherwise severely problematic behavior at organized activities should be returned to parents. The Event Steward and/or Seneschal should be notified of the problem if such actions must be taken.
2. Official SCA groups must follow the “Two Deep Leadership” model of supervision at all SCA Children’s Activities as outlined in a Society Seneschal policy:

“For all organized SCA functions for minors, a minimum of two adults (person who have achieved the age of majority in the state, province, or country in which the function is being held), unrelated to one another by blood or marriage or relationship, must be present. This policy does not relieve parents of guardians from their primary responsibility for the welfare of their children. This policy is not subject to granting of variance or ‘grandfathering’ of existing activities.”

Ministers of Children must ensure that sufficient leadership is provided for all activities, and have the right and responsibility to cancel activities if requirements cannot be met.

Children’s Activities should be located as near to main activities as is possible and practical, and where consideration can be given to minimizing noise, traffic, and safety issues. Caution should be exercised when activities are hosted in a private room of an event facility.

Planning Event Activities

The first thing you should do when considering activities to include in your event is how big the event is going to be, and a rough estimate of how many children you are expecting. For large, multi-kingdom events, plan for about 50 kids in attendance. This is true for events such as Gulf Wars. For Kingdom calendar events, I would expect between 15 and 20 children to attend. When counting out supplies, plan for 20 kids. Don’t forget to have two extras (one pre-made craft and one to make with the kids). For local, less formal events, plan for about ten kids.

The next thing to consider is your budget. For larger events, the budget is usually around \$50. For smaller ones, it is generally around \$25. You can find very inexpensive supplies and largesse at Hobby Lobby, Oriental Trading Company, and Michael’s. Remnant bins at local fabric, craft, and leather stores are a must for great finds. Don’t forget your local Goodwill and Dollar stores.

The final thing to consider when making plans is your event site. If it is all outdoors, you will not want to use supplies that can easily fly away or get damaged. Always make sure that your site can adequately support the activities you have planned.

When planning an event, you will want to have the following supplies on hand:

- Tables
- Chairs
- Table coverings (to protect against paint and crayons)
- Pens, pencils, crayons, paints
- Supplies for your craft activities
- Wet wipes
- Drinking water and cups
- Paper (plain and construction)
- Sign-in sheet (with pen)
- Extra waivers (just in case)
- Name tags (always a good idea)
- MoC Handbook

Try to keep your activities down to 20 or 30 minutes. The attention span of a child is 20 minutes. Anything beyond that is really taxing. I try to do a craft or sit-down activity, followed by an outside or playing activity. That way, the kids are almost constantly moving. Here is an example of what I did for the Shannon River Raids in October of 2010.

10:00 - 10:30 What is a Viking? We did a question and answer session and talked about what the kids thought Vikings were.

10:30 – 11:00 We crafted a Viking Longboat (miniature sized)

11:00 - 11:30 Relays (Vikings versus Celts) - We did a 10 meter dash.

11:30 - 12:00 Potty and Water Break

12:00 – 1:00 Lunch

1:00 – 1:30 Pillage the Village Scavenger Hunt (travel the immediate area in search of the following: coronet, white scarf, key, something red, something black, something silver, something bronze, Viking site token, Celtic site token, Viking, Celt, ribbon, belt, T-Tunic, and a plant)

1:30 – 2:00 Loot and Pillage (Trick or Treat) I gave pumpkin signs to all who brought loot to give out. The kids went around the site to those with the signs. Baroness Ameline had each kid do a trick in order to receive a treat.

2:00 – 2:30 Punkin' Chunkin' - Each kid was given a small pumpkin and was told to throw it as far as possible. They all received a treat afterwards.

2:30 – 3:00 Clean up

Planning Local Activities

When planning Children's Activities for fighter practices, meetings, workshops, or any other official SCA function, parents and officers should be aware that these activities are subject to all SCA policies, Kingdom laws, and the above guidelines, and are covered by SCA waivers. Any activities planned "unofficially" at private residences are discouraged, as they reach beyond the jurisdiction of the SCA.

If exceptions are made, and official activities must be held at a private residence, the permission of the local Seneschal must be obtained. The following guidelines must also be implemented:

1. Children younger than the age of 12 must attend the activity with a parent or guardian.
2. Children 12 years and older may attend at the parents' discretion.
3. The Two Adult Leadership model is still to be followed, with two unrelated adults in attendance as long as the children are present.

Parents should be cautious when offered activities away from events that are not SCA sponsored or don't meet with the above guidelines. Unofficial activities are not regulated or mandated by the SCA, and thus, are not protected by waivers or regulations.

Your group can choose to host children's activities at events for children between the ages of five and twelve. Parents must sign their children into and out of children's activities, and must accompany any child under the age of five during the activities. If a child refuses to stay at the activity, the volunteer in charge cannot force them to remain, but should contact the parent.

Official SCA groups must ensure all SCA children's activities are approved by the local group Seneschal or Event Steward and if possible by the local Minister of children (MoC). These activities should take place as near the main activities as possible, with safety of the children always in mind. Make parents aware that children's activities are not a babysitting service. These activities are provided to encourage participation by minors, and to educate them about our society and history.

For all organized SCA functions for minors, a minimum of two adults (age 18 or older), unrelated to one another by blood or marriage, must be present. This policy does not relieve parents or guardians from their primary responsibility for the welfare of their children. This policy is not subject to the granting of variance or "grandfathering" of existing activities. The Minister of Children (or person coordinating the children's activities) must have had a background check. When taking the children to the restroom, take the kids as a group and follow the "two deep leadership" model.

For the purpose of this document, the following definitions apply:

- Minor – A person under the age of 18
- Adult – A person who has reached the age of 18

Here are some ideas for fighter practice activities:

- Work on badges such as Rapier, Fighting 101, Chivalric Fighting, Archery, Thrown Weapons, Siege Weapons, Water bearing, Herbalism, Dancing, Instrument, Nature, Gaming
- Teach period outdoor games such as Blind Man's Bluff
- Teach courtly graces by setting up a mock court and having the kids get mock awards
- Relay races
- Do skits of nursery rhymes, fables, and other Period stories

When you attend a local business meeting, always take along an easy and non-messy craft (like using a Lucet or braiding) or take some medieval worksheets. Check out our website and Yahoo Groups for great worksheet ideas and free downloads.

Planning local activities can vary greatly. There can be a boffer class at fighter practice, a Children's A & S Night, a Children's Bardic, and anything in between.

Most classes the adults attend can be fashioned (to a certain degree) for children. Just use your imagination and the MoC Yahoo Group for help. Many of us have been there and done that. Feel free to speak up in the group or contact your Regional/Kingdom MoC. We are here for you and want to see you succeed.

I. Overseeing children's activities at demos

Demos are handled a little differently than our events. For one thing, the entire general populace is in attendance. You will have "SCAdians" and "mundanes" alike. There will be a crowd of people who know nothing about what we do. So, plan accordingly. For scout demos, classes can be a great idea. But for school, movie, or other demo, classes might not work so well. It might be better to have hands on displays, or have a children's A & S display. I usually try to have a binder full of pictures of kids doing fun things. Always staff your booth or table with a MoC, or someone who has handled children's activities before. You want someone who can answer questions and give information. If you need help, please feel free to contact your Regional or Kingdom MoC. Remember to always have business cards, flyers, or possibly even a sign-up sheet for their contact information. Ideally, you want some way for them to contact you. And once you have their attention, you want to be able to follow up.

Before the Demo

Your group should approach demos with the same sort of forethought and planning that typically goes into an event. Don't try to throw together a demo at the last minute – it won't serve either your group or your intended audience. Here's a suggested timeline for planning children's activities at a recruitment demo:

Two months before the demo:

- Help pick a venue. You will need to work with the demo coordinator to pick a spot that will be safe and friendly for kids. It might be a local fighter practice or meeting at a public park, or you might choose to run your demo in conjunction with a larger public event, like a Renaissance Faire, a fantasy or science fiction convention, or a local 4th of July celebration.
- If not already determined by the venue, help select a date and time for the demo that do not conflict with local or regional activities or a major event. Also make sure that the date and time are good for kids. A school night would be a bad idea, for example.
- Add info on the children's activities at the demo to your group's calendar and newsletter.
- Contact possible volunteers to help out with children's activities. If you are doing a children's A&S display, contact the artists and ask for work that they have done.

One month before the demo:

- Place information about the children's activities (and the demo) in an ad with the local media.
- Generate interest in the demo amongst the members of your group to ensure that there will be enough people on hand to handle the attention attracted by the ads.
- Contact other MoCs in your area to ask if they can attend. Also, contact your Regional (or Kingdom) MoC and invite them to take part.
- Encourage all the children in your group to attend in their best garb.

One week before the demo:

- Make plenty of copies of the newcomer handouts, such as the ones found at http://www.ansteorra.org/regnum/demo/demo_materials.php. Be sure to add the modern name, phone number, and email of a local SCA member affiliated with children's activities (such as the MoC).
- Make a sign-in sheet so you can collect the names, addresses, phone numbers, and email addresses of potential new members.
- Be sure that enough people are on hand to talk to guests about the displays and children's activities.

During the Demo

Be mindful of how you talk to, and around potential members. People form their opinions of groups and individuals quickly. When talking to potential members, do not talk about local or Kingdom politics, person problems, or the latest gossip. Instead, describe activities in which people (especially children) can participate, provide general information about events, or explain how the SCA functions (for instance, how Crowns are chosen, how our Page School works, or how Kingdoms are comprised of smaller groups).

You should also be careful with your word choices. Suggestions include:

- “modern” instead of “mundane”
- “Martial arts of “rapier” or “heavy weapons”
- “Event Steward” instead of “autocrat”
- “Feast Steward” instead of “feastocrat”
- “Minister of Children” instead of MoC
- “Gate” or “registration” instead of “troll”

After the Demo

Remember that interest wanes quickly, so it’s important to follow up with all newcomers within seven days, while their interest is high. If you wait more than two weeks to contact them, you’ve probably lost them. You need not contact everyone, only those who were interested in the children’s activities and the office of the Minister of Children.

Contact potential members by email or phone to thank them for their interest. Invite them to a local event, newcomer’s meeting, fighter practice, or a children’s activity. Email messages should include links to the local, Kingdom, and SCA websites. If a local event is coming up soon, include a link to that website as well.

At the next event after your demo, and the next few meetings and practices, be sure that someone is assigned to welcome your newcomers (and their children), answer their questions, introduce them around, and make them feel comfortable. If you expect a large turnout of newcomers, work with your local Hospitaler to ensure that they have plenty of assistance.

Additionally, consider holding a newcomer’s meeting specifically for new families. Make sure that SCA children will be there. The new children will want to go to events if they know their new friends will be there. Invite one or two experienced and enthusiastic pre-teen or teen members of the local group to talk about the various activities the SCA offers. Remember to keep conversations positive – don’t gossip or complain about local politics. Make sure that all newcomers have contact information for someone they can call if they have any questions – the MoC, Seneschal, or Hospitaler are all appropriate. Let the children exchange information as well. Provide newcomers information about your local email list if you have one. Also give them the link to the Ansteorran Parents Yahoo Group (http://groups.yahoo.com/group/ansteorran_parents).

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Appendix A: Page School

What is it?

There are various disciplines that are learned from the Page School. Pages enrolled in the school are not limited to the ideas presented, and are encouraged to ask questions, give ideas and/or opinions, and create new ideas or badges for submission to this program. The Kingdom Minister of Children has final say as to what can be added to this program.

The departments of the school are: Service and Hospitality, Arts and Sciences, History and Knowledge, and Martial arts.

Under each of these departments are Achievement Awards that can be earned. These awards are given in court when completed. The description for each achievement award and how to obtain it are listed in the Page School Handbook.

For the Service and Hospitality Principle, the Achievements are:

- Young **Raven** Award
- Young **Martlet** Award
- Young **Dove** Award
- Young **Cygnets** Award-to be granted when all three Achievements have been awarded.

For the Arts and Sciences Principle, the Achievements are:

- Young **Orchid** Award
- Young **Troubadour** Award
- Young **Lotus** Award-to be granted when both Achievements have been awarded.

For the Martial Arts Principle, the Achievements are:

- Young **Tiger** Award
- Young **Horse** Award
- Young **Eagle** Award-to be granted when both Achievements have been awarded.

For the History and Knowledge Principle, the Achievements are:

- Young **Bear** Award
- Young **Owl** Award
- Young **Deer** Award-to be granted when both Achievements have been awarded.

These departments help us to keep track of all the MoC and combat activities. Each of these departments is explained in detail in the Page School Handbook. There is a database of Page School Participants. It is located at <http://groups.yahoo.com/group/scamoc/database>.

Appendix B: Page Badge/Award Program

Introduction

One of the principle reasons for this program is to reward the youth for tasks they accomplish. These rewards are given as badges. Some badges are easy to attain, and can be signed off in the handbook until the youth makes them, or the parent purchases them from the local area. The Page School Handbook is designed to give a child a list of these badges, and how to attain them. The badges are listed in the Handbook, and are awarded when a specific class or task has been completed. These badges can be crafted by the youth to add to their belt or Viking chains. All badges listed in the Page School Handbook can be worn on the Pages belt or chain. Pins, tokens and other items received by the page are strongly encouraged. Items such as group award pins, (i.e., The Steppes Squirrel Pin, Bordermarch first event kill award), can also be tied or pinned onto the youth's current belt or chain.

The Page School Achievement Award program is briefly explained in Appendix A.

Appendix C: Forms

The following forms can also be found online at <http://children.ansteorra.org/forms.php>. If you need forms that are not located there, please contact the Minister of Children at moc@seneschal.ansteorra.org.

MoC Quarterly Report Form

Reports are now given through our Yahoo Group at <http://groups.yahoo.com/group/scamoc>. If you would prefer to snail mail it in, you may print out the following and send it to: Cait O'Hara, 2766 W. Highway 199, Springtown, Texas 76082.

Mundane Name: _____ SCA Name: _____

Address: _____ City, State, and Zip Code: _____

Email: _____

Deputy Name (if any): _____ SCA Name: _____

Address: _____ City, State, and Zip Code: _____

Email: _____

How long has your group had a Minister of Children? _____ years _____ months

How long have you served as Minister of Children? _____ years _____ months

How many children/minors do you currently have in your group?

_____ 0-5 _____ 6-9 _____ 10-12 _____ 13 and up

How much time do you devote to your office on a daily basis? _____ hours _____ minutes

On a weekly basis? _____ days _____ hours

On a monthly basis? _____ days _____ hours

Does your group have a provision in their budget for supplies for your office? ___ yes ___ no If so, how much?

How many events has your group held in the past quarter? _____

What are the approximate dates of those events?

Event 1: _____ Event 2: _____ Event 3: _____

Did your group host any Kingdom events? ____ yes ____ no

If so, which events? _____

Does your group have a newsletter? ____ yes ____ no

If so, do you publish a regular letter to the populace? ____ yes ____ no

Does your group publish a children's section in the newsletter? ____ yes ____ no

Please answer the following in detail.

1. What problems have you had if any in the following areas?

Planning activities at events:

Communication with parents:

Communication with Kingdom:

Reporting requirements:

Child participation in activities at events:

Maintaining discipline during children's activities:

2. What are your three main goals for improving your office in the next quarter?

3. Did you accomplish your goals from the previous quarter?

4. What areas of the Kingdom Ministry of Children office do you think need improvement?

Minors Permission Form/Event Waiver

Minors will not be allowed to register at SCA events without a signed and notarized release form when not accompanied by their legal parent or guardian. Legal minority is determined by the state in which the event is held, not the state of residency.

_____ [print Minor's Legal Name] (hereafter referred to as "the minor") does hereby state that the minor wishes to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minor can participate. These rules include, but are not limited to: Corpora, the By-Laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representation or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minor's parent(s) or guardian(s) understand that all activities are VOLUNTARY and that the minor does not have to participate. It is understood that these activities are potentially dangerous or harmful to the minor's person or property, and that by participating, the minor's parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minor or damage to the minor's property.

It is understood that the SCA does NOT provide any insurance coverage for the minor's person or property, and minor's parent(s) or guardian(s) acknowledge that they are responsible for the minor's safety and the minor's own health care needs, and for the protection of the minor's property.

In exchange for allowing the minor to participate in these SCA activities and events, the minor by and through the undersigned, agrees to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minor's person or damage to the minor's property.

This release shall be binding upon the minor, the parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minor's behalf.

The minor's parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minor whose name appears above. I understand that the above terms and conditions apply to said minor and to myself. I further understand that said minor cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minor will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minor and any person suing on behalf of said minor.

I also do hereby give my consent for emergency medical treatment for the above named minor. I have asked the following individual _____ (person's name) to be responsible for this minor's conduct and safety while at _____ (event) to be held in _____ (city, state), on the following date _____ (date).

SIGNATURE OF PARENT/GUARDIAN: _____ Date _____

SIGNATURE OF NOTARY: _____ Date _____

This form is to be left at the gate upon entrance to the event.

The Society for Creative Anachronism, Inc.

Medical Authorization for Minors

I, _____, the parent of or legal guardian of
_____, a minor, do hereby authorize any one or more of
_____ or

_____, as agents for myself in my absence or incapacitation to consent to any x-ray examination and anesthetic, medical or surgical diagnosis or treatment and medical care which is deemed advisable by and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of any hospital whether or not such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the aforesaid agents to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his or her best judgment may deem advisable.

I hereby authorize any hospital which has provided treatment to the above-named minor to surrender physical custody of such minor to the above-named agents upon the completion of treatment.

These authorizations shall remain effective until _____, _____.

Signature of Parent or Legal Guardian: _____

Date: _____

Please note any specific health plan or insurance information such as membership or policy numbers on the back of this form.

Copies of this form, duly executed, should be in the possession of the named minor; at least one adult named in the document and present at the event; and the parent or guardian executing the Medical Authorization.

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.

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20 _____
_____ (notary seal)

Notary Public
My commission expires _____

Group: _____ **Event:** _____ **Date:** ___ / ___ / _____

MINORS' CONSENT TO PARTICIPATE AND HOLD HARMLESS AGREEMENT

The minors listed by name below (hereafter referred to as "the minors") do hereby state that the minors wish to participate in activities sponsored by the international organization known as the Society for Creative Anachronism, Inc., a California not-for-profit corporation (hereafter "SCA").

The SCA has rules which govern and may restrict the activities in which the minors can participate. These rules include, but are not limited to: Corpora, the By-laws, the various kingdom laws and the Rules for combat related activities.

The SCA makes no representations or claims as to the condition or safety of the land, structures or surroundings, whether or not owned, leased, operated or maintained by the SCA.

The minors' parent(s) or guardian(s) understands that all activities are VOLUNTARY and that the minors do not have to participate. It is understood that these activities are potentially dangerous or harmful to the minors' persons or property, and that by participating, the minors' parent(s) or guardian(s) voluntarily accepts and assumes the risk of injury to the minors or damage to the minors' property.

It is understood that the SCA does NOT provide any insurance coverage for the minors' persons or property; and minors' parent(s) or guardian(s) acknowledge that they are responsible for the minors' safety and the minors' own health care needs, and for the protection of the minors' property.

In exchange for allowing the minors to participate in these SCA activities and events, the minors by and through the undersigned, agree to release from liability, agrees to indemnify, and hold harmless the SCA, and any SCA agent, officer or SCA employee acting within the scope of their duties, for any injury to the minors' person or damage to the minors' property.

This Release shall be binding upon the minors, their parent(s) or guardian(s), any successors in interest, and/or any person(s) suing on the minors' behalf. The minors' parent(s) or guardian(s) understand that this document is complete unto itself and that any oral promises or representations made to them concerning this document and/or its terms are not binding upon the SCA, its officers, agents and/or employees.

PARENT OR LEGAL GUARDIAN MUST SIGN BELOW:

I, the undersigned, state that I am the parent or legal guardian of the minors whose names appear below. I understand that the above terms and conditions apply to said minors and to myself. I further understand that said minors cannot participate under ANY circumstances in armored martial arts, any combat-related activities, combat-archery, or fencing without parental consent where such participation is allowed by kingdom law. The minors will not be able to participate in any SCA activities without entering into this agreement. This document is binding on myself, the said minors and any person suing on behalf of said minors.

Minor Legal Name - print	Birthdate
_____	___/___/___
_____	___/___/___
_____	___/___/___
_____	___/___/___
_____	___/___/___
_____	___/___/___

Home State of Minors: _____

Parent/Guardian Legal Name (PRINT): _____

Parent/Guardian Legal Name (SIGN): _____

** SEND ORIGINAL TO ANSTEORRAN WAIVER SECRETARY; FILE A COPY IN LOCAL GROUP'S FILES form date: Jan 2007

Application for Office

Kingdom of Ansteorra

Date: _____

Legal Name: _____

Address: _____

Phone: (____) _____

SCA Name: _____

Titles (if any): _____

SCA Group and Region: _____

Group's City and State: _____

Have you included proof of membership?: Yes No

Expiration Date: _____ Membership #: _____

Position being applied for: _____

Previous Positions held: _____

(Attach a list of qualifications and skills you have for the position being applied for and why you want the position).

Signature: _____ Date: _____

Background Check FAQ

Who has to have a background check in Ansteorra?

- Youth Rapier Marshals, Youth Combat Marshals, Ministers of Children, and anyone who coordinates Youth Activities for a group or at an event.
- These checks will be managed via the Kingdom Seneschal's office in conjunction with these other officers.

When do background checks go into effect?

- The implementation starts February 15th, 2008 and there is a 30 day window from then for all those required to get a background check to finish the process. Anyone who fails to complete the process by March 15th, 2008 will have their warrant and/or marshal authorization revoked at that time. For marshals, there will be new cards issues in order to reflect a successful background check.

Does everyone who works at Youth Activities have to have a background check?

- No. Only the person who coordinates it does. There must be at least two unrelated adults for every shift for the activities to continue.

Do I have to be a member to get a background check?

- Yes. First background checks are for warranted officers only, but more importantly the results of PASS/FAIL are associated with your membership number at the corporate offices.

Do our officers and Crown support this check?

- Absolutely! To show our support the Great Officers of State will be getting a background check this first time, as well as certain ones will be getting it every year because of being the ultimate authority for the activities in question.

What if I want to get a background check to help?

- You must be either a Youth Marshal or an at-large Minister of Children. These will be tracked via roster warrants and regular reporting. If you are not on one of these already, you will need to apply through the Minister of Children's office.

What will this cost?

- The expense is \$14 per person. Corporate will pay \$7 and \$7 will be billed to the Kingdom.
- The Kingdom will pay up to \$750 a year for the expected number of Youth Marshals and Ministers of Children.
- We encourage groups that have the funds to cover their own officers in order to allow for more at-large officers out of that.
- Additional people above the kingdom covered amount may be required to pay for themselves.

Can I or my group pay for the background check directly?

- Those who wish to pay the fees themselves can send the amount to the Kingdom Exchequer with a note that it is for a background check and the name of the individual it is to cover.

What company does the background check go through?

- On the initial deployment of this effort the company is Intellicorp Records, Inc. who does approximately 27 million similar checks per year. SCA, Inc reserves the right to terminate any particular vendor at any time so this vendor may change from time to time.

Does my current background check count for this?

- No. It must be through the process and company setup via the corporate offices no matter how many checks or high of level of security clearance you have.

Background check financial policy

Each year the Kingdom Financial Committee will establish and pay for a quantity of background checks for Minister of Children and Youth Marshals. In addition, the Kingdom Seneschal, Earl Marshal and Rapier Marshal will be required to have a background check as the ultimate authorities for these activities. Other individuals will be evaluated on a case by case basis by the Kingdom Financial Committee. The kingdom will pay up to a maximum of \$750, which if reached the Kingdom Financial Committee will re-evaluate the policy and expense.

How to Get a Background Check

Important! Applicant must be a current member in good standing.

1. Applicant contacts the appropriate approving officer:
 - MoCs apply to the Kingdom Minister of Children
 - Heavy Combat marshals apply to the Deputy Youth Combat marshal
 - Rapier Combat marshals apply to the Deputy Youth Rapier marshal
 - Kingdom officers and deputy Kingdom Seneschals apply to the Kingdom Seneschal
 - Contact the Kingdom Seneschal in special cases
2. If the officer approves the applicant, the officer sends the applicant two forms:
 - Fair Credit Reporting Act Consumer Report Disclosure
 - Background Check Authorization.
3. The approving officer sends the Kingdom Seneschal the applicant's information:
 - SCA name
 - Mundane name
 - Membership number
 - Membership expiration date.
4. The applicant fills out the forms and faxes them to corporate office at 408-263-0641, Attention: Theresa Anderson.
5. Before starting the background check, the corporate office waits to receive a list of approved names from the kingdom seneschal.
6. A monthly roster is sent from corporate to the kingdom seneschal. This roster lists all completed background checks.

Appendix D: Regional Ministers of Children

Applying for a Regional Minister of Children office

In order to apply for a Regional Minister of Children position, you must fulfill all the requirements as defined in the “Applying for office” section. Send your application to the current Regional and Kingdom Ministers of Children. If you are not chosen, don’t be deterred from applying in the future. Also, consider volunteering as a deputy.

Responsibilities of the Regional Minister of Children

The specific role of a Regional Minister of Children is determined by the current Kingdom Minister of Children, but the general responsibilities of the office include promoting education, history, and mentorship among our Kingdom’s youth, overseeing the local Ministers of Children, writing and filing reports, and communicating the needs of your local groups to the Kingdom Minister of Children.

Promoting education, history, and mentorship

One of the most important responsibilities as Regional Minister of Children is to teach and mentor the children, families, and local Ministers of Children. When communicating with your local officers, always remember the following:

- Listen carefully to the officer’s needs.
- Offer support, help find solutions, and act as a mediator or mentor if needed.
- Try to answer all messages and email within 24 hours.
- Never speak or write in anger. If need be, wait to answer until the next day.
- Remain as neutral as possible. Always be diplomatic and assume everything you say will be repeated and published. Seek the high ground, be helpful, and be constructive.
- Remember that not every phone call or piece of correspondence requires that you take actions. People often just want to be heard.
- Always communicate with your Kingdom MoC. He/she is always here for you. If you need help or if you just want to check in, please contact him/her.

Selecting Local Ministers of Children

Local Ministers of Children should notify their local group officers, the landed nobility, and the Regional Minister of Children when they decide to step down, and should provide at least two months notice to allow time to publish the vacancy and process applications. Once you have been made aware of a vacancy, you should:

- Ensure that the local Minister of Children announces the vacancy at populace meetings, in the local newsletter, and to any local discussion boards.
- Encourage the local officers, the landed nobility, and the populace to comment on the candidates applying for office.
- If necessary, help find an applicant for the Minter of Children’s office. You might need to do this if the Minister of Children has to step down suddenly or has been removed for cause. The applicant does not necessarily need to be the local MoC’s deputy, although that’s often the most logical choice.

Applicants must send their applications to you, the current Minister of Children, and the local landed nobility, if any. However, only the Regional or Kingdom Minister of Children can select the new local Ministers of Children. Although Kingdom Law gives the landed nobility limited veto power over applicants, you should never let it come to this. Always include the landed nobility in the decision process.

Be sure to consider a broad range of factors before making a final decision, including:

- SCA and modern experience
- Ability and willingness to work with children
- Fair-mindedness
- Acceptability to the group

If you receive no acceptable applications, you can open the office to additional applicants. Do not choose someone you think is unacceptable for the position.

Once you make a decision:

- Notify both the applicant you've selected for office and the other applicants before you publish or publicly announce the new officer.
- Email the Kingdom Minister of Children to have the new local Minister of Children added to the background check roster.
- Email the local Seneschal to announce your choice.

Removing Ministers of Children

Occasionally, you may have to remove a local Minister of Children. Before you even consider removing someone, you should:

1. Attempt to counsel the individual about whatever difficulties are occurring.
2. Provide a written 30-day improvement plan to give the individual a chance to resolve the issues.
3. Issue at least two written warnings.

If these steps fail to resolve the issues, inform the individual by phone that the Kingdom is opening the office up for bids. When you announce the vacancy publicly, be sure to thank the retiring Minister of Children for the service they gave.

Training Local Ministers of Children

The Minister of Children's warranting class is offered twice a year at King's Round Table by the Kingdom Minister of Children, but you should be prepared to teach it at other times as well, if it is needed in your region. Teaching the class in your region is one of your primary duties. Remember that it is your responsibility to act as a resource for your local Minister of Children. Be accessible, and make yourself available to answer questions. At the time of this writing, this class is not mandatory for Ministers of Children. However, it is a very valuable resource.

Receiving reports from local Ministers of Children

It is your responsibility to ensure that all local Ministers of Children are reporting as required. If you aren't receiving reports, make gentle inquiries to determine what the issue is. Ask the local landed nobles for help if needed. Your locals may either report to you via email or you may have them report directly to the Yahoo Group (<http://groups.yahoo.com/group/scamoc>).

Quarterly Reports are due by the 10th of the month of April, July, October, and January either by email to you or through the Yahoo Group.

Reporting to and communicating with the Kingdom Minister of Children

Regular reporting is vital to keeping the Kingdom Minister of Children informed of your region's activities, issues, and major successes. The Kingdom Minister of Children may also include information from your reports in his reports to the Crown and the Society Minister of Children. The reports you send to the Kingdom MoC should:

- Be submitted to the Kingdom Minister of Children by the 15th of April, July, October, and January for the three months prior.
- Be submitted to the Yahoo Group (<http://groups.yahoo.com/group/scamoc>)

Appendix E: Minister of Children Class Outline

I. What is a Minister of Children?

- Teacher, administrator, legalist, communicator, leader, mentor

II. Applying for Minister of Children

A. Requirements

- 18 or older
- SCA membership and get the Kingdom newsletter
- Successfully pass a background check
- Be reachable by telephone or email

B. Applying for office

- Application online at <http://children.ansteorra.org/forms>
- For a local Minister of Children position, send the application to both the local Seneschal and Regional Minister of Children.
- For Baronial or Canton Minister of Children, also send a copy of the application to the Baronial Seneschal and the Baron and Baroness.
- The landed Nobility of a group has limited veto power over applicants.
- Only Regional or Kingdom Minister of Children can select and warrant local Ministers of Children

C. Duration of appointment

- Warrants are of two year duration

III. Responsibilities and Duties of the Local Minister of Children

A. Primary duty and skill

- Promote education, history, and mentorship
- Teaching is always your most important skill. Teach, and be patient with your children.
- Always assume your words will become public. Never speak or write in anger.

B. Ensure you have a deputy trained as a replacement.

C. Submit award recommendations

- There are several Achievement Awards available to children through the Page School.
- CC your Regional or Kingdom MoC.

D. Learn about the Page School Programs

- Badge Program
- Achievement Award Program

E. Maintaining a Minister of Children reference library of laws, handbooks, and forms

- Society Seneschal's Handbook
- Seneschal's Handbook
- Minister of Children Handbook
- Newcomer Guides such as "The Guiding Hand" and "the Knowne World Handbook"
- Minor Waivers, both types
- Sign-in sheets for activities
- Page School Handbook

F. Pacing yourself and knowing when to step down

- You are free to step down for any reason during your term.
- Give at least two months notice. Announce the search for applicants at populace meetings and in your group newsletter. The Regional Minister of Children will take your input as well as that of the landed B&B.

G. Writing and filing reports

Email lists and bulletin boards are not official communications. You can submit reports via the Yahoo Group.

Local officers must post their reports to the Yahoo Group. They must also send a copy their local Seneschals and landed nobility (if applicable). You should check the Yahoo Group for their reports. If you don't see them posted by the 10th of the month, determine what the issue is.

- Quarterly reports are due on the 10th of April, July, October and January to the Regional MoC
- Use the Yahoo Group (under Applications)
- Include information about events, demos, fighter practices or other children's activities during the quarter
- Include comments on what went well and what didn't. Keep a hard copy for your records.

H. Events

- Have sign-in sheets available
- Have all craft supplies for 10-15 kids
- Have one craft completed beforehand and another ready to go as a demo
- Make sure you have all furniture and other supplies needed
- Have plenty of water handy

I. Fighter Practices

- Great place for outdoor games
- Take at least one or two games (like bocce or kuub)
- Have as many kids wear garb as possible
- Scavenger hunts are another good activity for fighter practices

J. Demos

- Take children's A&S displays
- Have children explain their work
- Have as many kids wear garb as possible
- Have sign-in sheets available for interested kids and their parents
- Follow up with them within a couple of days from the demo

K. Meetings and other local activities

- Always have educational games or worksheets for the kids to do
- Keep quiet activities on-hand for board kids
- Plan an activity for kids that relates to what the adults are doing (like Sewing 101 or easy embroidery at a Clothier's Meeting)

L. Minor waivers (2 kinds)

- **Minor Consent to Participate and Hold Harmless Agreement** not required if the child has their own blue membership card with them.
- **Minor's Permission Form/Event Waiver** must be notarized by a legal notary prior to the event, must be used regardless of the child's SCA membership status, and designates an adult (21 or older) to be responsible for the minor during the event.

If you are a parent and bring your own child who has no Blue card with them, you only just need to sign a **Minor's Consent to Participate and Hold Harmless Agreement**.

If you bring a child who is not yours legally, you must bring both documents.

**Minor's Consent to Participate and Hold Harmless Agreement AND
Minor's Permission Form/Event Waiver**

Rules regarding children

- Parents are responsible for their children at all times.
- Parents should always know where their kids are. If the child is under 12, the child should be within eyesight/earshot.
- Parents cannot leave the site without their children unless they have provided a notarized waiver for children in the care of a non-parent adult.
- Children under 12 are not suitable babysitters at SCA events.
- Minors (a person under the age of 18) cannot run children's activities.
- Organizer (MoC) of children's activities MUST have passed a background check.
- For all organized SCA functions for minors (under age 18), a minimum of two adults (age 18 or older), unrelated to one another by blood or marriage, must be present.
- Kids under five must be accompanied by a parent/legal guardian to participate in MoC activities.
- For additional information and policies, see the Ministry of Children's website and the SCA MoC Yahoo Group.