

Non-Member Surcharge Overview

Below is a description of when non-member surcharges are to be collected, as set down by the Board of Directors. In addition, you will find information on how much to collect, and where to send these monies after you have held your event.

How the NMS applies:

- (1) The NMS will apply to events which meet the requirements defined in Corpora section II.C., "...Society events for which a full announcement including date, time, and place has been published in advance in the appropriate corporate publication;" and for which a fee or required donation to attend the event is charged.
- (2) The NMS will not be collected if there is no fee or required donation to attend the event.
- (3) The NMS will not be collected for minors for whom there is a discounted event fee.

This wording can be found at: <http://www.sca.org/BOD/announcements/nms.html>

At the Event:

- (1) Any adult non-member who signs in on the Adult Non-Member - Sign In (**Pink Form**) must pay the non-member surcharge of \$3.00, in addition to their site and feast fees.
- (2) Any minor non-member who signs in on the Minor Non-Member - Sign In and Paperwork Verification Form (**Yellow Form**), and who pays a full price event fee, must pay the non-member surcharge of \$3.00, in addition to their site and feast fees.

After the Event

- (1) Tally up all of your Sign In Sheets.
- (2) Count up the number of TOTAL attendees to the event, including free royal and retinue.
- (3) Put this number on the NMS form under "# of Attendees".
- (4) Now, tally up how many people attended the event were NON MEMBERS. Do not include any minor non-member, who received a discounted event fee, in this number. This number should be the total number of non-members adult and minor, who paid full price event fee.
- (5) Put this number on the NMS form under "# of Non-Members".
- (6) Next, speak with you exchequer, and have them cut a check payable to: "SCA Inc - Kingdom of Calontir". The amount of this check should be equal to the number of Non-Members you just wrote, multiplied by \$3.00. Ie...if you wrote 60 as the "# of Non-Members, a check should be cut for the amount of \$180.
- (7) Mail this check and the COMPLETED NMS form to the "deputy treasurer" of the Kingdom. Currently this is Catherine Anne Applebee. Her address is listed in the Mews.
- (8) The completed NMS form and check must be sent within 2 weeks of the event. Failure to do submit these on a timely basis may result in your group not being able to schedule future events.