

AUTHORIZATION REQUEST TO USE THE SCA, INC. ONLINE EVENT REGISTRATION SYSTEM (SCARS)

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|---|--|--|---------------|---------------|
| Name of the event | | Day-trip | | |
| Date of Event | | Weekend | | |
| Name of Group | | Feast/On Board | | |
| Kingdom | | Tenting | | |
| Local Exchequer Legal Name | | Cabin | | |
| Exchequer Phone # | | Additional fees | | |
| Name & Address where to send the check | | There will be an additional \$5 non-member surcharge added to the cost for those adults that do not have a current membership. | | |
| Exchequer email address | | | | |

Online Registration Open Date: _____ Last Date to Cancel registration: _____

Online Registration Close Date: _____

| |
|---|
| Number of On Board (Feast spots) to be sold on line: Saturday_____ Sunday_____ Monday _____ |
| Number of Cabin Beds to be sold on line: Bottom_____ Top_____ |

Financial committee of the local group needs to verify that the local group is supportive of using the SCA Online Reservation System (SCARS) and that the revenue received will be minus the 3% transaction fees.

Date of approval of financial committee: _____

Seneschal(Legal Name): _____
Print Signature

Please send a copy of the approved flyer with the pricing structure along with this form to your Kingdom Deputy in charge of SCARS: SCARSDeputy@Outlands.org and cc-your Kingdom Exchequer: Exchequer@Outlands.org

KINGDOM OFFICE USE ONLY

Approved by Kingdom Exchequer on: _____ Event ID # Assigned: _____

Kingdom Deputy Legal Name: Kathleen Tingley
for Online Phone Number: 614-352-1715
Registrations Email Address: SCARSDeputy@Outlands.org

 Kingdom Deputy must email copy of the completed form to: mazelle@sca.org

CORPORATE OFFICE USE ONLY:

Received at Corporate Office on: _____

Funds reconciled on (Date): _____ Check mailed to group on: _____