**Template for CoH Pre-minutes and Minutes**

*Brackets, [ and ], indicate items elements and should not be included in the minutes. A name and a closely associated item (e.g. an alternate name and badge, and order name and badge, etc.) may be combined in a single entry. The item elements and format:*

[**Name**]. [Status] [Type] [*Sub*] [and] [Status] [Type] [*Sub*].

[<*Legal name: e-mail address: Territory: How Paid*>]

[Box Summary]

[Submission History]

[Documentation]

[Box Summary]

[Submission History]

[Documentation]

[***Decision***] [and] [***Decision***]

*An explanation of the elements:*

[**Name**] The name that will be on the file folder if all actions are successful. For a new name or new name change this is the name being submitted. In most other cases it is the registered name (or name previously in submission. If the item is to be jointly owned include both names separated by *and*.

[Status] Chose one:

New: The item has never been submitted before, nor has an item of the same type been returned

Resub Laurel: The item (or the same type item) was previously returned by Laurel. Choose this even if there has been a kingdom return after the Laurel return.

Resub Kingdom: The item (or the same type item) has been returned at kingdom but not at Laurel.

[Type] Chose one. If the appropriate type isn't listed, check with Dolphin.

Alternate Name

Appeal

Augmentation of Arms

Badge

Badge Change

Blanket Permission to Conflict

Branch Name

Device

Device Change

Heraldic Title

Heraldic Will

Household Name

Name Change from \_\_\_\_\_\_\_\_\_: this refers to a personal primary name only; fill in the currently registered name.

Name Change from Holding Name \_\_\_\_\_\_\_\_\_\_\_\_\_: fill in the currently registered name

Name: this refers to a personal primary name only

Order Name

Release of \_\_\_\_\_\_: specify what is to be released (name, device, etc.)

Request for Reconsideration: applies to a name that has been changed in order to be registered

[*Sub*] The name being submitted or released, or the blazon of the armory being submitted or released. This is not used for the submission of a new name. This is already included under [Type] for name changes.

[and] Include this if two closely related items are being listed in a single entry.

[<*Legal name: e-mail address: Territory: How Paid*>] If this is being submitted prior to a meeting include the submitter's legal name, e-mail address, and territory. This information will be removed before the minutes are published. For how paid indicate N/C (no charge), cash, or check number (e.g., check 1234). The information is used for tracking financial data and for sending notifications.

[Box Summary] Summarize the check boxes from the form.

For names the general format is:

The submitter desires a masculine|feminine name and will accept no|minor|major|all changes. If the name must be changed he|she cares most about \_\_\_\_\_\_\_\_\_\_. The submitter requests authenticity for \_\_\_\_\_\_\_\_\_\_\_. The submitter will|will not allow the creation of a holding name.

If change information is included elsewhere on the form summarize it here. For example "The submitter will accept minor change; however, he has indicated that *de* may be changed to another preposition (of any language) or dropped entirely."

It is acceptable to state something like "The submitter desires a feminine name. No other preferences are indicated."

For a name change include at the end of the paragraph: If this is registered his|her old name is to be released|retained as an alternate name.

For armory changes the general format is: If this is registered his|her previous device|badge is released|retained as a badge. *Note that branches may elect to retain their arms as ancient arms.*

[Submission History] For resubmissions summarize the reasons for previous returns, including what the previous submission was. For other items include when the primary name was registered.

[Documentation] Summarize the documentation. Include one element per paragraph. The name element should be in bold font as the beginning of the paragraph. *Note: you need to include* ***what*** *the documentation says, not just the location*. Appendix H of the CoA Administrative Handbook includes abbreviations for commonly used sources (such as R&W). If in doubt include the author's full name and the title of the book. For armory documentation includes the dates from the OP as necessary (e.g., court barony granted if the armory includes a coronet). For letters of permission to conflict, the documentation is the text of the PtC **WITHOUT** the legal names.

[***Decision***] This is added at the meeting. This should take one of the following forms. When there are two decisions separate them with "and".

[Type] approved and forwarded to Laurel.

[Type] approved as changed and forwarded to Laurel.

[Type] returned for \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Examples for pre-minutes:*

**John Doe**. New Name Change from Johan Doe and new device *Argent, a polar bear passant proper.*

<*Sean Doe:* [*seand@snail-mail.com*](mailto:seand@snail-mail.com)*: Calafia: Cash*>

The submitter desires a masculine name and will allow all changes. No other preferences are indicated. If this name is registered his old name is to be released.

Johan Doe was registered month, year.

**John**: John is found in Withycombe (s.n. John, pp. 178-179) with an explanation that more than 15.5% of all males baptized 1550-1590 were named John.

**Doe**: Doe is the submitter's legal surname as shown on his California license as attested by Jeanne Marie *Dolphin* and Eridana *Ambre*.

*Note in the above example that the entire legal name should be included on the form but NOT included in the minutes.*

**Jamie Fornow**. Augmentation of Arms. *Argent, a cross gules and for augmentation on a canton azure four crescents conjoined in saltire, horns outward, argent.*

<*James Smith:* [*jsmith@fiction.com*](mailto:jsmith@fiction.com)*: Angels, Check 1001*>

The submitter's name and device were registered in 08/1979. He was granted an augmentation of arms by TRM \_\_\_\_ and \_\_\_\_ on \_\_\_\_, 2011. The augmentation is the standard Caidan augmentation, *Azure, four crescents conjoined in saltire, horns outward, argent*, so designated in July 2004.

*Note in the above example that the blanks should be filled in. The fact that the standard augmentation is used is noted because the kingdom is automatically assumed to grant permission to conflict for an augmentation granted by TRM of Caid.*

*Examples for minutes*

**John Doe**. New Name Change from Johan Doe and new device *Argent, a polar bear passant proper.*

The submitter desires a masculine name and will allow all changes. No other preferences are indicated. If this name is registered his old name is to be released.

**John**: John is found in Withycombe (s.n. John, pp. 178-179) with an explanation that more than 15.5% of all males baptized 1550-1590 were named John.

**Doe**: Doe is the submitter's legal surname as shown on his California license as attested by Jeanne Marie *Dolphin* and Eridana *Ambre*.

Precedent disallows the use of John Doe (v. Joan Doe, 10/2007, R-Atenveldt) so this name must be returned.

The device is returned for lack of contrast - the polar bear cannot be seen on the argent field.

***Name returned per precedent and device returned for lack of contrast.***

**Jamie Fornow**. Augmentation of Arms. *Argent, a cross gules and for augmentation on a canton azure four crescents conjoined in saltire, horns outward, argent.*

The submitter's name and device were registered in August 1979. He was granted an augmentation of arms by TRM \_\_\_\_ and \_\_\_\_ on \_\_\_\_, 2011. The augmentation is the standard Caidan augmentation, *Azure, four crescents conjoined in saltire, horns outward, argent*, so designated in July 2004.

***Augmentation approved and forwarded to Laurel.***

*Note in the above example that the blanks should be filled in. The fact that the standard augmentation is used is noted because the kingdom is automatically assumed to grant permission to conflict for an augmentation granted by TRM of Caid.*