

LA-003-D
Shreveport-Bossier City, LA
Domain of the Camarilla
Domain Specific
Handbook
10-01-2008

Table of Contents:

Members Section:

1. Ways to Contact Domain Coordinator Page 3
2. Open office Hours Page 3
3. ADC Officer Hierarchy Page 3
4. Membership Audits Page 4
5. Getting Other Prestige Reported Page 4
6. Children Page 4

Officers Section:

7. What is a Domain Officer Page 5
8. List of Specific ADC Officers Duties Page 5
9. Events and Scheduling Page 6

1. Ways to Contact Me:

Official Office E-mail Address: bloodfirefidelity.dc@gmail.com also
dc@bloodfireandfidelity.net

Personal e-mail Address: lesleacross@gmail.com

Official DC SN(s): Yahoo: bff_dc

Gmail: bloodfirefidelity_dc

AOL: LA003DC

ICQ: 489389602

2. Open office Hours:

Every Sunday afternoon from 3 pm to 5 pm I will be online, reachable by official DC SN(s). If this system is not available to you, you may e-mail me to let me know you want to talk to me and how you want to talk to me. I have other personal messaging systems.

3. Officer Hierarchy:

I prefer a domain to run smooth. Knowing who to go to and when within the domain is paramount. There will always be a Domain Coordinator, and a Domain Storyteller. But a Good officer knows how to delegate.

ADC Special Projects: This ADC will be responsible with keeping up contact and compliance with the Library. This will be the default DC representative at events when I can not be there for the entire event. This person will also be responsible for ensuring that prestige from events are reported and included every month.

This person will also do the report in months when the DC can not.

ADC Charities and Events: This ADC will Coordinate Regional/Local Charity events and Large Events. This ADC will report prestige worthy notes for all Charities in the Domain and will locate and get domain members involved in Charities.

ADC Medication: This ADC will be responsible for helping the domain members with small problems or for situations that can be talked about locally. This person will remain vigilant against conflicts and help to solve these conflicts. As for myself, if you ever have problems with me, I can't stop you from taking it to my superior, but I would like you to go to this officer and talk to them about your grievance so that a peaceful solution can be worked out.

ADC Web: This ADC will be responsible for the look and overall completeness for the website. This person will work long and hard to make sure that the site is up to date daily or weekly.

This list is all inclusive. The domain website will give information as it happens with the current member to hold the position.

4. Membership Audits:

It is important to know what is happening with your own prestige. That is why I want to be as hands on with you as possible with you and your prestige. I want to see you gain MC class.

The Process:

- 1) I will tell you when you are within 100 prestige of your next MC class.
- 2) You and I will try to modify your prestige log if necessary to include links to regional/national prestige. Your log will be left in your hands.
- 3) You will be required to send your Log to BF_F_Domain_Audits@yahoo.com, either modified or not modified, in for Prestige audit when either you are ready or you have enough prestige.
- 4) Your logs will be audited and your MC class will be usable at that time.

Notes follow:

Each member, when their prestige log has approved prestige on it that has them at or over the limit for MC class Advancement, will have to send their prestige logs via e-mail to BF_F_Domain_Audits@yahoo.com. This address will allow anyone to post to it. Your log will be received and approved in a timely manor. ADC Administration will let you know where in the process your prestige Audit is should you desire to inquire. If you decide to go to an outside domain after your audit has been approved, but has not been published on a report, please e-mail the DC so that you can be furnished with an e-mail or written proof of new MC class.

5. Getting other prestige Reported

Should you do something prestige worthy, for charity or any other thing, I can't award prestige for it if I didn't know what it is. Prestige from the officers come in by the 3rd each month. In order to be sure your prestige is reported on time, please have your prestige into me no later than the 1st.

6. Children

It has become more important to pay attention to the child issue. I am giving it a few months to look at the child issue. If we do not get fewer complaints and children are not being a problem, then they can stay. But parents be warned, we are moving to a time when we can not have any children who are not able to be keep quite and who move around freely. Babies would be fine as long as loud noises from the crowd would not be an issue or as long as they are not overly fussy. These would interrupt game play. So children who run around and get in the way of audits and game play may not be good to be around. We don't want to lose any members to this. If you have children please start finding ways to have your child watched while you are at game.

Officers Section

7. What is a Domain Officer

Domain officers create the backbone of our domain. Your job is to provide the services that keep us moving. Your job as an officer is to bend over backward to keep games going, to facilitate members having a good time. This does not mean that you have to let members walk over you, but you are to try to have things during times when members can do things. Put yourself out, reschedule personal things, but the domain comes first if you ran for a VST position or if you want to be an assistant. You are here by choice and you can be replaced if you are not doing a good job for the domain. Beyond this you must communicate, phone, text message, instant message, smoke signal if need be, but communicate. We are all so connected that there is no excuse but to pick up the phone and call, or you cell phone and text. Communicate with me, your DST, the members who relay on you. If you agree to do something Do it. Again, communicate on when you will do something and do it in the time frame.

8. List of ADC Duties

ADC Special Projects

- Second In command
- Keep contact and compliance with the Library
- Ensures prestige from the event gets to DC
- Back up for DC report monthly
- Will do back up Prestige Audits

ADC Charities and Events

- Coordinate National/Regional/Local Charities and helping to ensure the prestige is reported properly for Charities
- Coordinating Large Events
- Getting domain members involved in Charities

ADC Mediation:

- Stopping problems in the domain before they become major problems

ADC Web :

- The Web site

9. Events and Scheduling

Scheduled events will have announcements posted and will be scheduled at the end of each month. ST's wishing to have an event scheduled should contact the DC on the last week of the month so that the next month can be scheduled.

Last minute changes: Last minute changes are necessary, life does not always through you things the way you want them to. Call the DC directly or send an e-mail or text message, contact the DC if you will not be able to attend your own game.

Adding a game to the Schedule. If we have 5 people for a game, we can have a game. Communicate. I will get back to you as soon as I get your communication and we will find a place and we will have a game.

Events: We will attempt to work in a social every month. Some months are harder than other to work in a social, but we will try. It will also be scheduled at the end of the month with the games.

End