



STARFLEET

SHAKEDOWN OPERATIONS COMMAND

START

SHAKEDOWN TRAINING AND REPORTING TECHNIQUES



YOUR GUIDE TO A SUCCESSFUL SHAKEDOWN CRUISE AND PREPARATION TO BE A CHAPTER OF STARFLEET, THE INTERNATIONAL STAR TREK FAN ASSOCIATION, INC.

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INTRODUCTION

ABOUT THIS MANUAL

Every journey begins with a first step. The journey to becoming a chapter of STARFLEET begins with the shakedown cruise. Just as a newly-completed ship undergoes a shakedown to make sure that everything's running smoothly, new STARFLEET chapters-in-training have their own shakedown cruise, for the same purpose. The purpose of the shakedown cruise is to lay a solid foundation for your chapter. This manual is a guide to making the shakedown cruise a smooth one. Will the answer to every question be in this manual? No. The resulting book would be huge! Instead, Shakedown Operations exists, dedicated people here to help you. When questions come up, contact a member of the ShOC staff. If he or she doesn't know the answer, he'll put you in touch with someone who does.

HOW TO USE THIS MANUAL

Throughout this manual are handy note sections and checklists which you can use to track your chapter's progress. As you complete each section, remember to check it off on the list. This manual is intended to serve as a workbook for your chapter. Take lots of notes and add the completed manual to your chapter's archives.

ACKNOWLEDGEMENTS

Since the first START Manual was created in 1993, many of STARFLEET's finest officers have contributed ideas and suggestions to help improve both the manual and the Shakedown Program (and its predecessor, the Shuttle Program). The staff of ShOC greatly appreciate the helpful contributions of the following individuals:

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FREQUENTLY ASKED QUESTIONS

What is a shakedown cruise?

A Chapter-in-Training of STARFLEET, The International Star Trek Fan Association, Inc. is described as being on a shakedown cruise. Much as a shakedown cruise of a real-life vessel is an opportunity to work the bugs out of a new vessel, the training period for a STARFLEET chapter serves a similar purpose.

How many STARFLEET members are required to start a shakedown cruise?

To begin a shakedown cruise, a prospective chapter-in-training must have at least five (5) STARFLEET members in good standing. Note, however, that only up to two (2) members from a single family membership may be counted toward this total.

How many STARFLEET members are required to commission a chapter at the end of a shakedown cruise?

To complete a shakedown cruise and qualify for commissioning, a chapter-in-training must have at least ten (10) STARFLEET members in good standing. Note, however, that only up to three (3) members from a single family membership may be counted toward this total.

Must the CO and XO have both OTS and OCC prior to the chapter's initial launch?

No. The CO and XO only need to have passed OTS prior to the beginning of the shakedown. However, before the chapter can be commissioned, both the CO and XO must have completed OCC.

To whom does the chapter-in-training report? When?

Generally, a vessel on a shakedown cruise reports on a monthly basis to the Support Ship Commanding Officer, the Regional Coordinator (RC), and ShOC. Some regions may also have Shakedown Operations Officers (ShOOs), and may request that a chapter-in-training also report to that officer, as a courtesy. (Note: If a chapter-in-training has a Support Ship in a different region than the one in which it is located, it would report to both its local RC and the RC of the Support Ship.)

What is the "30-Mile Rule"?

Not so much a rule as a guideline or suggested distance of 30 miles between chapters, to avoid potential conflicts regarding operating areas. This guideline is waivable at the discretion of the Regional Coordinator, and its applicability is often assessed on a case-by-case basis. ShOC recommends that a new group seeking to form in an area already populated with chapters should communicate with any and all nearby chapters, to establish positive and cooperative relationships with those groups.

What is a "Correspondence Chapter"?

This denotes a chapter which conducts its business through such media as U.S. Mail, the internet, etc. These chapters do not meet regularly in person. Because geography, lifestyle, or other circumstances sometimes make regular participation in a chapter difficult, the "correspondence chapter" option can offer another way to take part in the diversity of STARFLEET.

What is a Support Ship/Escort Ship?

This is an established chapter which supports/mentors a chapter-in-training throughout the shakedown period.

What is a VRR?

This is the Vessel Registration Request. It is the application form used to launch a chapter-in-training, and later to commission that group as a full-fledged STARFLEET chapter after the successful conclusion of the shakedown program. It contains the information necessary to progress a group through the launch and commissioning process.

How many VRRs need to be submitted for a group to become a fully-sanctioned chapter?

Two. The first VRR is to be filed prior to **launch**, at the beginning of the Shakedown Program. The second is filed prior to **commissioning**, once the shakedown cruise has been completed.

When should a group submit its commissioning VRR to become a fully-sanctioned chapter?

Generally, this is done around the sixth or seventh month of the shakedown cruise, once the basic requirements have been met.

What is a “Comissioning Ceremony”?

This is usually a formal event wherein the group “officially” completes its shakedown and achieves full chapter status. It can be a small get-together or a large event. Think of it as “Graduation” from the Shakedown Program.

When should a group start planning its Commissioning Ceremony?

As soon as you launch!

What is “DTS”?

DTS is the Department of Technical Services. Part of DTS’s duties include the approval of starship/station names, classes, and registry numbers for new groups.

How long does the Shakedown process take?

The Shakedown Program lasts nine (9) months. This duration may be lengthened at the discretion of the Chief of Shakedown Operations.

MEMBERSHIP REQUIREMENTS

The first step in getting started is membership. To begin a Shakedown Cruise, a potential STARFLEET chapter must have a minimum of five (5) valid STARFLEET members. Keep in mind that, of a Family Membership, only up to two (2) people can be counted toward the five needed. Once the group has launched, you can recruit as many members as you want, but remember that it takes at least five to maintain your chapter-in-training status.

Although there are no age limits for STARFLEET membership, both the Commanding Officer and Executive Officer must be eighteen (18) or older for legal reasons.

Remember that it can take 4 to 6 weeks to process membership applications, and your chapter paperwork will not be processed (which means your Shakedown Cruise does not start) until all SCC numbers are valid. When your members send in their applications, make sure they indicate that they wish to be assigned to your chapter.

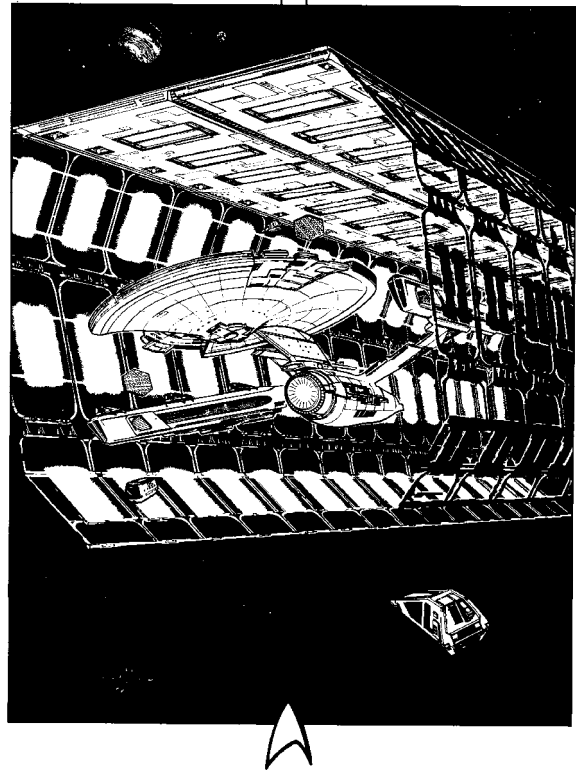
To complete the Shakedown Cruise and commission your starship/station, your chapter must have a minimum of ten (10) valid STARFLEET members. Keep in mind that, of a

Family Membership, only up to three (3) people can be counted toward the ten needed.

*** ShOC Tip ***

Do not mail memberships in any way that needs to be signed for. This can actually delay the membership if the person collecting the mail from the P.O. Box is unable to get to the Post Office during regular business hours.

Note, too, that part of the goal is to expand the STARFLEET membership base. When building your new chapter, it is considered inappropriate to gather members by drawing from other chapters. Member “poaching” is heavily frowned upon. While individuals are free to transfer of their own accord, attempts to convince them to leave an existing chapter could affect the chances that a new chapter would be approved.





SECTION ONE: THE SHOC'ING TRUTH

CHAIN OF COMMAND

When you have questions, you need to know who to ask, and when. Although just about anyone will answer your questions, we encourage you to ask them in the proper manner and order. This reduces the chances of miscommunication or confusion.

Your first point of contact is your Support Ship (aka your Escort Ship). The CO and crew of your Support Ship have been through the chapter-forming process, and they can answer questions about STARFLEET, make suggestions for recruiting and fund-raising, and help you get through the process.

If your Support Ship CO (or an officer designated to work with groups the ship is supporting) is unable to answer your questions or is unavailable, the next step is to contact your Regional Shakedown Operations Officer (ShOO), if your Region has an active ShOC office.

If you have a question that has not been answered by your Support Ship or your Regional ShOO, the next step is your Regional Coordinator. If you still don't have an answer, the support system moves from the Regional level to the STARFLEET level.*

*** The first point of contact for chapters-in-training at this level is the staff of STARFLEET ShOC.**

CHOOSING A CHAPTER NAME

Choosing a name for the group is left to each individual chapter. You may pick any name as long as no other chapter or chapter-in-training is currently using it. You may contact the Department of Technical Services (DTS) if you have any questions concerning ship/station classes, NCC/SFR numbers, and names.

Per STARFLEET regulations and Paramount copyright laws, you may not use the names of any of the cast, production crew, or characters of the various Star Trek (or other science fiction) series or films for a chapter. Likewise, the "hero ships/stations" of Star Trek (e.g., *Enterprise*, *Voyager*, *Defiant*, *Deep Space 9*, *Rio Grande*) are also not permitted for use by individual chapters. Finally, chapter names may not be lewd, obscene, or vulgar.

Once this is accomplished, this information must be sent to DTS for approval. Tell them what name and class you'd like. We recommend that you have 2-3 choices for the name, so that, in case your group's first choice is already taken, you have a backup. (*If you are contacting DTS using streetmail, be sure to include a SASE (self-addressed, stamped envelope).*)

CHOOSING A VESSEL CLASS

There are a multitude of vessels seen in the Star Trek Universe. Choosing which one your chapter wishes to use can be a challenge. There are many starship and station classes from which to choose. STARFLEET's list of "pre-approved" classes numbers over 300! If you've seen a vessel in an episode or movie, or in a book, that interests you and you don't know its class, contact DTS. If you're not sure what you'd like and want to know what's available, also contact the Office of Technical information (OTI), the reference/research library within DTS.

If you are feeling adventurous and wish to design your own starship or station, contact the Advanced Starship Design Bureau (ASDB), another part of DTS which specializes in vessel design. DTS and its sub-offices are in place to assist you with this choice.

CHOOSING A SUPPORT/ESCORT SHIP

You may ask any chapter to serve as your group's Support/Escort Ship. It is suggested that a Support Ship have been commissioned for at least one year, but this may be reviewed on a case-by-case basis, and waived at the discretion of the RC and the Chief of Shakedown Operations. Simply contact the CO of the chapter you and your crew choose and ask

permission to launch from his/her chapter. Now your group is on its way to beginning its Shakedown Cruise as a STARFLEET chapter-in-training. For a complete list of STARFLEET chapters, you may go to the Documents Center at the STARFLEET website (www.sfi.org) or contact the STARFLEET Operations department for a Vessel Registry.

If a group chooses a Support Ship that resides outside the prospective chapter's home region, launch and commissioning approvals are required from the RCs of both regions. *Both RCs' signatures are required on the VRRs.*

ShOC has developed a Support Ship Readiness Certification Course with STARFLEET Academy. Ask your Regional Coordinator for details.



DEPARTMENT OF TECHNICAL SERVICES (DTS)

STARFLEET chapters must have their names, registry/NCC numbers, and ship/station classes approved by the Department of Technical Services (DTS). Once your group has decided that it is going to form a chapter, you should contact the DTS Director with your request.

Requests may be sent by e-mail or USPS, and should include:

1. First, second, and third choice of name. (Multiple choices are helpful, in case a preferred name is already in use.)

2. Requested ship/station class.

Using an established design, and especially an established ship, is always recommended. There are over 4,000 established ships, from a wide variety of sources, and over 225 established classes. If a ship/station class is already established, and especially if you're requesting an established specific ship, the actual approval process can be very quick. However, if you wish to propose your own ship or station class to the Advanced Starship Design Bureau, be sure to do it at least 2-3 months prior to launch, so there's time to do a proper review without delaying the group's launch.

*** ShOC Tip ***

Be sure to check out the pamphlet, "So You Want to Design a Starship...?" before starting the design process. It can be obtained from DTS or at the ASDB page on the ShOC website: <http://www.sfi.org/shoc/asdb.htm>

Once the name and ship class are approved, a letter is sent to the prospective chapter-in-training. This may be done through e-mail or U.S. Post. If a hardcopy letter is needed through U.S. Post, be sure to send the DTS Director a SASE.

And once the letter is in the group's hands, the DTS part of the process is complete!

*** ShOC Tip ***

Requests for a ship/station name and class can be e-mailed to DTS@sfi.org

OFFICE OF TECHNICAL INFORMATION (OTI) AND ADVANCED STARSHIP DESIGN BUREAU (ASDB)

These two offices within DTS are here to help with ideas for vessel types. For technical schematics, blueprints, specs, and general info, contact OTI, the reference and research service of DTS. For new design ideas and assistance, or ways to modify existing designs, contact ASDB, the design office.



CHOOSING A CHAPTER TYPE

There are two types of chapters. You should get input from your crewmembers before deciding what type of group you will create. Each of these types is unique, and helps to bring “flavor” to the STARFLEET experience.

MEETING CHAPTERS: These chapters typically hold regularly-scheduled, face-to-face meetings. These chapters usually conduct operations in the City of Charter and surrounding area.

CORRESPONDENCE CHAPTERS: These chapters opt for their members to interact primarily by means other than face-to-face. The crew complement usually consists of members who are geographically far away from each other. Because of the characteristics of Correspondence Chapters, there are several additional regulations that pertain to them:

- Correspondence Chapters are prohibited from having regularly-scheduled, face-to-face meetings. Command Staff meetings (that are not open to the public), conventions, parties, and other special events are exempt.
- The official address of a Correspondence Chapter is that of its Commanding Officer. Should the CO move to another region, the chapter will also move to that new region.
- Newly-commissioned Correspondence Chapters must remain as such for a period of at least two years before they can request a change of status to a Meeting Chapter with local face-to-face meetings.

- To ensure that there is no confusion, and because chapters are assumed by many people to be meeting-oriented, all recruiting materials used by a Correspondence Chapter must clearly indicate that it is a correspondence-only group.
- Correspondence Chapters-in-Training must report via a monthly status report to their Regional Coordinator(s), the STARFLEET Chief of Shakedown Operations, and the Director of the Correspondence Chapter Operations Department.

Correspondence Chapters-in-Training must complete the STARFLEET Shakedown Program and follow all the program’s regulations, just as do Meeting Chapters-in-Training.

ORGANIZING YOUR CHAPTER

Most chapters will establish their own structure, positions, and chain of command, according to their particular needs and priorities. If you are having problems deciding what is best for your chapter, please remember this: STARFLEET is probably the only organization in which you are encouraged to beg, borrow, and steal (with proper permission and credit, of course) from the success of others. Contact local chapters, introduce yourself, and ask them for details about their infrastructure. Then feel free to add, change, combine, and experiment until you get a system that works for you. Keep in mind that as your chapter grows and changes, so must you. A sample position and responsibilities guideline follow. Remember: These are only suggestions; fit each position and/or responsibility to your chapter.

COMMANDING OFFICER (CO)

The Commanding Officer runs the day-to-day business of the chapter. This person is the chief spokesperson for the group, maintains order and function, and is responsible for the execution of STARFLEET policy and orders. This person is also responsible for the interpretation and compliance with STARFLEET and diplomatic directives. The CO’s primary responsibility is for all monthly reports, and the CO is answerable to STARFLEET for the overall performance of the chapter. This person is responsible for keeping all records pertaining to the chapter, and is also legally responsible for the chapter’s funds.



EXECUTIVE OFFICER (XO)

The Executive Officer, also referred to as the First Officer, is the right-hand person to the Commanding Officer. This person implements and carries out directives, and serves as second-in-command of the chapter, with the same responsibilities as the Commanding Officer in his/her absence.

SECOND OFFICER (SO)

The Second Officer serves as commander in the absence of the CO and XO. The chapter defines the other duties of this person. Appointing Division Chiefs, rather than having the CO and XO do everything themselves, is a great way to get others involved in the operation of the chapter and take a lot of the weight off of the CO.

You like the idea? Yes? Well, Commander, DELEGATE some of that authority!

DIVISION CHIEFS/DEPARTMENT HEADS

The number of Divisions/Departments, and thus Division Chiefs/Department Heads, is up to you and your crew. However, it is not necessarily good to have the majority of your crew as Chiefs. In such a case, those members who aren't may feel unimportant and left out. Table 1 shows some of the more common Divisions/Departments. The duties and responsibilities of each may vary from chapter to chapter. It is not necessary to fill, or even have, all of these Divisions/Departments should your chapter not wish to do so, nor are you limited to what's on the list. If you don't see a Division/Department you want, make up anyway! There have been chapters with an Outrageous Fabrications Officer or a Subspace Field Goal Kicker! **Have fun!**

TABLE 1 - DIVISIONS/DEPARTMENTS

Enterprise Era	Classic (TOS) Era	TOS Features Era/ "Lost Era"	TNG/DS9/VOY Era
Communications	Communications	Communications	Communications
Engineering and Support Services	Engineering and Support Services	Engineering	Engineering
Helm/Navigation	Helm	Helm	Flight Control (Conn)
Medical	Medical	Medical	Medical
Sciences	Navigation	Navigation	Operations
Security/Tactical	Sciences	Operations	Sciences
	Security	Sciences	Security
	Tactical/Weapons	Security	Tactical
		Tactical/Weapons	

*** ShOC Tip ***

One other position you might consider is that of Cadet Corps Commandant. The cadet Corps is focused on the younger members of STARFLEET. Having a Cadet Corps might encourage people with young children to join, contribute, and have fun!

FINDING A MEETING PLACE

Hint: If you have not found the proper meeting place, you might try the churches in the area.

Local shopping malls and municipal complexes usually have meeting rooms available for local organizations to use. Also, check with your

public library. Some restaurants have large banquet rooms that may be just what you have been looking for. Anyone who has had to host 30 people in their home for a meeting can attest to the fact that a rather large area is ideal. Plan for your future growth and think about the handicapped accessibility for your members who may require it. The decision is up to you and

your crew. Choosing a location that is centrally located and easily recognized will help prevent invited guests and prospective new members from going through wormholes and winding up in the Gamma Quadrant!

MAILING THE VRR PACKAGE

After you have your VRR items completed, it is time to mail them off for approval signatures. Make sure you have copies and SASEs for:

Support Ship Commanding Officer

Regional Coordinator(s)

STARFLEET Shakedown Operations

The Vessel Registration Process is complete when the Chief of Shakedown Operations verifies the information and signs the VRR. At that time, the Chief of Shakedown Operations will send you notification of your official launch date.

FILING THE LAUNCH VRR

The final step to launch is filling out the Vessel Registration Request (VRR). When filling out your Vessel Registration Request for launching, only two SCCs of a Family Membership count toward your five members. This means you will need to have **at least three** primary memberships. The paperwork has to travel through several hands before the group is official, so allow several weeks for this process.

When it is completed, send the VRR and the following items to the Commanding Officer of your Support Ship:

Three (3) copies of the completed VRR

Three (3) copies of the starship/station name/class/NCC approval letter as received from DTS

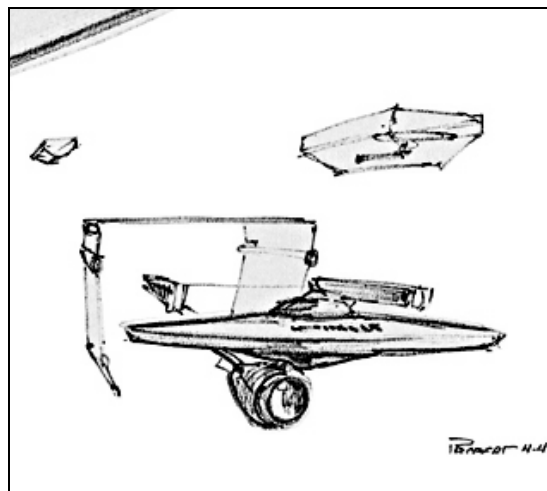
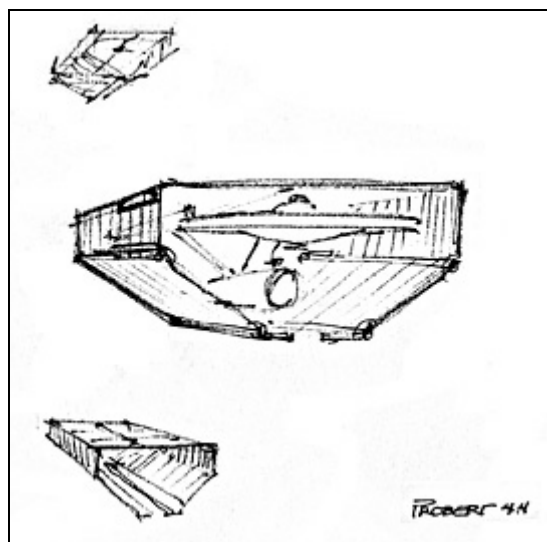
Three (3) copies of OTS certificates for your Commanding Officer and Executive Officer

A check or money order for ten dollars (\$10) made payable to STARFLEET

A stamped envelope addressed to the Regional Coordinator

A stamped envelope addressed to STARFLEET Shakedown Operations Command (ShOC)

The Vessel Registration process is repeated when you are ready for commissioning. When filling out your Vessel Registration Request for commissioning, only three SCCs of a Family Membership count toward the necessary ten (10) members.



PRE-LAUNCH CHECKLIST

- Recruit at least five (5) STARFLEET members in good standing.
- Select a Commanding Officer (CO) and Executive Officer (XO).
- Choose a name for your chapter.
- Write to your Regional Shakedown Operations Officer (if your region has one) to help track your progress as a chapter-in-training. This officer can be a valuable resource during your Shakedown Cruise.
- Write to the Department of Technical Services (DTS) and request an approval letter for the chapter's name and the class of ship or station that your group has chosen to use.
- CO and XO apply to and successfully complete STARFLEET Academy's Officer Training School (OTS).
- Choose a Support Ship to sponsor your chapter-in-training.
- Find a location for your meetings.
- Complete your first (launch) Vessel Registration Request (VRR).
- Fill out all fields on the application (VRR).
- Include DTS letter of approval.
- Include copies of OTS diplomas for CO and XO.
- Include two (2) SASEs (one addressed to your RC, the other to ShOC).
- Include the \$10.00 fee (check/money order made payable to STARFLEET).
- Submit your completed VRR*, DTS letter of approval, copies of CO's and XO's OTS diplomas, two stamped envelopes (addressed to your RC and to ShOC), and a check or money order for US\$10.00 (made out to STARFLEET) to your Support Ship's CO, who will forward it to the RC, who in turn sends it on to ShOC.

* ShOC recommends to send a copy of this to your Regional ShOO and to keep copies for your records.



SECTION TWO: THE ONLINE MSR TOOL

MONTHLY REPORTING RESPONSIBILITIES

Submitting the monthly status reports is the most important responsibility a CO has to the organization. Each chapter-in-training is required to file four (4) copies of the Monthly Status Report (MSR) each month. These may be sent by U.S. Mail or they can be filed electronically at <http://msr.sfi.org/> (ShOC recommends electronic filing where possible.) If you file electronically, the MSR will automatically be sent to the proper regional office and the international ShOC office.

You may wish to delegate the responsibility of filling out the MSR to another officer (XO, Operations, etc.). This is acceptable as long as it contains the signatures of both the Reporting Officer and the Commanding Officer.

Be aware, before you delegate this responsibility, that failure to report and/or failure to report on time has the following repercussions:

Any two reports filed late may require an extension of time served on the Shakedown Cruise.

Any chapter-in-training missing two reports in the nine-month Shakedown period will be placed on standby status, which in turn will affect the group's commissioning date. Three or more missed reports in the nine-month Shakedown period may result in the Commanding Officer being replaced or the group being recalled.

Reports are due no later than the 5th day of the month for the month prior (e.g., July's report is due by 5 August, August's report by 5 September, and so on).

Copies are sent to the following:

- Keep one for chapter archives.
- Send one to the Support Ship CO.

- Send one to the Regional Coordinator (and to the Regional ShOO, if there is one).
- Send one to STARFLEET ShOC.

USING THE ONLINE MSR TOOL

To access the STARFLEET Database's Online MSR, type the following into your internet browser's URL or address box: <http://database.sfi.org/>. Notice, NO "www" anywhere! You may even omit the <http://> stuff at the front. Your browser will supply it for you. Figure 1 is what you should see when it finishes finding the address:

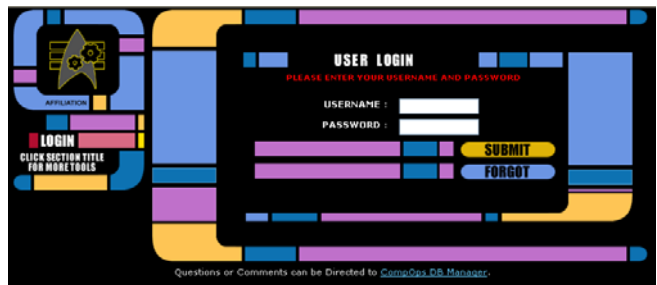


Figure 1 – Login Screen

Left-click inside the USERNAME box and type your Username. Left-click inside the PASSWORD box and type your Password. Then left-click on the SUBMIT button. [If your computer asks whether you wish it to remember this information so you don't have to type it in the future, consider accepting that offer.]

If your Username and Password match the ones currently on file for you in the database, you should then see a screen that looks like Figure 2.

In Figure 2, important things you will see are:

- The clickable menu of database areas available to you.
- Your current membership expiration date.
- The ONLINE area, listing the names of all members currently logged into the database. You'll be able to chat with any of these by left-clicking on that person's name.

Left-click on the CHAPTER button (see Figure 3) to display the contents of the Chapter menu.

Left-click on the MSR REPORT link (see Figure 4A) to create a new MSR from scratch:

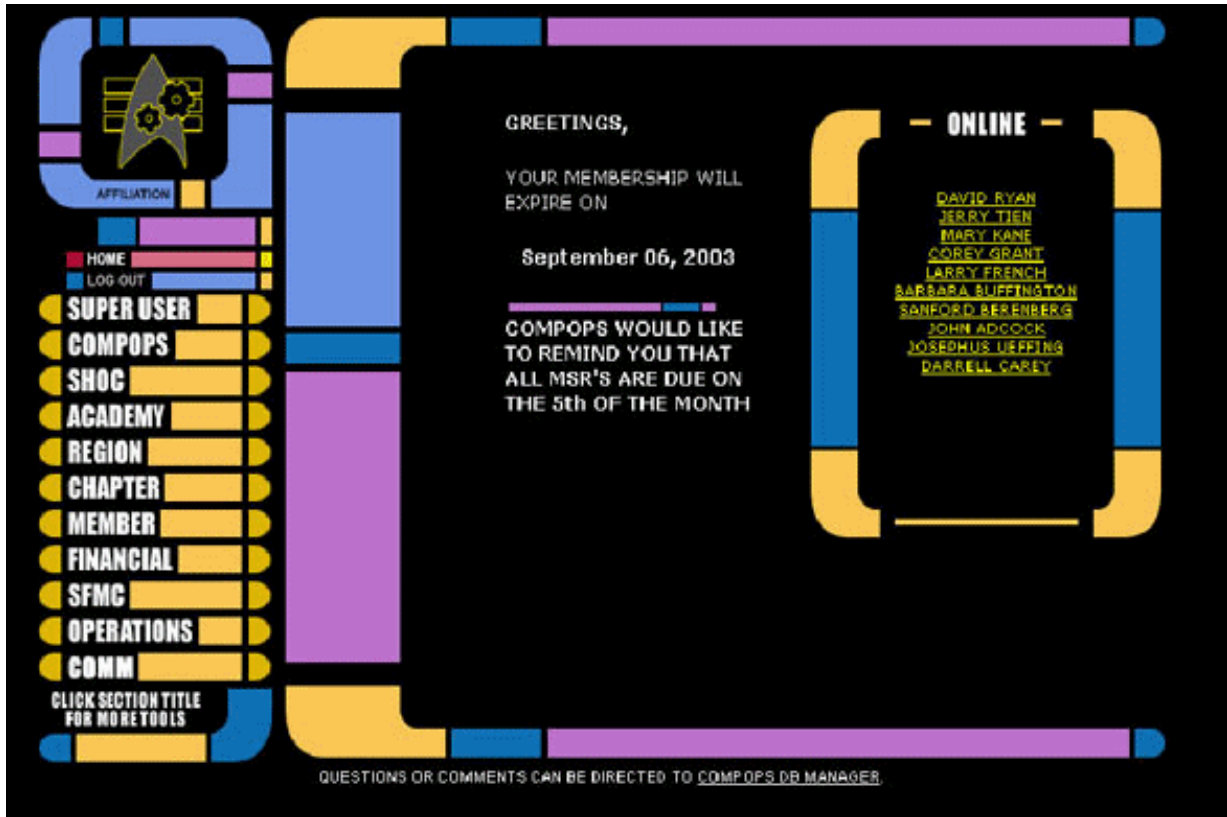


Figure 2 – Welcome Screen



Figure 3 – Chapter Menu

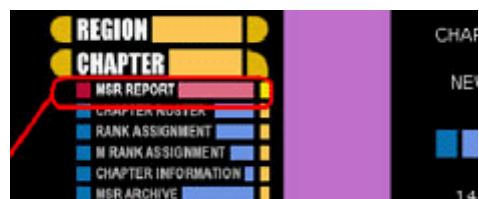


Figure 4A – MSR Report

This is how your MSR will look:

PLEASE FILL IN THE APPROPRIATE INFO

MSR REPORT

CHAPTER : **USS Edinburgh** REPORT FOR : Apr, 2003

ADDRESS : PO Box 460
 CITY : Gaithersburg STATE : Maryland
 ZIP/POSTAL : 20884-0460 COUNTRY : United States
 PHONE : 240-683-8797

REGISTRATION : NCC 77930
 CLASS : Edinburgh
 CHAPTER TYPE : CORRESPONDENCE
 CO : MGEN Sanford Berenberg XO : LTC Joseph Dorffner Jr.
 NEWSLETTER : The Royal Mile PUB DATE : 2003-04-01

FLEET MEMBERS

14260	LTC Joseph Dorffner Jr.	09/26/03
18615	CAPT Mary Smith	09/11/03
30240	MGEN Sanford Berenberg	09/06/03
44274	CMDR Chris Smith	09/11/03
47878	CAPT John Harris	07/13/03
50781	CMDR Jim Baker	03/14/04
50986	LTCMDR Howard Salob DC	02/01/04
53252	CMDR Thomas Stevens Dr.	02/18/04
55556	Felicia Odenz	09/24/03
55582	LTJG Rosy Dorffner	09/26/03
56067	LTJG Jennifer Stultz	02/21/04
56223	CRMN Michael Schilling	04/02/03
56507	Tim Bush	07/13/03
56508	Tacey Bush	07/13/03
56729	CMDR Randy Bruner	09/11/03
56730	Loretta Shaneybrook	09/11/03
60039	Michele Sinay-Taylor	10/21/03
60040	Toby Taylor	10/21/03
60041	Mandell Jackson	10/21/03
60042	Frank Branchini	10/21/03
60191	Henry McGuinness	12/20/03
60415	Goldie Golden	02/24/04

ACADEMY INFO

ADDRESS : PO Box 460
 CITY : Gaithersburg STATE : Maryland
 ZIP/POSTAL 20884-0460 COUNTRY : United States
 PHONE: 240-683-8797
 REGISTRATION: NCC 77930
 CLASS: Edinburgh
 CHAPTER TYPE: CORRESPONDENCE
 CO : MGEN Sanford XO : LTC Joseph Dorffner
 NEWSLETTER: The Royal Mile PUB DATE: 2003-03-31

FLEET MEMBERS

Figure 4C

Please note that most of the information shown in the white boxes at the top is dynamically retrieved from the 'FLEET database (i.e., it will always reflect the most current information, regardless of when the MSR was filed). Important: If you need to change these records, please update them by left-clicking on the CHAPTER INFORMATION link. The drop-down boxes will NOT store the chapter information changes made on the MSR page.

The Report For date is automatically set by the database. For each month, your MSR is due by the 5th of the following month. For example, for March 2007, your report must be submitted by 5 April 2007 to be considered on-time.

Reports submitted on the 6th through 10th of the following month would be considered late.

Using our previous example, a report submitted on 6-10 April would be accepted but considered late.

Reports not received by 10th of the month are considered a failure to report. The database will not allow you to submit a report beyond this deadline. Instead, the database starts accepting reports for the next month.

Using the above example, if a report was submitted on 11 April, the database would store this report for April 2007, not March.

If you need to submit your MSR and it is past the 10th of the month, you cannot use the STARFLEET Database to submit this report. Send it by plain e-mail or streetmail.

The [NEWSLETTER] PUB DATE Publication Date always shows the current date, by default. Just change it to reflect the actual publication date of your chapter's newsletter (see Figure 4C).

OTHER INFO

MEETING DATE : 2003-03-31

PROMOTIONS :

ACTIVITES :

COMMENTS :

[Figure 5 – MSR Body]

MEETING DATE always shows today's date, by default. Just change it to reflect the actual meeting date of your chapter.

The PROMOTIONS box is where you input the promotions YOU have given to your members (up to the rank of Commander). Their date of rank will be set to the 1st of the Reporting Month. If you wish to assign a different date of rank, send an e-mail to helpdesk@sfi.org.

The ACTIVITIES box is where you input your chapter's activities, both for the month just ended and for any events planned for the future.

The COMMENTS box is where you input your comments, complaints, etc. The good, the bad, and the ugly. If you want your chain of command to be made aware of a problem you're facing, this is the place to document it.

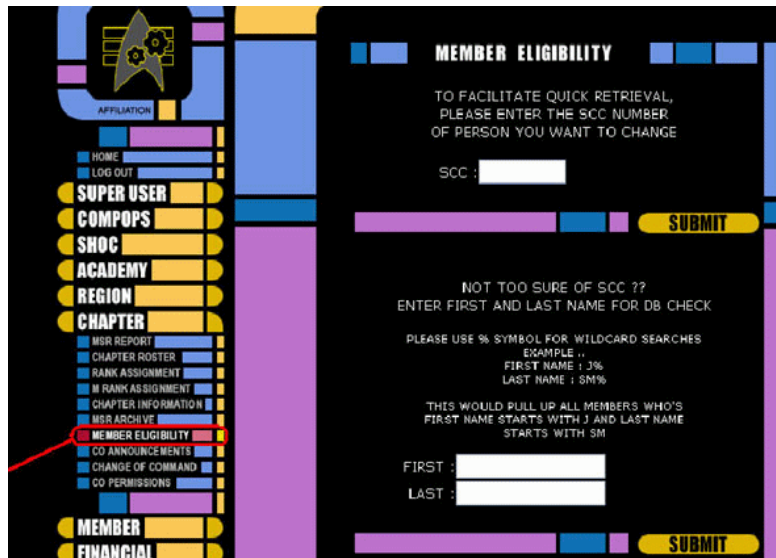


Figure 5A – Member Eligibility

*** ShOC Tip ***

You can instant message anyone that is using the database by clicking on his/her name on the home page in the ONLINE section.

*** ShOC Tip ***

You can obtain a list of your crewmembers' Usernames and Passwords by e-mailing helpdesk@sfi.org

Please note that the ACADEMY INFO area is not within your ability to input. It will reflect all Academy course completions since the last Report Date. These must be input to the database by the respective Academy Course Directors. If you spot any error or omission since the last Report Date, please send an e-mail containing your name, e-mail address, and SCC number to helpdesk@sfi.org, explaining the problem. The STARFLEET HelpDesk will contact the appropriate Course Director, who will then correct the problem in the database.

Here's a real potential "gotcha" hiding in the weeds, waiting to pounce on the unwary reporting officer. You got all the way through filling out your MSR, and you left-clicked on the SUBMIT button, but guess what? No one ever got notified that your MSR had been submitted! Worse, the MSR didn't appear in the MSR ARCHIVE at all, so you couldn't go there to edit it or to resubmit it!

[Want to check on a member's past Academy course completions, e.g., OTS and OCC? Left-click on the CHAPTER button (see Figure 5A), then left-click on the MEMBER ELIGIBILITY link. There you will input either the member's SCC number or the member's first and last name, to display that information.]

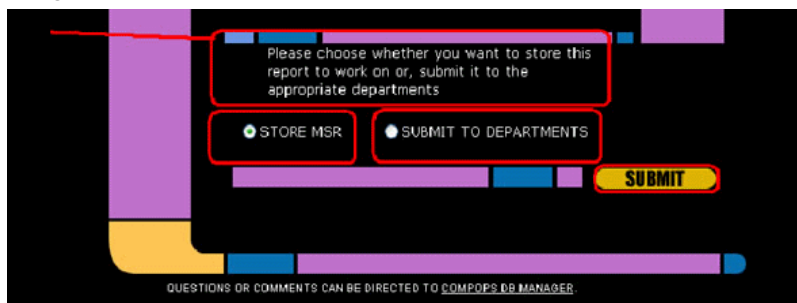


Figure 6 – Store MSR vs. Submit to Departments

Why? Because you didn't heed the request, "Please choose whether you want to store this report to work on, or submit it to the appropriate departments." How do you indicate your choice? By left-clicking on one of the two "radio buttons", either STORE MSR (to save it so you can come back later to work on it some more) or SUBMIT TO DEPARTMENTS (which removes your ability to edit it further, and notifies STARFLEET ShOC and your RC that your MSR is finalized in the database, ready to be reviewed).

Once your report is submitted, you will be brought to a new screen showing confirmation that your report has been submitted (see Figure 6A).

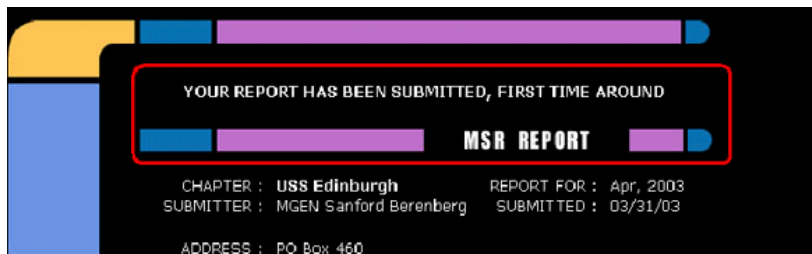


Figure 6A – Successfully Submitted MSR

NOTE: To repeat, once you have submitted your MSR, you **cannot** change it. Be very careful that your MSR is done the way you want it before you left-click on SUBMIT TO DEPARTMENTS.

THE MSR ARCHIVE

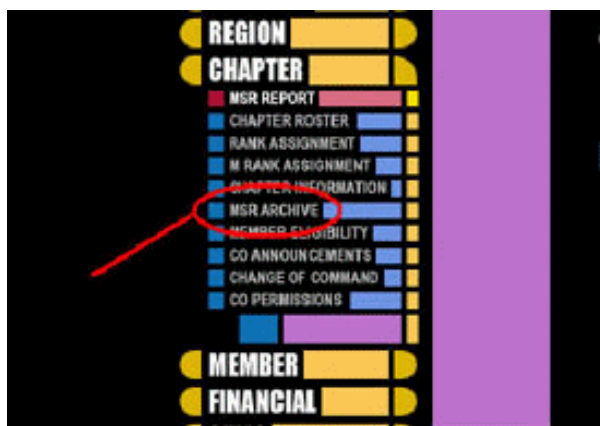


Figure 7 – MSR Archive Access

There are several reasons why you may need to visit the MSR Archive:

You stored an MSR that's still in progress there, and you need to Edit further.

You finalized an MSR there, Submitted it to Departments; and now you need to send a copy of it to additional recipients, e.g., your sister ships' COs, your own crew, etc.

You're in the process of writing *this* month's MSR, and you want to copy and paste something from *last* month's MSR into it.

Left-click on the MSR ARCHIVE link (see Figure 7) to access an MSR already in the Archive:

Figure 8 is an example of what you might see inside the MSR Archive:

For each MSR stored there, you will see:

An EXPORT button, which we will discuss in Step 10 of these instructions.

The R DATE [Report Date] assigned to the MSR.

The name of your chapter.

The Status of the MSR (either STORED or SUBMITTED).

WARNING: You may see several MSRs bearing the same R DATE, especially if you discovered a need to add/change/delete anything in an MSR after you'd already FILED it. Since you can't change an already-submitted MSR, you would have had to create a new MSR with the same R DATE.

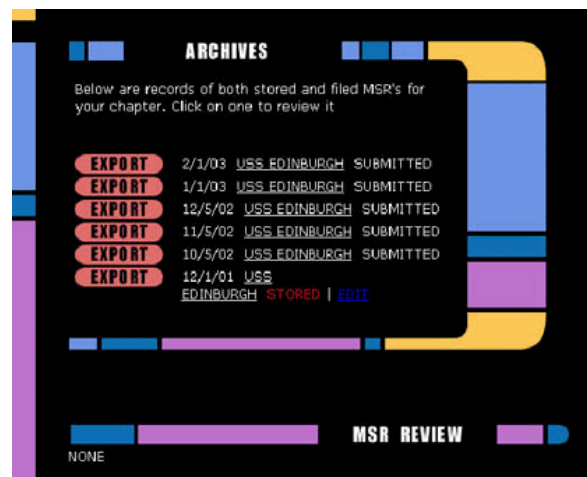


Figure 8 – MSR Archive Contents

If the MSR's status is STORED, a clickable link to allow you to EDIT the MSR (see Figure 8)

If you wish to edit a stored MSR further, left-click on the EDIT link. You should see essentially what was represented by Figure 4 and Figure 5, with one major difference: The contents of the boxes in the MSR body will be as you left them, not empty as they would be if this were a new MSR.

Remember, when you're finished editing an MSR, left-click on one of the two "radio buttons", either STORE MSR or SUBMIT TO DEPARTMENTS, before you left-click on the SUBMIT button again (refer to Step 6 of these instructions).

CHAPTER : USS EDINBURGH	REPORT DATE : 2/1/03
SUBMITTER : MGEN SANFORD BERENBERG	SUBMISSION : 2/3/03
ADDRESS : PO Box 460	CITY : Gaithersburg
STATE : MD	ZIP/POSTAL 20884-0460
COUNTRY : UNITED STATES	PHONE : 240-683-8797
REGISTRATION: 77930 NCC	CLASS: 242
CHAPTER TYPE: CORRESPONDENCE	CO : MGEN Sanford Berenberg
NEWSLETTER: The Newsletter	XO : LTC Joseph Dorfner
	PUB DATE: 0/0/00

FLEET MEMBERS		
CDT		
14250	LTC Joseph Dorfner	09/26/03
18615	CAPT Mary Smith	09/11/03
30240	MGEN Sanford Berenberg	09/06/03
44274	CMDR Chris Smith	09/11/03
47876	CAPT John Harris	07/13/03
53252	CMDR Thomas Stevens	02/18/04
55356	Felicia Odanz	09/24/03
55582	LTJG Rosy Dorfner	09/26/03
56054	BNS Christian Schlot	02/18/03
56055	Sylvia Schlot	02/18/03
56056	CRMN Lisa Januzzi	02/18/03
56057	LTJG Jennifer Stultz	02/21/04
56059	LTCMDR James Kratzer	02/18/03
56070	LTCMDR Sandra Kratzer	02/18/03
56071	Gale Rowell	02/18/03
56074	Ernie Morgan	02/18/03
56223	CRMN Michael Schilling	04/02/03
56507	Tim Bush	07/13/03
56508	Tacey Bush	07/13/03
56729	CMDR Randy Bruner	09/11/03
56730	Loretta Shaneybrook	09/11/03
60039	Michelle Sinay-Taylor	10/21/03
60040	Toby Taylor	10/21/03

Figure 10 – Export MSR

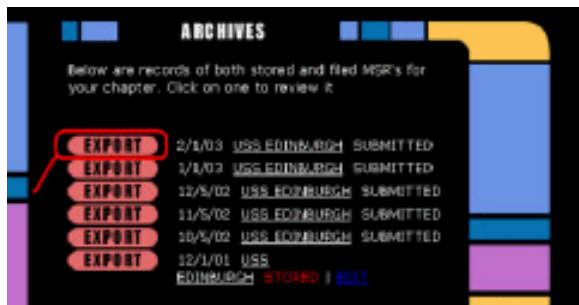


Figure 9 – Export MSR

If you wish to review an already SUBMITTED MSR (possibly to send it to some additional recipients), left-click on the EXPORT button (see Figure 9).

Within this new window, you may:

Highlight any text desired and copy it to the clipboard [Ctrl-C] for pasting [Ctrl-V] elsewhere, such as into another Online MSR you're currently writing.

Highlight the entire contents [Ctrl-A] and copy it to the clipboard [Ctrl-C] for pasting elsewhere, such as into an e-mail you're sending.

Left-click on **File** (on your internet browser's menu bar), then left-click on **Save As**, then save it as either a text (.txt) file or a web page (.html) file which you may later attach to an e-mail.*

LOGGING OUT

When you're finished with this new window, remember to close it.

When you're finished working in the STARFLEET database, always remember to log out by left-clicking on the LOG OUT link (see Figure 11). You will see the following screen:

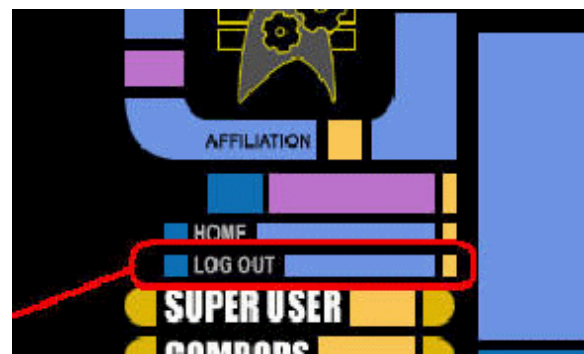


Figure 11 – Log Out

* Keep in mind that some spam filters may delete messages composed entirely of HTML, so it might not be a good way to send an MSR to additional recipients.

SECTION THREE: REALLY NEAT SHAKEDOWN STUFF



[Fictional Vessel Logo]

LOGOS, EMBLEMS, AND MOTTOS

Emblems and mottos are not required, but are highly recommended. An emblem and/or motto is something in which the entire crew can have input. An emblem can be used on T-shirts, letterhead, banners, flyers, and business cards. A motto is the signature of the chapter. It can be anything from a line from a movie to something "special" to or denotes the purpose of the chapter. This is one of those areas where you and your crew can have fun. Use these items to express your chapter.

NEWSLETTERS

Newsletters are one of the primary means for crewmembers to obtain important information about local, regional, and international activities. While a stylish newsletter is a good way to attract new members, it is not required by STARFLEET. A one-page letter on a regular basis will suffice. If yours is to be a Correspondence Chapter, then a stylish newsletter can be the cornerstone of your club. It is recommended that you should take into account your chapter funds and encourage crew participation in content and publication.

An exchange program with other chapters, along with your Regional Newsletter, is an excellent source for obtaining ideas for both chapter activities and newsletters. Another tip is generating a PDF version of your newsletter. This will allow exchanges without printing costs.

Whether one page or twenty, the content of a chapter's newsletter is left to the discretion of the editor and crew. How complex a newsletter becomes is your choice.

The Editor has many avenues of reference. STARFLEET Academy has a course available entitled "College of Communications" which provides very good information, including a handbook, which can serve as a reference guide, for creating a newsletter. This is an excellent place for someone new to the world of newsletters to start.

* ShOC Tip *

These are a few things that should be contained in each newsletter:

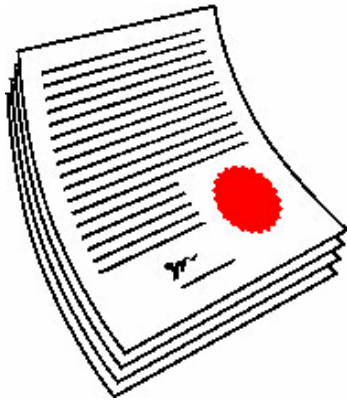
The Commanding Officer's name and address, telephone number, and e-mail address; copyright disclaimer concerning Star Trek and Paramount material (the *Communiqué* has this disclaimer); and meeting times and places.

CHAPTER BYLAWS

You will need a set of rules by which to run your chapter, apart from the rules specified by STARFLEET. It might be a constitution, set of bylaws, or chapter handbook defining the structure of your group and how it operates. Allow the crew as much freedom and input as needed to ensure that such documents are fair and just to all members. Divisions/departments can be broken down to include positions within the division/department (i.e., Transporter Officer, Damage Control Chief, or Propulsion Systems Specialist in Engineering; Botanist or Geologist in Sciences; etc.).

A chapter's constitution or bylaws states in general terms what a chapter's mission, objective, and procedural guidelines will be. It can be as simple or as complex as the needs of your chapter dictate. We recommend starting

simple. You don't want to regulate your chapter to death. It can be amended later if the need arises.



If the thought of writing something on this scale seems overwhelming, please contact this office, your regional ShOO, your Support Ship, or other chapters in your area and request copies of the bylaws they are using. Then construct your own. Tailor them to your needs. In STARFLEET, there is no greater joy than to have your work expanded, i.e., "borrowed", "revised", and made better.

STARFLEET ACADEMY

While you are recruiting the five (5) STARFLEET members necessary to launch, the Commanding Officer and the Executive Officer must complete the STARFLEET Academy Officer Training School (OTS), if they haven't already done so. If you have access to the internet, you can request that this test be sent to you via e-mail, or even take it on-line. Go to STARFLEET's website, sfi.org, and under STARFLEET Academy, you can make your selections. If you wish to have a printed copy of your certificate mailed to you, in addition to the e-mailed copy, you will have to purchase vouchers. You may wish to purchase vouchers for Academy courses if you do not have internet access. You may purchase them from the Vice Commander, STARFLEET, or check with your Support Ship CO or your RC. You must send vouchers, a check or money order for \$2.00, one SASE, and two loose first class stamps to the address provided on the STARFLEET Academy College Application Form. Once you receive your test, fill it out and return your answers to the address listed on your application. Before you can commission as a full

chapter, the CO and XO must also pass OCC (Officers Command College). For more information on Academy courses and procedures, see your Membership Handbook, the *Communiqué*, or the STARFLEET website at www.sfi.org.



PROMOTIONS

This is an area that causes some of a Commanding Officer's largest headaches. One thing to consider when making and adopting a promotion standard: do not make it too easy or too hard to advance in rank. To some, the advancement of rank is the driving force for involvement; to others, just getting involved is their way of having fun. Make promotions an attainable goal, but something that does require some effort on the individual's part.

THE POINT SYSTEM:

Many chapters use a point system. How many points are given for what activities is up to you. Some chapters give "normal" points for things like attending a meeting, writing an article for the chapter's newsletter, while "special" or "extra" points are given for things such as blood drives, creating flyers, helping with and/or organizing a community service project, and taking an Academy course. These are just some suggestions. Promotion points are much like your chapter – individual. Tailor yours to fit your chapter. Get input from your crew on what they wish to count for points.

Establish a policy on how much each activity and/or involvement counts toward promotion. Put it in writing and give each member a copy. It should be well-established, but flexible enough for improvement.

Make a promotion point worksheet for each member. At your meeting, give it to each crewman. Make each member responsible for keeping track of his/her own promotion points. You, of course, can appoint someone to this position, but this is one of those areas that typically falls under the Personnel department, if you have one. Set guidelines on when members receive promotion, i.e., when they have enough points, quarterly, or annually.

Make a certificate for each rank achievement.

CAPTAIN'S PREROGATIVE:

Captain's Prerogative is another method for giving promotions. In this system, the Commanding Officer of the chapter decides who is promoted and when, normally based on merit and the member's level of activity within the chapter and/or region. This can, when handled properly, be a fair way to give promotions, but beware... Trying to keep personal bias out of the decision can be very tough, especially if some of your crew are long-time friends. Accusations of favoritism by the CO from the crew can severely undermine chapter morale.

These are the two most common methods for promotions within your chapter. Others include simple achievement or "time in grade". Note that these examples are just that. Examples. Policy, worksheets, and certificates are provided only as guidelines and tools. For other ideas, you can contact your Support Ship and/or other chapters in your area.

ESTABLISHING AN IDENTITY

An identity is important to your chapter. This will be what defines your group. This can be centered around your chapter's name (e.g., *U.S.S. Stargazer* and your group is into astronomy, or *U.S.S. Marconi* and your group is into amateur radio). It can also be centered around unique things that your group does or services it offers that few others do.

A chapter can focus on costuming, and sell spare costumes to other chapters, or a chapter can get involved in the community and carve out an identity that way.

This will be how others view you and your chapter. It can be a focal point, as mentioned

above, or it can be something as simple as friendship, as in the case of the *U.S.S. Unity*.

Once again...the choices are endless!

LENGTH OF SERVICE

The Shakedown Program has been designed to last nine (9) months. If circumstances warrant it, an extension of the Shakedown Cruise may be granted. All extension requests are subject to approval by the Chief of Shakedown Operations. The chapter CO may request the first extension. The second extension requires a request and explanation from the Support Ship CO. The third (and final) extension requires a request and explanation from both the Support Ship CO and the Regional Coordinator. If a chapter-in-training has failed to meet the requirements to commission at the end of the third extension (18 months), they will be recalled and will need to re-apply for the Shakedown Cruise to continue. All extension requests are subject to approval by the Chief of Shakedown Operations.

Now, we are not unreasonable here at ShOC. If you wish to commission on a date that is significant to your chapter, we will work around it as best we can. However, if you wish to commission more than three weeks early, a request for early commissioning, and an explanation of why, must come from the Support Ship CO and the Regional Coordinator. If you wish to commission more than three weeks late, a request and explanation of why must come from the chapter CO.

CHARITIES AND ACTIVITIES

Chapters DO Things Together! It is just that simple. What your chapter chooses to do together may be as diverse as the Star Trek Universe itself.

Many chapters in STARFLEET participate in community service projects such as MDA, March of Dimes, WalkAmerica, or local projects such as book drives, canned food drives, blood drives, or working on a Habitat for Humanity house.

No chapter is required to participate in community service, but many choose to do projects such as these because they are fun. It is never too early or too late for a chapter to get involved with community service, if that is what



its members want. Ask your crew; one of them might just have a pet charity. Community service is just one way of having a good time and putting something back into our communities, and it is great public relations. However, keep everything in moderation. You don't want the club members to feel that they've been sentenced to weekend community services. Also, watch out for potential liabilities. For example, bringing club members to roadside clean-ups can expose them to dangerous traffic, a serious liability.

Some chapters just want to have fun together. There are many ways for chapter members to have a good time. Some examples are Star Trek watching parties, miniature golf, bowling, laser tag, potluck dinners, forming a sports team, or museum tours. You get the picture. A crew is only limited by its own imagination.

There are also activities that a chapter can choose to help raise chapter funds. Some of these are garage sales, car washes, bake sales, candy sales, aluminum can drives or product rebate programs. This, too, is an area limited only by your imagination.

A good way to start doing activities is to plan an activity with your mothership or closest chapter. This is a good way to get your feet wet and learn from an experienced chapter and crew.

AWARDS

Chapter level awards are designed to recognize outstanding work and/or achievement at the chapter/local level. Development of a chapter's awards program is encouraged to recognize local participation. Rule of thumb: Keep it Simple. Some of the more common awards are recognition of participation in local projects, community service or environmental work, academic achievements, work done on a chapter or local level, and member and/or officer of the year. However, a chapter may have as many or as few awards as the members desire. Means and frequency of recognition are entirely up to the chapter. Two important things to remember when developing an Awards program are:

- Awards are to recognize effort and work; they are not supposed to turn an event into a competition.

- When members are recognized for their efforts, they usually put forth more effort.

If you would like some help and/or suggestions, contact your Regional Awards Director. If your region doesn't have an Awards Director, or even if you want more ideas, you can contact STARFLEET's Awards Director. This person would be happy to help you.

MEMBERS, MEMBERS, MEMBERS

Yes, I said more members. Five more, to be exact. Chapters must have a minimum of ten members before they can commission to fully active status. "Where" they can be recruited is practically infinite; "how" is almost as varied. Recruiting can be as simple as flyers sent out or put up around town or ads in your local newspaper, or as involved as drives at conventions and malls.

There are several avenues that assist a new chapter in recruiting members. Star Trek and/or science fiction/fantasy conventions or movie premieres offer great opportunities to set up recruiting tables. Flyers can be posted (with permission) in local grocery stores, comic book shops, colleges and high schools, not to mention all the other places with bulletin boards. In addition, placing copies of the chapter's newsletter in local libraries or other businesses that keep reading material can generate interest and possibly new members.

When you and the crew are out in public, wear StarFleet uniforms and/or club shirts with recognizable emblems. They will attract attention. Be sure to have plenty of chapter and/or STARFLEET information on hand. For more detailed information on obtaining STARFLEET materials, contact your Regional ShOO or your RC. For more recruiting ideas, contact your Regional Recruiting Officer, or, if your region does not have one, contact the STARFLEET Recruiting Office.

Don't forget to sign folks up on the web! The URL is:

<http://join.sfi.org>

SECTION FOUR: THE MONTHLY CHECKLISTS

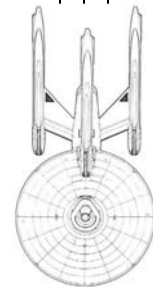
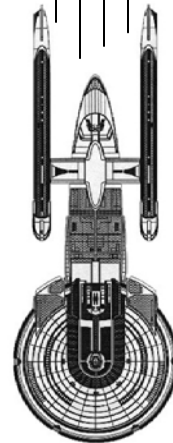
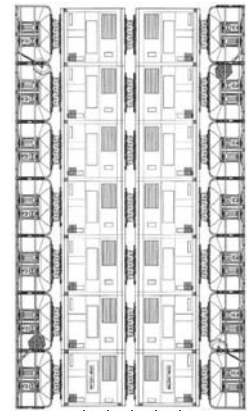
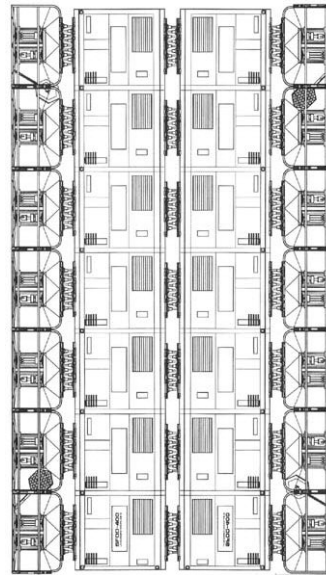
"What are we going to do for the next nine months?" That is a good question, and we think we have some good answers.

The following is a month-to-month checklist. There are things listed each month that relate to your Shakedown and eventual commissioning and that need to be done.

Some are good things to do to organize your chapter, while the rest are suggestions for getting your chapter out and about and mixing with other members of STARFLEET. Not everyone will be able to do all of the social activities. Some of you will be limited by your proximity to other chapters; others by financial or time constraints.

We suggest you read the entire list and adjust the social event suggestions to fit your chapter.

And don't forget to file your reports on time!



MONTH TWO

Congratulations! You survived your first month! Ready to roll up your sleeves again? Good. You should have your OCC test by now. Complete the test and submit the answers. You have ten weeks, but why delay? Get it done. That's one less thing for you to worry about. How are your by-laws shaping up? If you're stuck, ask your Support Ship if you can see a copy of theirs, contact your Regional Shakedown Ops Officer if your region has one, or contact STARFLEET ShOC. We are all here to help.

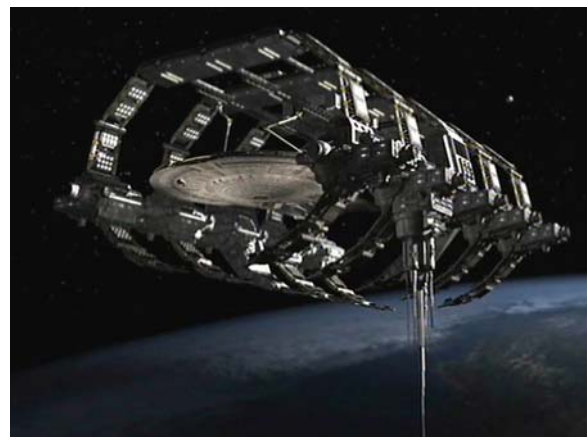
One way to keep your crew motivated is to show them that their efforts are appreciated. One way of doing that is by giving promotions and/or awards. Make up a promotion policy that serves your crew. It's nice to make up certificates and present them at meetings. Do the same with your awards. Get creative with the names. One chapter we know of gives out "Borg" awards for the person who "assimilates" the most members in a certain time period.

Now that you have division chiefs, give them something to do. Have a chiefs' meeting. Decide what ship functions each division will handle. Communications typically handles the newsletter. Some Operations Divisions handle activities; others are records keepers. Security seems obvious, but not too many chapters have much need for real security. You might want to put Security in charge of your finances. Some chapters have them in charge of gaming. Still others have them in charge of promotion point worksheets. You get the idea. There are no hard and fast rules for what any division does. That's part of the fun of creating a chapter – you get to make it up as you go. Ask your division chiefs if they want to add division awards to your awards program. Help your division chiefs with their OTS/OCC tests if they need it.

This is also a good time to start thinking about setting up your newsletter. Come up with a name that fits your chapter. *U.S.S. Bounty's* newsletter was "Mutineer's Manifest". *U.S.S. Nomad's* newsletter is "The Changeling". *U.S.S. Paraclete's* mascot was a parakeet; their newsletter was called "The Cage Liner". *U.S.S. Tsunami's* is "Wind, Waves & Warp Drive". *U.S.S. Stormbringer's* is "The Vortex". Let your imagination soar!

If you're going to have a hardcopy newsletter, you'll need to pay for the copying. (Note that some chapters now produce electronic newsletters and post them on the web.) You will also need to pay for the copying of the flyers you created last month. So now you need to plan a fundraiser. You might want to try something that has very little initial cost. Two good ideas are a car wash or a yard sale. Both require good weather, but very little cash outlay. One cold weather idea is to set up outside (insert your favorite store) and sell hot chocolate, hot, spiced apple cider, and cookies. This works especially well the day after Thanksgiving, or any time during the Christmas shopping season. Don't forget the ever-faithful dual purpose recycling of aluminum cans. Set up boxes where you work, if it's allowed; get all your friends and family members to save them for you. Go by once a week to make it easy for them. When you come up with ideas of your own, tell us, so we can share them with others.

You've been working hard for the last few weeks, and you'll be working hard for the next eight months. You don't want to burn out, so plan on having some fun, too. Try getting together for a movie party at a member's house. If the crew is into gaming, schedule a gaming night without talking chapter business. Invite a local chapter or your Support Ship to join you. Just make sure you have some good old-fashioned relaxation time.



MONTH FOUR

Ta da! You made it to your second trimester! By now, your by-laws, awards program, and promotion policy should be completed. At your general meeting this month, pass out copies of the by-laws, awards program, and promotion policy to all of your members. If you have some members who were unable to attend the meeting, make sure you send them copies in the mail with your newsletter/update. Pass out your promotion point's worksheets, if that is the type of promotion policy you are using, so your crew can start keeping track of their points.

How did that fundraiser go? Is it something you will want to repeat in the future? How can it be improved?

You are almost halfway through the Shakedown Program; you need to concentrate some serious effort on recruiting. Now is a good time to plan a recruiting drive. Is there a convention coming to or near your area soon? If the convention is in an area close to several chapters, work with all the chapters to organize a joint recruiting effort. Don't wait for them to contact you; contact them. Is there a new sci-fi movie premiere? Contact a local movie theater to see if you can set up a recruiting station.

These are, of course, two of the most promising recruiting venues, for the obvious reason that people who attend are at least interested in the genre.

However, there are other things you can do.

Try coordinating with a local bookstore for a book reading. Find several crewmembers who aren't afraid to "speak" in public and have them take turns reading a Trek novel. Choose one that is not overly long. Have other crewmembers there at a table with informational flyers, business cards, copies of your newsletter, and STARFLEET applications. Make a poster with pictures of the crew at whatever activities you have attended. Display your banner if you have one. Have a signup list for those who may want more information. That way, you can contact them later and invite them to a meeting or two.

Does your local newspaper have a community calendar page? Does your local cable station have a community announcement channel?

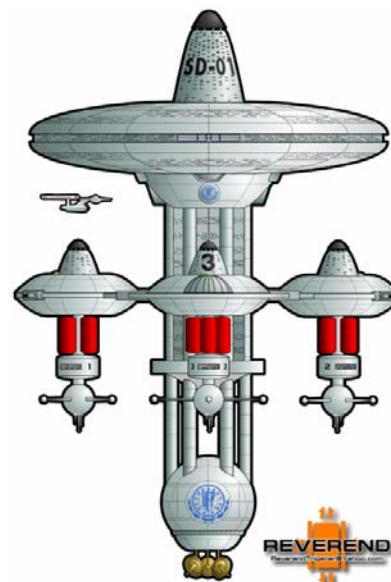
These are two great ways to advertise your meetings and both are usually free. Is there a college in or near your town? Advertise in their paper.

Have another informal social gathering, even if it is just getting together at someone's house and ordering pizza. Invite your Support Ship or other local chapters to join you. Make sure your crew remembers to have fun during all the work.

In the midst of all of this activity, don't forget the fundamentals: hold your division chiefs meeting and your general crew meeting, and mail out your newsletter/update. And, of course, send in the most important piece of paperwork...the ever-popular MSR!

MONTH FOUR CHECKLIST

- **Finalize your chapter by-laws**
- **Finalize your chapter promotion policy and awards program**
- **Hold your fundraiser**
- **Plan a recruitment activity**
- **Hold an informal social event**
- **Mail your newsletter/update**
- **Hold a Division Chiefs Meeting**
- **Hold a general crew meeting**
- **Fill out and mail your Monthly Status Report (MSR)**
 - **Copy to your Support Ship**
 - **Copy to the RC (Optional – Regional ShOO)**
 - **Copy to STARFLEET ShOC**



MONTH FIVE

You are over halfway there! How are the plans coming on your recruiting drive? Do you or any of your members have a computer? Most office supply stores carry inexpensive business cards that can be run through most printers. (You may also want to consider free business card services such as Vista Print, which offers up to 500 free cards.) Make sure you print your flyers on bright colored paper or, if you have access to a color printer, use high color graphics or type. Bright colors will catch people's attention. Now is the time to be working on these things. You don't want to leave them to the last minute.

As you are now, over the hump, so to speak, you might want to start thinking of how you wish to celebrate your commissioning. Some chapters choose to commission at a regional event such as a Summit or Conference. Some chapters have a private ceremony or party with just crewmembers. Still others like to have public parties inviting all chapters in the Region, the Regional Coordinator, etc. These require some extra planning to make sure the people you want there are available. That's one very good reason to start planning now. If you need help with planning your party or deciding just how formal or informal you wish it to be, you may wish to talk to your Regional Coordinator or Support Ship CO. They are there to help you get through this particular process.

If any of the chapters close to you are having a commissioning or anniversary party, you should attend. This will accomplish two things:

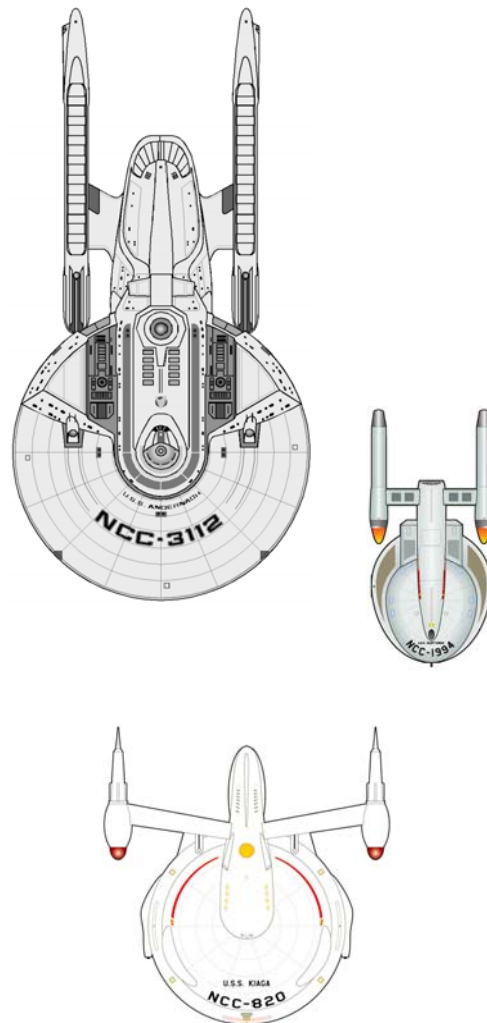
1. Your crew will get to interact with other members of STARFLEET and have a good time.
2. You will see how another chapter handles this and get some ideas. You could also ask other chapters if they have a video of their commissioning. However you choose to celebrate, make sure you **do** celebrate. You and your crew have worked hard to earn your commissioning; make it a special event for you and for them.

With all of this hustle and bustle, do not forget the basics: hold your division chiefs meeting and your general crew meeting, and mail out your newsletter/update. And, of course, the most

important piece of paperwork, the ever popular MSR!

MONTH FIVE CHECKLIST

- Continue planning your recruiting drive.
- Mail your newsletter/update
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- If you are planning a public commissioning party, select a committee to handle the details, i.e. place, time, cost, etc.
- Fill out and mail your Monthly Status Report (MSR)
 - Copy to your Support Ship
 - Copy to the RC (Optional – Regional ShOO)
 - Copy to STARFLEET ShOC



MONTH SIX

How about that recruiting drive! Was that fun? What can you do to improve it next time? Tell us what you did and what you would improve, so we can share it with others.

Don't forget to invite the people on your sign-up sheet to your next meeting. You might want to call the new members and remind them a day or two ahead of time, too. If you have extra copies of newsletters, you might want to send them out to the people on your sign-up sheet. We don't recommend sending more than two. The same would go for inviting them to meetings; we suggest you call them three times, If they haven't come to a meeting after three months, they are probably not going to and you shouldn't waste your time or theirs.

By this point you should have a date, place, and time for your commissioning party. You should also have determined the cost per attendee. One way to keep costs down is for the crewmembers to prepare whatever food will be served. You'll want to send out invitations as soon as possible to avoid scheduling conflicts and allow those who will be coming in from out of town sufficient time to make arrangements.

Now that those details are settled, you get to start planning the ceremony itself. Who will MC? Who will make speeches? We recommend you keep the speeches down to three people if possible and that each speech be 10 minutes or less. You don't want to bore your guests to death. If there will be a head table and you have any questions as to who should sit there, get in touch with your Regional Coordinator or Support Ship CO. A nice touch, and a way to keep down the confusion of who sits where, is to make place cards for the head table. It's nice if you make tent-style cards and put the name on both sides.

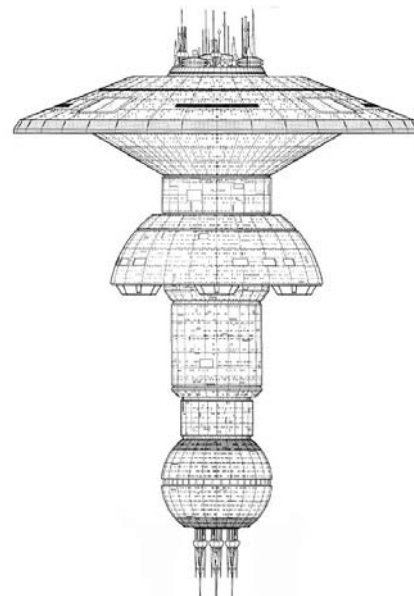
If you use paper tablecloths and candles, it's a good idea to place the candles in a dish of water. We have seen a centerpiece go up in flames. Some chapters provide crayons for guests to draw on the tablecloths and then give prizes for different categories of drawings. Often the prizes are the centerpieces. This serves the purpose of not having to figure out what to do with 10 or more centerpieces after the party. A common practice is to purchase a bottle of

champagne or sparkling cider, have every member of the chapter sign the bottle and open it on your first anniversary.

Things are really starting to get exciting but you still have to attend to those everyday details of running a chapter such as: holding your division chiefs meeting and your general crew meeting and mailing out your newsletter/update. And, of course, the most important piece of paperwork, the ever-popular MSR!

MONTH SIX CHECKLIST

- **Hold the recruiting activity that you have been planning**
- **Finalize date, time, place for your commissioning party**
- **If you are planning to have any "brass" (Region or STARFLEET) attend your commissioning, contact them as soon as possible to avoid any scheduling conflicts. Most are busy people and must plan months in advance**
- **Continue planning the details of your commissioning party**
- **Mail your newsletter/update**
- **Hold a Division Chiefs Meeting**
- **Hold a general crew meeting**
- **Fill out and mail your Monthly Status Report (MSR)**
 - **Copy to your Support Ship**
 - **Copy to the RC (Optional – Regional ShOO)**
 - **Copy to STARFLEET ShOC**



MONTH SEVEN (of nine)

You can now see the light at the end of the wormhole!

Send out invitations for your commissioning ceremony. If you need assistance with protocol, contact the proper personnel.

Now, take a breath and relax for a minute. You and your crew have been going maximum warp for the past six months. This is a good time to slow down a little bit before the frenzy of commissioning really gets underway. Everyone needs to have a little relaxation now and then.

Make sure you hold your division chiefs and general meetings; however, this month, maybe try something more relaxed. If you normally hold a formal business meeting, perhaps have an informal gathering at a member's house with snacks and some old-fashioned conversation. Maybe a night out at the movies with your crew to see the latest sci-fi release.

Get together and make filling out your VRR a chapter event. It took all of you to get to this point; it should be shared with all of you.

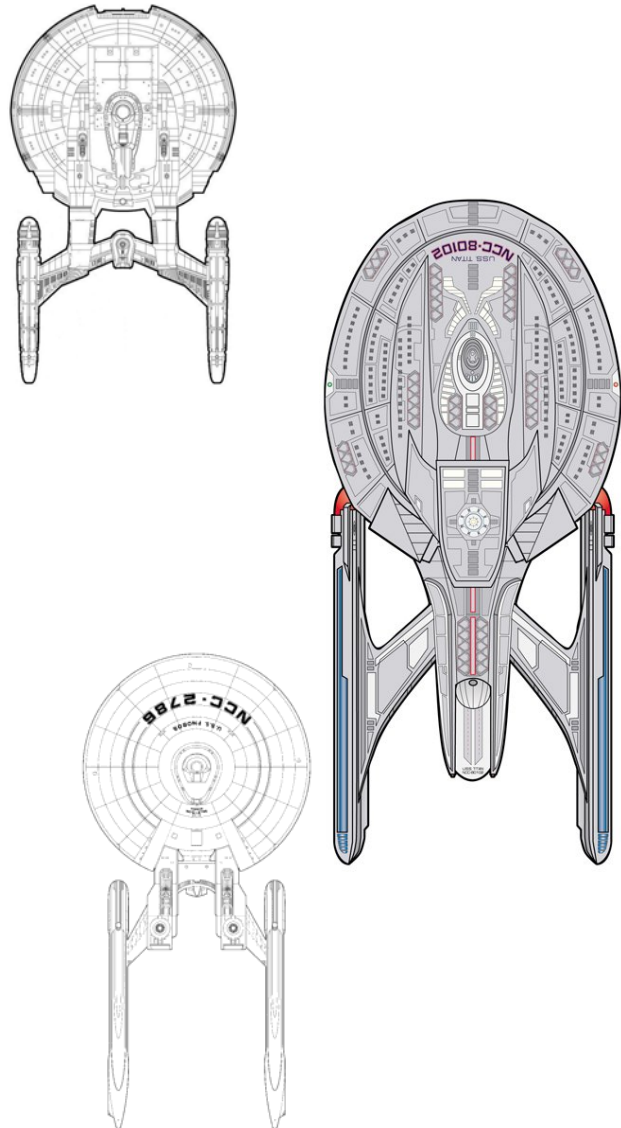
Mail out your newsletter/update and send in the omnipresent MSR.

MONTH SEVEN CHECKLIST

- Check with your RC and/or Support Ship CO if you need advice on proper seating arrangements and/or proper introductions for the "brass" attending your commissioning ceremony.
- Send invitations to all other chapters in the region for the commissioning
- Fill out and mail your commissioning VRR
 - Three (3) copies of the completed VRR
 - Three (3) copies of the DTS approval letter
 - Three (3) copies of OTS and OCC certificates for the Commanding Officer and Executive Officer
 - A Check or money order for Ten Dollars (\$10.00) made payable to STARFLEET
 - A stamped envelope addressed to the Regional Coordinator

- A stamped envelope addressed to STARFLEET Shuttle Operations Command (ShOC)
- Mail your newsletter/update
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- Fill out and mail your Monthly Status Report (MSR)
 - Copy to your Support Ship
 - Copy to the RC (Optional – Regional ShOO)
 - Copy to STARFLEET ShOC

**Now it is getting easier for you!
Remember to reward your crew with chocolate!**



MONTH EIGHT

It's Crunch Time! You are almost there!

If you've got the opportunity, attend a Regional and/or another chapter's function. Any time you can interact with other members of STARFLEET, you should.

Put the finishing touches on your Commissioning Ceremony. Decide what promotions and awards you intend to give out at your Ceremony so you can get the certificates printed.

Check with ShOC to make sure that your paperwork has been received and is being processed.

In the midst of all the hub-bub of commissioning preparations, don't let the basics get lost. Mail out your newsletter/update. Hold a division chiefs meeting. Hold your regular meeting. And don't forget to send in that pesky little MSR.

NOTES

MONTH EIGHT CHECKLIST

- Attend a Regional or another chapter's function
- Finalize plans for your Commissioning Ceremony
- Start planning for promotions and/or awards that will be given at your Commissioning
- Check on the status of your Commissioning paperwork progress to help eliminate any problems you may encounter during the final stages of your Shakedown Cruise.
- Mail your newsletter/update
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- Fill out and mail your Monthly Status Report (MSR)
 - Copy to your Support Ship
 - Copy to the RC (Optional – Regional ShOO)
 - Copy to STARFLEET ShOC

MONTH NINE

Yes, that's right. The nine months that you thought wouldn't end are almost over. Are you ready to begin your tenure as a full-fledged STARFLEET chapter? Well, here you go. But before you complete your Shakedown Cruise, there are some things that you need to finish. First, review all the previous monthly checklists to make sure that everything is taken care of. As always, stay in contact with your Support Ship, as well as the Regional ShOO STARFLEET ShOC, so that any problems that may arise can be dealt with quickly and not interrupt your Commissioning. Finalize all the arrangements for whatever type of commissioning ceremony you are planning. Have you confirmed with your guests (if any are invited)? Are you planning a special Commissioning Edition of your newsletter? How is it coming along? Will it be ready for your big night? Is your crew ready and pumped? It's very easy in all of the hustle and bustle to forget something, or have something turn out other than expected. That's okay. It's a part of life (especially part of the life of a STARFLEET chapter-in-training). Just remember, you and your crew have worked hard to make it to this point. Everything will be fine.

It's been a lot of work, but hopefully, when you look back at the past nine months, you'll see them as the beginning of an illustrious career as a STARFLEET chapter.

Amid all of the last-minute excitement, make sure you take care of the necessities of running a chapter. Mail your newsletter/update (or prepare it for distribution at your Commissioning Ceremony). Hold your division chiefs and general crew meetings. Don't forget to send out the ever present and most popular MSR!

Now that those things are out of the way, it is time to PARTY!!!!

MONTH NINE CHECKLIST

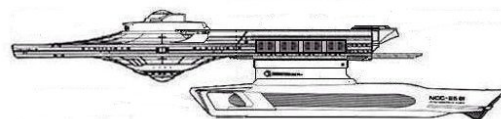
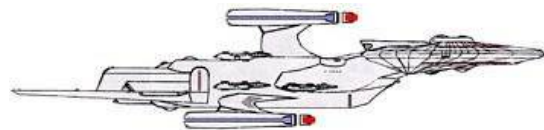
- If you have not completed all the requirements, or if you haven't received approval from ShOC, contact your Support Ship CO or your Regional Coordinator for assistance
- Check final, last-minute details for Commissioning

- Mail your newsletter/update
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- Fill out and mail your Monthly Status Report (MSR)
 - Copy to your Support Ship
 - Copy to the RC (Optional – Regional ShOO)
 - Copy to STARFLEET ShOC
- HOLD YOUR COMMISSIONING CEREMONY. YOU MADE IT!!!
- HAVE A GREAT TIME, and don't forget to invite us!

COMMISSIONING CEREMONY

Your commissioning ceremony will be the highlight of your Shakedown Cruise. Some chapters choose to make this a private affair with just their crewmembers. Some chapters choose to commission at local events such as conventions, regional summits/conferences, or at the International Conference. Still other chapters choose to host a party for local and/or regional chapters. Get the crew's input on how they would like to commission. If you are inviting Regional or International officers to attend and/or participate, make sure to give them two to three months' notice. Check with your your Regional Coordinator or Support Ship CO for assistance in seating arrangements and introduction protocols.

This is a good time to give out promotions and awards to recognize those crewmembers that helped take the chapter to this moment.



CORRESPONDENCE COMMISSIONING

At last, you're finished! ShOC is now shedding a tear for the group that's finished its Shakedown Cruise and commissioned as a full chapter of the line, and you're looking around and mumbling, "What's next?"

Celebrate your commissioning, of course! But this isn't easy for correspondence chapters who don't usually have the option of meeting face to face.

However, don't let that discourage you from having a celebration of some kind. Here are a few suggestions, courtesy of correspondence chapter COs and XOs:

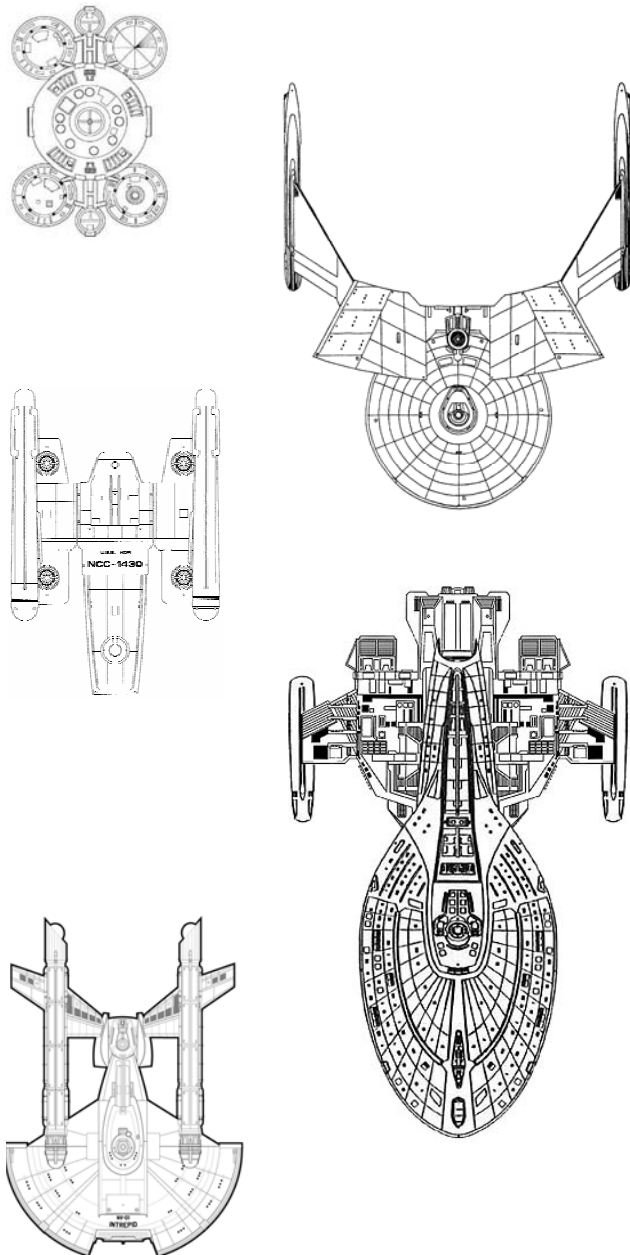
* If your members can access IRC, have a commissioning ceremony on IRC. Many of the Brass hang out on Fleetchat (www.fleetchat.org) and would be more than happy to assist with any celebration. A related possibility is using the popular instant messaging (IM) services from AOL/AIM, Yahoo, MSN, Google, Skype, and so on. These IMs generally allow group chats. They may be a good work-around if you run into connection or firewall problems using IRC. If you are really adventurous, you may even hold the commissioning ceremony in one of those massive multiplayer online role playing games (MMORPG) like Second Life!

* Use a free conference call service and call the crew, possibly including a senior officer to perform the commissioning ceremony over the phone.

* If you are primarily a fiction-writing chapter, have each member contribute a piece of fiction for a fictional commissioning. Ask a few of the Brass to contribute to your story. This will make a lasting legacy you can pass along to future members.

* The CO can also collect special items to place into a time capsule to pass on to the future, e.g., a newspaper with the major stories on the commissioning date or the hot gift trend. Have members of the crew donate one item for remembrance and open the capsule on the chapter's first anniversary.

* Another idea is to have the commissioning ceremony at a Regional Summit/Conference or at the annual International Conference. While not all your members will be able to participate, you will have plenty of Brass available for pictures and other keepsakes. You can always contact the Director of Correspondence Chapter Operations at correy@sfi.org or check out the Correspondence Chapter Operations web page at <http://users.erols.com/joehooli/correy> for more information.



THE SHAKEDOWN IS OVER. NOW WHAT?

Continue the routines as you have been and you will not experience any difficulties that cannot be overcome. Meetings may be changed or pre-empted for special events if needed. Just remember to keep your crew informed.

Your Monthly Status Reports should arrive with your Certificate of Charter from STARFLEET. These must be sent in on time each month, as well, just like you have been all along, with the exception that now they are sent to your RC and the STARFLEET Chief of Operations only. We recommend that, if you send your reports in by street mail, you keep photocopies of all your reports for your chapter's archives. (If you report via e-mail or through the database, keep archive copies of those reports, too!) They may come in handy one day if reports get lost in the mail or in cyberspace. You can also use the online MSR Reporting Tool in the Database, as you learned in Section Two of this manual.

You may send in articles and submissions to the STARFLEET *Communiqué* at any time during your tenure. This will tell chapters across the globe what your chapter is doing and vice-versa!

Fasten your safety belt and make sure seatbacks and tray tables are in their full upright and locked positions.

Now it's time to recruit new members for your very own starship or station.

Oh, and one more thing...

Welcome to command! You are now a



CHAPTER!

And NOW is when the real work begins.

If your STARFLEET membership totals more than ten (10) members in good standing, you have completed the tasks in this manual, and have received approval from STARFLEET, then you have successfully completed the Shakedown Program.

<http://www.sfi.org/shoc/>

NOTES

SHAKEDOWN OPERATIONS COMMAND



<http://www.sfi.org/shoc/>

Shakedown Operations Command is an Executive Committee department of STARFLEET, The International Star Trek Fan Association, Inc.
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