

Welcome back! This short video is intended to complement the hour-long leadership training video above, focusing on three important topics that are crucial to your success as a leader in the club, and the overall success of TDE's mission.

The three topics we will discuss here are: *Appearance Requests and Event Invitations, Keeping track of club charity totals, and additional advice on preparing for upcoming events you might have in your region of The Dark Empire.* It's a good idea to take some notes!

1. APPEARANCE REQUESTS / EVENT INVITATIONS

On the front page of thedarkempire.org, there's a link which says "Request an Appearance." Any venue, person, or other club should completely fill out the form at that link if they would like to officially invite The Dark Empire to their particular event. The Tyran'ari (our club PR Officer) will then receive an email at the club email address with that information, and the Tyran'ari will then do two things:

- The Tyran'ari will reply to the email received, advising the sender that we are in receipt of their invitation, and that the info will be forwarded to our members in the sender's local area.
- The Tyran'ari will then copy and paste the event information in the Events thread of the appropriate Temple or Temple Spire, including the sender's (event contact person) email address. It will then be the duty of the Jen'ari of that Temple, or Sedriss of that Temple Spire, or designated officer of that Temple or Spire, to maintain contact with the person making the event request, and plan for the event accordingly.

Of course, another club may directly invite TDE to their event, by extending an invitation directly to a Jen'ari or Sedriss of TDE in person. In that case, it's the responsibility of the regional officer receiving the invitation to post the information for the event in the appropriate spot on the forums, with all the needed details.

Those "details" are absolutely essential when planning for an event, some of which are for liability reasons. Let's take a moment now, open up a new tab or window on your Internet browser, and go to thedarkempire.org. Click on "Request an Appearance," and let's go over some of those essential details that are needed for your event planning.

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2. CHARITY TOTALS - REPORTING WHAT YOU DONATED / HELPED RAISE FUNDS FOR.

This is a very simple, but highly critical, part of club operations that sometimes gets overlooked, and it is imperative that it be adhered to.

If you have an event in which you raise funds for charity *directly*, the amount of those funds, including which charity, the date of the event, and which Temple or Temple Spire that did the fundraising, MUST be reported to the Anik'ari.

It is the duty of the Anik'ari, the club Executive Officer, to maintain a spreadsheet or database of our club charity totals each year.

In the same way, if you assist another club with their fundraising efforts, then the amount of those funds that are *indirectly* raised must also be reported to the Anik'ari.

The person reporting the amounts to the Anik'ari should be the Jen'ari, Sedriss, or a club officer for that regional area of TDE. Usually, it's the person that writes the mission report for the event. To recap, let's review the things that need to be reported to the Anik'ari after an event, in terms of charity totals.

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3. PREPARING FOR UPCOMING EVENTS - HELPFUL TIPS

In the main Leadership Training Video, we talked about a good way to plan for a charity event, even if it is your first event ever. In this section, we'll briefly discuss some tips that will help you further along with that process.

Never create an event without first ensuring that you first have enough interest from club members to staff it first. We discussed this a little in the the main training video, but this is VERY crucial, especially when it comes to conventions.

One thing that you DON'T want to do is get T.D.E. signed up for a convention, only to have to cancel our appearance there because of a lack of member availability. Canceling as an exhibitor costs the convention money (space that could have otherwise been used for someone or something else), and makes the club look VERY bad.

Instead, discuss about the convention in your regional area of the forums first, and see if there is enough interest to keep our table manned the entire time, etc. Remember, one of the ground rules in our club charter states that we will NEVER keep a display table we may have at a convention unstaffed at any time. Once you feel you have enough interest to satisfactorily represent the club, you can then contact the convention and make arrangements for your local area of TDE to have a fan group table there.

Remember also that is a very good idea to keep upcoming events in your Temple Events or Temple Spire Events section of the forums “stickied,” and then “unsticky” them when the event is over with. You can also archive old events as you see fit, however, it's a

good idea to only do that once a year. That keeps the forums organized and uncluttered.

ALWAYS LOOK TO YOUR COUNCIL OR CHAIN OF COMMAND IF YOU ARE UNSURE ABOUT ANY CLUB POLICY, AND USE THE MEMBER HANDBOOK AND CLUB CHARTER FOR REFERENCES AS NEEDED.

THAT'S IT FROM THIS SECTOR OF THE GALAXY. HERE'S TO YOU, AND YOUR ENDEAVORS AS A LEADER WITHIN THE DARK EMPIRE.