

STARFLEET REGION ONE



HANDBOOK

Stardate: 0107.15

TABLE OF CONTENTS

- I. Letters from R/1 RC and VRCs.
 - II. History of Starfleet's Region One
 - III. General regional meetings
 - A. R/1 Summit
 - B. R1 Fall Conference
 - IV. Regional Coordinator
 - V. Vice Regional Coordinators
 - A. VRC in charge of RDC program
 - a. RDC Program
 - B. VRC in charge of Senior Captain and Section Rep. programs
 - a. Senior Captain Program
 - b. Section Rep. Program
 - C. VRC in charge of Shuttle Program
 - VI. Relief Fund
 - VII. Historian
 - VIII. Treasury
 - IX. Awards Program
 - X. R1 in Cyberspace
 - A. Website
 - B. Chat room (#r1-comm)
 - C. Regional e-mail lists
 - XI. Regional Publications
 - A. Regional Ramblings
 - B. Channel 01
 - C. Other publications
 - XII. Policies
 - A. Regional votes
 - B. Problems
 - C. Discipline
 - D. How to apply for an OPEN position within the region.
 - XIII. What's expected of CO's within the region?
 - XIV. What's expected of the general membership of the region?
- ADDENDUM A – R1 Staff List
- ADDENDUM B – Chapter list
- ADDENDUM C – Chain of command for the region

I. LETTERS FROM RC and VRC

STARDATE: 0107.15

Dear Region One member,

This handbook has been a long time coming, but it contains information which I hope will help everyone in the region understand how the region runs and how they can help it run more smoothly. Yes, there is something in here for everyone, from the Regional Coordinator to the general member, and everyone in between.

In my mind Region One is not just the first number for a region, but it is the BEST region in all of Starfleet. If we all work together it can stay that way, but only if we all work together. No member of Starfleet exists alone. You have a place within your chapter, within your department, within your section, within the region, and within the Fleet.

This handbook is for your use. And it is designed to change as the region changes. I want to thank Robin Pillow and the handbook committee who worked with him to create the first draft of this handbook. I'd also like to thank the VRC's Willy Smith, Jack Hopkins, and Robin Pillow who worked to get the final draft together. Without the tireless efforts of these people we would still be working on this book. So if you get a chance, please thank them for their efforts and let them know you appreciate them.

*Warp Speed Ahead,
Carolyn
R1 RC*

STARDATE: 0107.15

Hello

I am Willy Smith and I am the Senior Vice Regional Coordinator in charge of the Regional Division Chief program (RDC). Our primary purpose is to unify the region through the sharing of information between the chapters who participate in this voluntary program. Most of the region's chapters have department chiefs and they are one of the important keys to making this program work.

Orchestrating the Departmental activities within each Division is the task of the RDCs, under the supervision of the RDC Program Director (which is my job). Each active Division within R/1 will have its own RDC (Science, Engineering, Security, etc.). Together, with the help of input from participating Chapter Department Chiefs (DC's), the RDC's will attempt to enhance the experience of being active aboard your ship within a department.

I won't go into the duties or responsibilities of all involved, but COMMUNICATION is one of the most important parts of this program. The free flowing exchange of ideas and information is vital in order for a Department Chief to benefit from the program, which in turn will make the "regular member's" STARFLEET experience more enjoyable.

I've been involved in this program for many years now (even as an RDC), and I can tell you that the experience is rewarding to not only myself, but many. The people involved have made friendships that most likely would never have happened -- I know I sure have. If you've ever entertained the idea of becoming involved within your chapter's departments, or on a Regional level I can assure you it can be rewarding. If you have any questions, please write me at the address located in Addendum A.

Enjoy the handbook,

*Willy
R1 VRC of RDC*

STARDATE: 0107.15

Dear Region Onders:

As the VRC of Region One Shuttle Operations Command (R1ShOC), I have met many people over the years and wish to continue to do so. I have also helped many shuttles through the launch process. I am here for anyone and everyone interested in starting a new chapter of STARFLEET within Region One. I have all the forms and manuals related to the shuttle program both within the region as well as within STARFLEET. Shuttles are the life-blood of STARFLEET, so don't think the shuttle program and the shuttles involved in it aren't important. Without new chapters forming, STARFLEET would not have grown to what you know it as today. Sure, things change and new ideas come into favor, but we always need new blood to keep the momentum going.

In Service to Region One,

*Robin
R1ShOC*

STARDATE: 0107.15

Greetings,

My name is Jack Hopkins and I am the Vice Regional Coordinator in charge of our Senior Captains program and our Section Representatives program. There is a Sr. Capt. and a Sec. Rep. assigned to each sector in our region which currently consist of:

- North Carolina / South Carolina*
- Tennessee / Kentucky*
- Virginia / West Virginia*
- Ohio / Indiana*

While the roles of the Sr. Capt. and Sec. Rep. are defined in more detail later on in the Regional Handbook, I want to give a brief idea of what they do and how they can assist you and your chapter.

The role of our Senior Captains is to help chapters overcome problems that they encounter in the normal course of ship life. Because of their vast command experience, Senior Captains can serve as the sounding board for various problems that chapter CO's encounter.

The job of the Section Representative is to help the section learn to work and play together. Examples would be: doing a section newsletter using information from the ships in the section, helping plan joint ventures (picnics, parties, gaming nights, etc. - basically fun stuff) for 2 or more ships that are close enough to do these type of things. Should you have any questions regarding these programs, please do not hesitate to contact me or your section's Sr. Capt. or Sec. Rep. We are here to help.

Live Long and Prosper,

*John T. (Jack) Hopkins
Vice Regional Coordinator
Region One – STARFLEET*

II. HISTORY OF STARFLEET'S REGION ONE

SOMEWHERE OVER THE RAINBOW: A Peek at the History of the First Fleet

The history of Region One dates back to the very earliest days of Starfleet. We all know that Starfleet was formed in 1974 from what was just one local club in Texas, called the USS Enterprise. The Enterprise grew quickly and decided to restructure itself and became the organization we now know as Starfleet International. What most don't realize is that the first truly separate chapter to form from the Enterprise/Starfleet was a Region 01 chapter - Outpost Canopus 3 in Ohio in April/May 1975. Outpost Canopus 3 would be quickly joined in Starfleet by other R1 chapters such as Makus 3, Andelli, and Constellation in the First Fleet. This fantastic start by our region would set the tone for First Fleet over the next three decades.

Our contribution to Starfleet would in many areas. Over our past 27 years the First Fleet would be quite prolific, reaching an all time high of over 60 chapters, and nearly 600 member during the early to mid-1990s. First Fleeters would serve in a myriad of capacities over the years.

STARFLEET ACADEMY



No, SFA was not a Region 01 creation. However, from its earliest we have been active as directors in the Academy. Easily the jewel of Starfleet Academy, the Vulcan Academy of Science was developed by First Fleet member Steve Allred of the USS Alaric. Since it's establishment, the director of VAS has been a Region 01 member. (Allred was followed as director of VAS by Captain Fran Costello and later by Admiral Marlene Miller.)

Region 01 crew have served as directors of several SFA colleges (some of the colleges are no longer around: PGS (Capt. Joan Riley), Starship Operation (Capt. James Lee), SACOM (Cmdr. Dana Borusky), Security School (Capt. Beth Lipes), SACS Comm. Ray Quionones, OCC (VAdm. Carolyn Donner) and OTS (Adm. Dave Forvendal), to name just a few people.

STARFLEET SCHOLARSHIP

The Starfleet Scholarship program was formed under the Maddox-Hampton Administration. The administrator of the program has always been Admiral Sue Hampton (USS Bonaventure). The program has always been popular, though it was not immune to the dishonesty of former Fleet Admiral Dan McGinnis. Two of the scholarships that existed were from the efforts Region 01 members: The Patrick Stewart Scholarship for the Performing Arts which was launched by Patrick Stewart and the USS Lagrange in 1990, and the Law Enforcement/Criminal Law Scholarship was founded by USS Hawkeye member Cindy Glenn in 1992.

The STARFLEET LOGO



First Fleet:

Chapter of the year - USS Alaric, USS Lagrange, USS Jurassic

Rookie Chapter of the year - USS Hornet, USS Pathfinder

Shuttle of the year - Shuttle Shiloh

Officer of the Year - Comm. Gary Donner (USS Jurassic), Comm. Ted Tribby (USS Polaris)

Take a look at an early Communique. You will see that the Starfleet logo is not what it is today. It surely bears no resemblance to the seal (yes the sea beastie) balancing a ball that said Starfleet (1984), or the scantily dressed female Starfleet officer sitting on the same ball, depicted on the Communique in 1986. Our Starfleet logo was formalized in 1987 by Bill Krause (USS Lagrange). The logo remained unchanged until recent years, but remains the basis for the colorized logo in use today. Bill also designed our First Fleet logo.



THE SHIPS AND CREW OF THE FIRST FLEET

Over Starfleet's 27 years, we of the First Fleet have always striven to be not just good, but the finest of the Fleet. Dammit, we're good, - no brag - just fact. Our work did not go unnoticed. Listed is just a very, very small example of the Fleet level awards earned through the hard work and dedication of by the crewmembers of the

SE Sector Officer of the Year - Capt. Chris Atkins (USS Pathfinder)

First Recipients of the Starfleet Commendation - Admiral Linda (Neighbors) Smith (USS Heimdal)

Newsletter of the Year - USS Alaric, USS Lagrange, USS Heimdal, Shuttle Molakai, USS Maat, USS Yeager, USS Wasp

Lifetime Starfleet Membership (for Service to the Fleet) - Admiral Marlene Miller

IN NEED OF THERAPY

A high muck-muck position in Starfleet, our ranks-admiral, captain and all, along with 99 cents can buy you a small coffee at McDonald's these days. That being said, one might wonder why any sane person would willingly accept a position as a member of the command level of Starfleet. The answer is simple, Region 01 is also the _rubber room_ of Starfleet. We put tiny pills in that blue beverage we concoct at our conferences and summits and serve it to First Fleeters to drink. Those more susceptible to the effects of the doctored brew rush headlong to that zone known as the Starfleet Executive Committee.

First Fleeters of the Executive Committee

Chief of Starfleet Computer Operations - Dave Forvendal

Chief of Shuttlecraft Operations Command - Kenny Proehl

Commandant of Starfleet Academy - Marlene Miller

Starfleet Chief of Communications - Tim Gillespie, David Allen, Bill "Buck" Krauss, Robbie Lewis

Starfleet Chief of Operations - Les Rickard, Tom Monohan

Vice Commander/Starfleet - Les Rickard, Anita Davis, Sue Hampton, Chris Smith

Commander/Starfleet - Les Rickard, Jeannette Maddox

OUR OWN DOROTHY(s)

The First Fleet has always been blessed with good leadership. Our Regional Coordinators (RC) have been role models for the other RCs. Loyal, honest, hardworking and caring (sort of reminds you of Lassie). Our RC's have been creative, encouraging, quick to share praise and slow to anger. They have shown all the qualities of set forth in OCC. Their of been no cults of personality around our RCs, no whispers of financial misconduct, our members have always enjoyed the utmost confidence that our RC's have had the region's interest and not their egos at heart. Casey Stuck who helped guide the First Fleet through its infancy - Steve Thomas at the helm of First Fleet after the sudden departure of Starfleet President Stillwell. Steve proved an air of calm and utmost confidence that we would survive Starfleet's first financial disaster. Linda (Neighbors) Smith in the center chair was the model of stability and Starfleet's number one cheerleader when the Steve Smith administration left Starfleet flat broke and in chaos a second time in less than 10 years. Linda was patience personified as the battle for "Alpha Region" threatened to rip our family asunder, and turned friend against friend in anger. Carolyn Donner became RC shortly after our Starfleet treasury was looted for a third time by former Fleet Admiral Dan McGinnis. Carolyn was a prominent voice for reforming the way Starfleet handled its finances. Through all of Starfleet's many crisis and internal bickering, none of our RC's have strayed from the course. None have formed a revolt against Starfleet or abruptly quit, thanks to the blue stuff in the flasks they kept at hand.

The Regional Coordinators of the First Fleet

Casey Stuck

Steve Thomas

Susan Bolick

Linda (Neighbors) Smith

Carolyn Donner

Robin Pillow

It was difficult to do a history of our region in so few pages because we've always been such an active area. This peek into our history can never do justice to all that you folks have done. I've made mistakes in this article, of that I'm sure - please contact me and I'll make the appropriate corrections.

My thanks to Susan Bolick, Chris Smith, Tim G. and Steve Thomas to quiz them for information, and to Marlene Miller, Brenda Bell and Robbie Lewis for the research material.

The little yellow school bus is here for me - gotta go



III. GENERAL REGIONAL MEETINGS

A. R/1 SUMMIT

a. What it is.

The R/1 Summit is the region's main business meeting. It is designed to have something for everyone (fun activities as well as informative meetings), not just for officers. Every year a ships or groups of individuals send in bids for the joy of hosting a summit in their area of the region.

b. Guidelines for submitting bids.

Summit Date:

Since this is to be a Spring event for the region, it is recommended that a date be chosen that falls within the Spring months (March, April, or May).

Bid Location

The Bid Location must be located within boundaries of Region One or within a reasonable distance thereof. Any bid location should be easily accessible to the driving public and also have areas of interest to non-fleet family members. (Museums, Theme Parks, Shopping Malls, etc.)

Bid Hotel

The Bid Hotel should be clean, neat, reasonably priced and have a sufficient number of rooms to allow all summit attendees to stay at the bid hotel. Estimates of the number of hotel rooms needed should be based on the previous year's hotel room use and other appropriate factors. Also be mindful of Handicapped Access for some of our members.

Regional Coordinator's Attendance:

As is custom and tradition, the Regional Coordinator's summit membership and banquet are complimentary. This does not necessarily include the Regional Coordinator's spouse or significant other (That is up to the group sponsoring the Summit). However, the Regional Coordinator should receive a complimentary hotel room, which would include the Regional Coordinator's spouse or significant other.



Meeting Space:

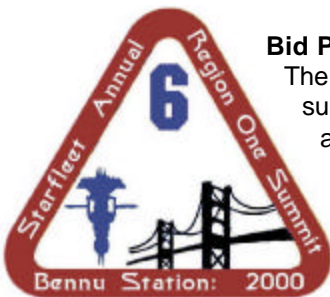
There should be sufficient meeting space to hold all summit attendees based on projections from the last year's summit attendance and other appropriate factors. General meetings will be held theater style.

Panel / Breakout Rooms:

There should be sufficient breakout rooms to host 9 to 12 panels or meetings throughout the weekend.

Banquet

The banquet should be reasonably priced and within a reasonable distance of the summit hotel, if not at the hotel. The banquet facility should be able to accommodate any reasonable dietary request, such as (but not limited to) vegetarian and kosher dishes. Banquet tickets should be sold separately to allow non-fleet family members to at least attend the banquet without having to pay for a summit membership that they may not use.



Bid Package

The proposal that is submitted should contain information regarding all of the subjects above. A signed letter of intent from the hotel should also be included as well as an outline of the schedule of events. At least four copies of the proposal should be submitted to the Regional Coordinator. If your bid is chosen, a final draft of the schedule of events should be submitted to the Regional Coordinator one month before the summit for review and approval. [Note: The General Session on Saturday will be handled by the RC and regional officers with input from anyone, but the Summit

Committee will be responsible for planning and handling the Friday Opening Ceremonies and the Sunday General Session with input from regional officers as needed.]

Deadline for Bids:

* Summit bids will be due by the last day of January of the year preceding the Summit ... for instance bids for the 2006 Summit will be due January 31, 2005, etc.

A few additional notes:

* If you do not win this year's bid for the Summit, please consider reworking the bid if necessary and submitting it for the R1 Fall Conference for the following year.

c. Voting procedures

* The bids will be voted on by the Regional CO's and officers.

*After the bids are announced, each committee/ship submitting a valid bid, may send out information about their bid to all CO's and officers in the region at their own expense.

*Bids will be announced on the R1-Staff list, in the Regional Ramblings, and during the Online chats.

* If you plan to have a "Star" at your Summit, please submit a letter from the star or his/her manager stating they have agreed to be at the Summit if it is the winning bid. Without this letter you may NOT advertise that you plan to have a guest star at your location.

d. What if there are no bids?

If there are no bids for the Summit, the RC can at his/her discretion decide to either extend the deadline, or completely cancel the Summit for that year.

B. R1 FALL CONFERENCE

a. What and when it is.

The Fall Conference is a yearly regional event designed mostly for fun. It is a weekend event held at a hotel, and sponsored by a ship(s) or committee. Like the Summit bids are accepted from those wishing to host the Fall Conference, and should include the following:

b. Guidelines for submitting bids.

Here are the guidelines for hosting the Fall Conference in any year ... (See also guidelines for the Summit for additional information that can be included in your bid. The more information you send in, the better are your chances.)

1. The Fall Conference can be hosted by any ship(s) in the region.
2. If it can be held in conjunction with a Star Trek or Science Fiction convention that is good, but not absolutely necessary.
3. There must be a suitable hotel and possible activities near the hotel for family members of R/1 members who might not be Star Trek fans.

Bids for hosting the Fall Conference should be sent to the Regional Coordinator by August 25 of the year before the Fall Conference. (i.e., if you want to bid for the 2002 Fall Conference, you will need to send in your bid to the RC by August 25, 2001.) The bid should contain the following:



1. Name of Ship(s) hosting the Fall Conference.
2. Name and location of hotel, and cost of rooms. You will also need to send a copy of the letter of intent from the hotel showing they are willing to have the Fall Conference there. (Please do not sign or pay for anything that you can not get back if your bid does not win. The Region is NOT responsible for any money you loose because of submitting a bid for the Fall Conference).
3. Name of Convention if held in conjunction with a convention (if not held in conjunction with a convention, this is, of course, not needed. <grin>) Here again, we will need a letter from the convention

saying that they are willing for us to have our conference in conjunction with their convention. Or if you are planning to create your own convention with quest "stars", you will need to submit a letter from the "star" or his/her manager stating that they are willing to appear at the R/1 Fall Conference if your bid wins. Without this letter you can NOT advertise that you have a "star" appearing as part of your bid.

4. Planned activities for Fall Conference. (Generally of course, we don't expect you to have every detail planned when you place the bid.)

5. Cost of Fall Conference registration.

6. What type of activities are located around the area that family members who aren't R/1 members might enjoy (i.e.. amusement parks, museums, movie theaters, miniature golf, etc.)

c. Voting procedures

* The bids will be voted on by the Regional CO's and officers. (After the bids are announced, each committee/ship submitting a valid bid, may send out information about their bid to all CO's and officers in the region at their own expense.) Bids will be announced on the R1-Staff list, in the Regional Ramblings, and during the Online chats.

d. What if there are no bids?

If there are no bids for the Conference, the RC can at his/her discretion decide to either extend the deadline, or completely cancel the Conference for that year.

IV. REGIONAL COORDINATOR

A. What is the Regional Coordinator's job?

The RC's job is two fold.

First the RC represents the region to Starfleet in the following ways:

1. by serving on the Admiralty Board, which is also, Starfleet's Board of Directors. This is done mainly through the ECAB list where all the RC's meet daily to discuss anything that needs to be discussed to keep Starfleet running properly. The RC also represents
2. By attending (or sending a trusted proxy) the annual Starfleet Board of Director's meeting at the SF International Conference.



Secondly, the RC serves the region as coordinator of all regional activities. This does not mean the RC has to do everything, but oversees everything. As with any organization, there are many offices within the region and they all report to the RC through a chain of command. Not all report directly to the RC, but may report to a Vice Regional Coordinator, or someone else who then reports to the RC.

The RC is also responsible for collecting Monthly Status Reports (MSR) from the individual ships, and compiling these reports into a monthly RC report to the Starfleet Chief of Operations and the Commander, Starfleet. Additionally, the RC tries to help the ships with any problems and concerns they express either on their MSRs or directly to the RC.

The RC stays in contact with the ships and officers of the region through

1. An e-mail list for all CO's (or their proxies) and regional officers. This list is for the discussion of anything necessary to the running of the region.
2. Online chats as needed.
3. Attending (or sending a proxy) R/1 Summits and Fall Conferences.
4. Attending (or sending a proxy) to sectional and ship events as often as possible.

The RC is responsible for handling any votes taken within the region:

Votes are taken in the following manner:

1. Every CO and every regional office gets one vote each.
2. The RC does NOT vote except in the case of a tie.
3. Information about the subject being voted on and a ballot will be posted in the memo/newsletter sent out by the RC (although emergency type votes may be taken by publishing the information and ballot on the R1-Staff list).

4. A deadline will be posted at the same time the ballot is posted. Deadlines will NOT be extended except in extremely unusual circumstances. All ballots must be at the RC's home by midnight on the deadline date.
5. Votes may be made via e-mail, snail mail, or fax.

B. Qualifications and election of an RC.

Qualifications for an RC are setup by Starfleet and are found in the Starfleet Constitution (Article 4, Section 3). These qualifications include that the RC must "live within the geographic area they represent" and must be "at least 21 years of age."

An RC is elected according to the rules setup by the Starfleet Inspector General and can be found in the IG Handbook. To explain it briefly here, the following steps are taken when an RC resigns:

1. CO's in the region are asked to nominate one candidate each.
2. The IG will then contact those nominated, and send out a ballot to all CO's listing those who accepted and asking the CO's to vote for one candidate.
3. The candidate with the most votes wins the position.

Additionally the region may hold online question and answer sessions, the candidates may send out information and setup websites, etc. to inform the region about themselves and what they would do if they were elected RC.

The whole process of electing a new RC can take several months.

C. Term of office

According to the Starfleet constitution the RC is elected for a term of 2 years. Every 2 years a vote of confidence is taken by the Starfleet IG to see if the region wants the current RC to continue for 2 more years. To win this VOC, the current RC must have a simple majority of the votes cast.

Between these 2 year VOC's, a region or a RC can ask for an additional VOC to be taken. One fourth of the region's COs must petition the IG to do a VOC outside of the 2 year structure.

V. VICE REGIONAL COORDINATORS

Region One has three VRC's who along with the RC make up the command staff of the region. They are advisors to the Regional Coordinator, as well as each serving in their own special field. The Regional Coordinator relies on the VRC's for advice and help in keeping the region running smoothly.

Each VRC is chosen from applications received by the RC. VRC vacancies will be announced to the region, along with a deadline for applications to be sent in. The RC chooses the new VRC from the applications he/she receives.

Starfleet requires every region to have at least one VRC. They can however have as many as are needed to run the region. So at any time, the RC of Region One may choose to add a VRC or eliminate one. In Region One a VRC does NOT merely hold a title. A VRC position is one that oversees a program within the region. As long as the current programs are in effect, there must be a VRC over them. Therefore the RC can not eliminate a VRC position if the program still exists in the region. Nor can the RC arbitrarily add VRC positions, as there must be a program for them to oversee. Currently our VRC's oversee the following programs: RDC Program; Senior Captain/Section Representative Program, and Shuttle Program.

While VRC's in Region One are equal in status, it is necessary for one VRC to be chosen to hold the title of Senior VRC. This helps Starfleet decide who to make "Acting RC" should the actual RC ever get hit by a Mac truck. It will be the duty of the Senior VRC to act as RC while elections are held to decide on the new RC. The present RC will decide whom the Senior VRC is based on length of service as VRC and willingness to hold the title.



A. VRC in charge of the RDC Program

This VRC's job is to keep the RDC program smoothly. He/she oversees the RDCs, makes announcements of vacancies, accepts applications, and chooses the right person for the job. He/she also keeps track of what the RDC's are doing by way of receiving the RDC's reports every month. In addition he/she keeps the region informed of what is going on through articles in the RR and Channel 01. These articles may be written by the VRC, or by the individual RDCs.

1. RDC Program

PURPOSE OF THE RDC PROGRAM:

The purpose of the R/1 RDC Program is to open communication between ships/shuttles in the region. CO's readily correspond with and hear from the Regional Coordinator who keeps them up to date on Fleet and Regional activities. The RDC program hopes to have the same sort of correspondence with the Department Chief's (or designated contact people) on the various ships within the region. Their scope is somewhat limited because they are communicating about various departmental activities and issues that affect only those departments. The RDC in NO WAY attempts to restrict the activities of any individual or chapter. Nor does it attempt to "rubber stamp" the departments. Region One is made up of a large number of ships which are each unique in their focus and structure, and the RDC program wants to help these ships' Department Chief's (DC's) share their uniqueness with the other DC's in the region. This helps them have more ideas for activities, etc.; but in no way insisting that any ship or department should or shouldn't do something. You could sum up the RDC program as being designed to help DC's share and gather information and ideas that can help them do their job better and therefore make the STARFLEET experience worthwhile.

Like everything in Starfleet this program is entirely voluntary. We won't pay anyone, we won't bribe him or her with gifts, and we won't threaten them with anything. However, there are awards, recommendations for promotions (we don't promote people - only recommend it to CO's), certificates for outstanding performance, and get togethers (parties/meetings) at conventions, summits, etc. Our main selling points are INFORMATION and COMMUNICATION. The free-flowing exchange of ideas and information allows us to broaden the horizons of the individual members and enhance their enjoyment of the STARFLEET experience. By creating an interactive human network of like-minded individuals, we promote the Fleet ideals of friendship, fun, and STAR TREK fandom.

B. VRC in charge of Senior Captain and Section Rep. Programs

The job of the VRC in charge of the SC and SR programs is to keep the Senior Captain and Section Representatives running smoothly. This includes training new SCs and SRs, announcing vacancies, accepting applications, and choosing the person best suited for the job. He/she also helps solve problems in the region that Senior Captains don't feel they have the expertise to work out. This VRC also writes articles for the RR and Channel about what is going on in the SC and SR programs ... or these articles may come directly from a SC or SR.

1. Senior Captain Program

The role of our Senior Captains is to help chapters overcome problems that they encounter in the normal course of ship life. Because of their vast command experience, Senior Captains can serve as the sounding board for various problems that chapter CO's encounter. But this is not to belittle the difficult work that they do. In most cases, Senior Captains are trying to solve problems while the situation in question is still evolving and changing. Or to put it in other words: They are trying to clean "stuff" off of the fan blades while the blades are still moving. It is not an easy job. I would like to see our Senior Captains have some experience, background and/or training in the following areas: conflict resolution, counseling, crisis intervention, effective listening and negotiating skills. All of these are areas that can help in the "heat of battle". Senior Captains will also be working closely with their Section Representative and Regional Command staff on matters that come before them.

The Senior Captain's responsibilities will be:

- Keep close contact with chapters in your area.
- Work closely with your Section Representative and the Regional Command staff.
- Have a good working knowledge of such topics as: Conflict Resolution, Counseling, Crisis Intervention, Effective Listening, Negotiating Skills and above all general chapter operation and command.

Requirements for the Senior Captain position:

- Have passed both OTS and OCC.
- Be calm and discreet in dealing with problems that come before you.
- Be willing and able to travel and meet directly with the chapters in your sector, if time and finances permit.

- Because of the nature of work that we are asking Senior Captains to handle, at least one year of command experience is required.

Reports are to be turned in to the VRC each month, for the month previous, with a copy be sent directly to your Section Representative. Reports should include which chapters have reported to you or that you have contacted; what problems are occurring, what good things are happening to the chapters in your area and what up coming events are planned that the regional command staff should know about. Reports are accepted by e-mail.

Should you have any questions regarding this matter, please do not hesitate to contact the VRC in charge of the Senior Captain Program.

2. Section Rep. Program

The job of the Section Representative is to help the section learn to work and play together. Examples would be: doing a section newsletter using information from the ships in the section, helping plan joint ventures (picnics, parties, gaming nights, etc. - basically fun stuff) for 2 or more ships that are close enough to do these type of things. If possible plan a section "get-together" for all the ships in the section and perhaps even expand this to getting a couple of sections together for some fun activity, perhaps once a year or every other year. It would also be nice to see the Section Reps. have a meeting for the ships in their section at the Summit and/or Fall Conference each year. In other words the Section Reps. job is to help the ships/shuttles in their section learn to work together and bond to ultimately help create a stronger region, but mostly to help ships/shuttles know they are not out there alone, there are others going through the same things, having the same type of fun, struggling with the same problems, etc.

The Section Representative's responsibilities will be:

- Keep close contact with chapters in your sector.
- Report and otherwise work closely with your Senior Captain and the Regional Command staff.
- Promote get togethers and other events with the chapters in your sector to foster chapter cooperation and interaction.

Requirements for the Section Representative position:

- Have passed both OTS and OCC.
- Have a positive and outgoing personality and be able to coordinate multiple chapter events in your sector.
- Be willing and able to travel to other chapter meetings in your sector, if time and finances permit.

C. VRC in charge of Shuttle Program



This VRC's job involves helping shuttles whose motherships are located within R/1. The VRC's job starts when a group wants to form a shuttle within Region One or wants to start a shuttle outside of the region but has a Region One chapter in mind as the support ship (Mothership). This involvement includes but is not limited to helping the group with problems, forms, etc. to get them to ship status. The shuttles report monthly to this VRC via the MSR form. He/she is available to help answer questions, mediate problems, and offer advice when needed. He/she also files a monthly report with Starfleet ShOC and the RC which includes a compiled list of shuttle summaries and is included with the regular monthly RC report to Starfleet. In addition to the duties listed above, VRC, ShOC is expected to maintain a Region One Shuttle Handbook. This handbook should be available in different formats such as printed and electronic versions. This VRC should also have recent copies of the STARFLEET ShOC manual for newly forming shuttles (START) as well as the support ship manual (MOM). If a group wishes to start a shuttle, it is always a good idea to contact the VRC in charge of the shuttle program as soon as possible. ShOC is a STARFLEET program, so the specifics of it are contained in the START and MOM manuals available from both STARFLEET and the VRC of shuttles.

VI. REGION ONE RELIEF FUND

A. Description of the R/1 Relief Fund

The R/1 Relief Fund was organized to help members of Region One who find themselves in an emergency situation where financial help is needed. The fund is filled by donations from chapters, individuals, and auctions.

B. Rules for applying for help.

The following is a sample of the Criteria that will be used to Judge the need for applicants to receive relief from the Region One Relief Fund.

1. Need of Medicines that cannot be gotten by insurance. (Copy of prescriptions necessary).
2. Need for Food.
3. Need for Clothing. Children or adults.
4. Need to pay utilities that cannot be paid by state agencies.

The following are example of emergencies.

1. Fire.
2. Flood.
3. Eviction from home. (A copy of the eviction notice must accompany the applicant's request).
4. Unexpected Illness involving loss of Job or Pay. (A copy of medical bills and type of illness necessary).
5. Robbery or Burglary of Day to Day living expenses. (A copy of the police report must accompany the applicant's request).
6. Utilities, i.e. Gas / Electric. Where state agencies have refused. (Copy of shutoff Notice necessary).
7. Sudden loss of income. (The applicant is looking for another job, but has not found one yet and needs food).

The Relief Fund will not provide relief for the following events.

1. Missed house or rental payments not showing a valid reason. (Such as income loss or robbery).
2. Insurance Payments.
3. Car Payments not showing a valid reason. (Such as income loss or robbery).
4. Club or Organizational Dues.
5. Lost vacation Money.
6. Moving expenses not showing a valid reason (Such as eviction notice).
7. Furniture Payments.
8. Tax Payments.
9. Child Support Payments.
10. Alimony Payments.
11. Gambling Losses.
12. Travel Expenses.
13. Lawyer's Fees.
14. Automotive repair.

An applicant may apply as many times as necessary until he or she has received help.

Once an applicant has received help he or she may not apply again. The Relief Fund is a one time help fund. We cannot continuously send funds to one or two people over and over again.

How to apply for help

The applicant (person needing the help) needs to write a letter requesting help. In the

letter, he or she needs to give the reason why.

The amount requested.

Proof of help needed, i.e. Eviction Notice, Utilities Shutoff notice.

Letter from club Captain verifying Loss of Job or other reason (a must),

Translation for all non-Klingonese speaking Federationers:

Klingon
Cryogenic
Marines

"To
Reheat
And
Serve"



Copy of Police Report in event of crime such as Robbery or Burglary,
Copies of Medical Bills not covered by insurance, etc.

The applicant also needs to provide their SCC number and must show proof of good standing in their Club and Starfleet. A letter from the Club Captain will suffice.

The member must reside in Region One.

The letter must be signed by the applicant.

The letter should be sent to the R1 Relief Fund Coordinator. His/her address can be found on the R/1 Staff list, webpage, etc.

When a check is issued for the applicant it will be made out to the Agency the applicant is suppose to pay. Example, Utilities, Rent etc. If a check is made out to the Applicant it will be limited in amount and only for food, clothing or Medicines (copy of Prescriptions necessary and if possible the costs at the local Pharmacy).

The decision regarding an application for Relief rests with the Region One Relief Fund Committee and will involve limited amounts of relief money. The maximum an applicant can receive is \$500. The application for relief will be judged on a case by case basis. Evaluating the applicant's need and conditions they are currently living in. We cannot replace a member's house, car, furniture, computer, or vast sums of money, etc. That falls under insurance claims or a Specific State's Victim of Crimes Fund. The Region One Coordinator has the authority to reverse or change any decision this Committee makes. We work under his/her Authority.

All letters of applicants requesting help will be kept on file for future reference.

C. Duties and qualifications of the R1 Relief Fund Coordinator

1. Duties

The R1 Relief Fund Coordinator will oversee the disbursement of money to R/1 members in need. He/she may also inniate requests for chapters/individuals to donate money when the fund gets low.

2. Qualifications

The R1 Relief Fund coordinator must be at least 21 years of age.

He/she must have taken OTS and OCC.

He/she must be mature enough to handle large sums of money, even though he/she may never actually handle money.

He/she should have a caring, and responsible personality.

He/she must keep records for all incoming and outgoing monies and requests for money.



VII. HISTORIAN

A. Description

The Historian does just that ... maintains an ongoing documented history of the region. This may involve doing research, writing, and keeping records.

B. Duties and qualifications

1. Duties

The R/1 Historian maintains documented records of what has and is happening in the region. The Historian will write or maintain a documented record of the history of the region that can be downloaded from the regional webpage, or printed and handed out when requested.

2. Qualifications

The Historian should be familiar with the region's history.

Should have taken OTS and OCC.

Should be a good researcher, writer, and be able to maintain records, such as photos, documents, etc.

VIII. TREASURY

Region One's treasury is handled by two treasurers. They work together in the following manner: Treasurer A receives the monthly statements and forewords copies to the RC and Treasurer B. Incoming funds are directed to Treasurer A, while expense claims are directed to Treasurer B. Treasurer B has the checkbook with most of the checks. Treasurer A and the RC each have a few checks in case a situation arises in which the check cannot or does not need to start with Treasurer B (or he/she gets run over by a truck). Both treasurers and the RC are named on the account and every check we write must be signed by any two of us.

Region One funds are held in a checking account with a bank near one of the Treasurer A. The region has an EIN (Employee Identification number), which has been used to obtain a free checking account. A computer software program is used to track the account activity. There is one bank account, but they are divided in the software into several accounts, so an accurate record can be kept of all money donated to R/1 can be accounted for within the proper account.

Those accounts are:

Channel 01 - the regional newsletter fund. Money for this fund comes from subscriptions, donations, and other fund-raising efforts. Expenses against this fund are typically copying, postage, paper, and ink used by the RDC of Communications to produce the newsletter.

Awards - money for this fund come from sales of ribbons, etc. and donations. The R/1 Awards director has had a variety of expenses, including paper (both plain and certificate paper), ink, ribbons and holders, and other awards paraphernalia.

Mile of Dollars - this is a "holding area" for Mile of Dollars donations. Periodically, as donations warrant, we send off the accumulated funds to the Starfleet Scholarship Fund.

Relief Fund - a holding area for the Relief Fund donations. Again, we periodically send off the money to the R1 Relief Fund Coordinator. We don't do any other administration of this money as the Relief Fund Coordinator was there first and is doing a good job. In the future if the current Relief Fund Coordinator resigns and we find a new one, we will move these funds into the treasury.

General Fund - money from this fund comes from donations and other fund raising efforts.



Guidelines for Approval and Use of Monies from the Region 1 General Fund

1. Approval for Use

Approval authority rests with the Region 1 Coordinator, who may call upon such advice as he or she sees fit, or may distribute this authority with the R/1 Treasurers at times.

Approval for reimbursement from the general fund must be obtained prior to spending anything.

All requests for reimbursement must be accompanied by appropriate receipts.

Advances from the fund will not normally be authorized unless approved by the Region 1 Coordinator as in the best interest of Region 1. Requests for advances should be accompanied by written estimates.

2. Uses of the Monies in the General Fund

Reimbursement will normally be made from the fund to the Regional Coordinator or other such persons as he or she may designate for

a. consumable office supplies used on Region 1 business, to include but not be limited to paper, envelopes, printer ribbons or cartridges, address labels, printing expenses, pens, pencils, floppy disks, and the like.

b. postage for mailings done on Region 1 business.

c. the establishment and/or maintenance of internet sites, fees, or the like, when the sites or fees further the goals or interests of Region 1.

d. expenses for such other purposes as the Region 1 Coordinator may deem appropriate and in the best interest of the Region.

Reimbursement will normally not be made from the fund for normal internet access, office equipment, dedicated phone lines, furniture, or other non-consumable items.

Travel Fund: This fund is for travel expenses of the Regional Coordinator while traveling to Region One Summits, Fall Conferences, or the Starfleet IC.

Guidelines for Approval and Use of the Region 1 Travel Fund

1. Approval for Use

Approval authority for all travel reimbursement rests with the Region 1 Coordinator, who may call upon such advice as he or she sees fit.

Approval for reimbursement from the travel fund must be obtained in writing prior to spending anything.

Advances from the fund will normally be authorized due to the extent of the expenses, provided they are supported before the travel commences by appropriate reservation documentation, receipts, or written estimates.

2. Uses of the Monies in the Travel Fund

Reimbursement for travel expenses will normally be provided for the actual cost of travel to and from and lodging for the Region 1 Coordinator or his/her designated delegate while attending the Starfleet International Conference. Reimbursement for travel for the Region 1 Coordinator or his/her designated delegate to the Region 1 Summit and Fall Conference may also be provided depending upon the availability of funds.

Cost of travel includes fare (air, bus, train or alternative transportation) to the city where the conference is held and taxi or shuttle service from terminal to hotel, or the actual cost of fuel should the Region 1 Coordinator or delegate drive to the convention. Receipts are required to obtain reimbursement or keep an advance. Cost of travel does not include a rental car or local taxi fare while attending the conference. Cost of travel may include a rental car to drive to the conference if it can be shown that such mode of transportation is advantageous to the Region.

Lodging cost includes cost of hotel including all applicable taxes. Cost of meals and entertainment shall be born by the Region 1 Coordinator or delegate.

Fund/account activity is reported in the Regional Ramblings and the Channel 01. The Treasurers alternate writing these reports. Every program that uses funds from any of the above accounts are asked to provide estimates of their annual expenses so we will have some idea what shape we are in for each coming year. Proposed budgets for the next year are due to the treasurers by September 1st of each year.

Donation and expense forms can be downloaded from the R/1 treasury website, or by sending a SASE to either of the treasurers.

IX. Awards Program

A. Description of the Awards Program

The Starfleet Region One Awards were developed to recognize Regional individuals, chapters, and other associated with R/1 for outstanding and dedicated service and achievement to others and for demonstrating the ideas of Star Trek. The program currently has awards for individual achievement, academic achievement, civilian services, chapter or team achievement and of course we have the annual awards to recognize the "Best of the Best". Some of the awards you can earn are Commendations, Good Conduct, and Distinguished Service awards, Legion of Honor, Silver Star, Purple Heart, the "E" Ribbons and many more.



Awards are given, when appropriate, by the SF Region One Coordinator and the Region One Awards Director upon recommendation of a qualified Starfleet member or civilian. While any Starfleet member may nominate anyone for awards, the recommendations on the chapter level must come through the chapter's Commanding Officer or Executive Officer. Regional Staff Officers (RC, VRCs, RDCs, SCs, SRs, etc) may also recommend anyone in the Region for awards. There is a R/1 Awards website and Awards Manual that provides information on all the awards, the recommendation process, and answers general awards questions. The program also offers distinctive award ribbons that can be used by its recipients to display their achievements. The Awards website also features all the recipients of the various R/1 Awards. There are plenty of opportunities for you and your chapter to have your name added to the rosters..

Every chapter in the Region should have at least one copy of the R/1 Awards Manual. One copy was sent to each CO. Other copies are available from the R1 Awards Director for a small fee to cover the cost of copying them, or it may be downloaded from the R1 Awards website. Also, Region One has a Ceremonies Manual which contains ceremonies for activities such as Change of Command, Commissioning, Award Ceremonies, etc. This manual is available from the Awards Director for a small fee, which helps to defray the cost of the program.

B. Awards Committee

The Awards committee is made up of the Senior Captains and the Awards Director. When a nomination for an award comes to the Awards Director, he then sends copies of it to the Awards committee. The committee members vote on the nomination. Afterwards the Awards Director sends the results to the person who did the nominating. When an award is granted, the certificate for the award is free, but the person doing the nominating must send a self addressed stamped 9 x 12 envelope to the Awards Director to actually receive the certificate. Ribbons, folders, etc. are also available for a small fee. Consult the Awards Director for a list of items available and the costs.

C. Annual Awards

Annual Awards are given out at the R/1 Summit every year. Please check the Awards Manual and the Website for updated information about how to apply and the deadline for these nominations. The Senior Captains serving as the Awards Committee review most of the applications for the various Annual Awards and choose the best of the best to win. The only awards the Committee don't select the winners on are the Communications Awards which are chosen by the RDC of Communications, and the website awards which are chosen by the R/1 Webmaster.

D. Duties of the Awards Director

The Awards Director will organize the Awards department for Region One. He/she will perform the following duties (which may be divided between one or more Assistant Awards Directors as needed):

- be the chairman of the Awards Committee
- maintain or oversee the Awards website
- keep the Awards manual updated as needed.
- Make sure new chapters in the region receive one copy of the Awards manual
- Keep the region informed as to who is winning awards in the region
- Make sure the region's annual awards winners are entered in the annual Starfleet awards
- Print up award certificates as needed
- Answer questions from members of the region

- Report to the RC once a month on awards applications, awards given out, money coming in from sales, etc.
 - Fill out a proposed budget for use of Awards money every year and turn in to the R/1 treasurer(s).
- E. Qualifications of the Awards Director
- He/she must have taken OTS and OCC.
 - Must be over 21 years of age.
 - Must be organized
 - Must be a member of a R/1 ship
 - Must have the capability of printing certificates

X. Region One in Cyberspace

- A. Webmaster(s)
- a. Region One seeks to maintain a web presence, for the purpose of keeping it's members informed and as a recruiting tool. The website contains information about how the region is setup, the programs within the region, and the chapters within the region. In some cases, individual programs and chapters within the region may have their own webpages with only a link from the main website.
 - b. The main regional website is setup and maintained by one or more webmasters who work together. The duties of the webmaster(s) is simple: to maintain and keep up to date, a website for the region. The qualifications of the webmaster(s) is to be a member of Region One; have knowledge of creating and maintaining websites; etc.

B. Chat Room (#r1-comm)

The Region has an online chatroom called #r1-comm. This chat room is used for meetings online via IRC. (You can download an IRC client software by going to www.mirc.com and downloading the latest version.) While regional meetings are held on dates designated by the RC, the chatroom is always open for members of the region and friends to get together for informal chats. It can also be reserved for an online chat by your chapter or any program or group within the region. All you have to do to reserve it is to contact Tammy (sceditor@aol.com) or Joan (jepierce@win.net). The main reason to check with Tammy or Joan is so we don't have more than one group planning an online chat for the same time.

Regional chats will be planned at the discretion of the RC and will be publicized in the Regional Ramblings and on the regional lists as well as other places as needed.

C. Regional Internet lists

The region will maintain at least two official regional lists to keep the members informed. One of the list will be a Regional Staff list. The other will be a general chat list.

The Staff list is designed for chapter CO's (or their proxies), and regional officers (or their proxies). Discussion on this list is limited to regional business, although some general chatting is encouraged as well.

The Chat list is designed for just the opposite. It is a place for anyone in the region to just chat with other members of the region. Even non-regional members are allowed on this list. You'll find everything from general chatting to announcements, etc.



While we try to keep these two lists as a minimum for the region, other lists are not discouraged. RDC's have lists for people interested in their departments, as well as other program within the region, announcement lists, etc. In short anyone can start a list if they have the knowledge. However these list are NOT official lists and do not necessarily reflect the region as a whole.

The RDC of Comp. Ops. oversees the official lists mentioned above, and will post the rules for using these lists from time to time. The main rules are that no one is to flame anyone else, and please remember this is a family oriented organization, so please keep it clean.

As these lists may change location as the RDC of Computer Ops changes, please check the region's webpage or contact the RDC of Comp. Ops. for information on how to join them.

XI. Regional Publications

A. Regional Ramblings

The RC will publish a memo/newsletter on a regular schedule, which will be announced to the region. Currently it is a monthly publication called the Regional Ramblings. It is sent out in .pdf format to all the region's CO's and regional officers each month through e-mail. It can also be obtained in printed format by sending business size self addressed and stamped envelopes to the RC.

The RR contains information that is vital to the running of the region, such as, votes, information about future Summits and Fall Conferences, the region's treasury, etc. In other words, this is a business type of newsletter containing information to help the CO's and regional officers do their jobs. It is also available for downloading online and anyone can download it at any time. However, only CO's and regional officers may get printed copies through the mail.

CO's are encouraged to share the information in the RR with their crews.

B. Channel 01

The RDC of Communications is the editor of the region's general newsletter. This newsletter is available for a yearly subscription cost from the RDC. It contains news about what is going on with chapters, regional departments, etc. within the region. You will find a variety of articles in this publication which is designed for all members of the region. To compare the Regional Ramblings to the Channel 01, is like comparing a boring business newsletter (RR) to a fun newsy newsletter (Channel 01). To find out more about how to submit art, and articles or to obtain a subscription for the Channel 01, please contact the RDC of Communications.

C. Other publications

At the moment there are no other official publications for the region. However, there may be future publications, such as a fanzine, or other publication as interest evolves. And of course, individual chapters and programs within the region have their own newsletters, fanzines, etc.

XII. Policies

A. Regional Votes

This was covered briefly in the RC section. But to recap here ... When something needs to be voted on by the region, it will be posted in the Regional Ramblings (and other places as needed) along with a deadline for the votes. Every CO, and every Regional Office gets one vote each. The RC tallies the votes but does not vote unless there is a tie. Results will be published in the Regional Ramblings and other places.

B. Problems within the region.

If you are having a problem with another person or chapter within the region, the first thing to do would be to try to work it out among yourselves. Usually the best way to do this is to just set down with the other person and talk it out. If this doesn't help, the next place to go is to your Senior Captain. They are there to help work out minor problems before they become big problems. If you feel your SC isn't helping, you can then go to the VRC in charge of the Senior Captain program. If that still isn't getting the problem solved, then go to the RC. Please understand that even though the SC and VRC will keep the RC informed about problems in the region ... you should be willing to put your particular problem in writing and be as detailed as possible at any time. While the SC, VRC, and RC are willing to listen to your problem on the phone, they will need it documented in order to do anything more than offer suggestions. Also please understand that these people work on a volunteer basis for the region as a whole. While they are happy and yes, even eager to help, they are not here to help you solve personal problems. They are here to help you solve problems that affect the region, and your ship/department.

C. Discipline

The RC is NOT a disciplinarian. Most of the members of the region are adults and as such should be willing to work out their problems between themselves as adults. But in cases where this just isn't possible, the Command Staff of the region has worked out the following ...

1. When someone writes a formal complaint against another person/chapter in the region, the RC will give a copy of the complaint to the person it is written against and allow that person to respond to the complaint. This will then be kept in a file for six months from the date of the complaint, and may be viewed by anyone on the command staff at any time, especially if the person the complaint is against applies for a regional position. This does NOT mean the person the complaint is against will NOT get the position they applied for, it just means the complaint and response will be considered along with other factors/qualifications.
2. If there are no more complaints about this person in the next six months, the original complaint and response will be destroyed.
3. If there is a second complaint against the same person within six months, the same procedure will be taken, and the time for holding the complaints will be extended to one year.
4. If there is a third complaint against the same person, a VRC will be assigned to look into the situation farther and report to the Regional Command Staff. If it is found that the person is continuing to act in a manner harmful to the region and/or others/chapters within the region, the following actions will be taken ... If the entire Command Staff agrees this person has repeatedly acted in a manner that is harmful to other chapters/persons or interferes with the region as a whole, the person will be banned from holding any regional offices or assistant positions to any regional officers for one year.

D. How to apply for an open position within the region.

When a position within the region becomes vacant, these are the steps that will be used to fill the vacant position:

- The position will be listed in the Regional Ramblings and other places as OPEN, stating that applications will be taken along with where to send the applications and the deadline for the applications to be in. The duties and qualifications for holding the position will also be listed.
- Any person(s) interested in taking on the responsibilities of the open position should send two resumes (one for Starfleet activities and one for real life) to the person in charge of filling that position before the deadline.
- If you have any questions about the open position, please contact the person who is accepting the applications.
- After the deadline has passed, all applications received for the open position will be looked at and compared so the best qualified person will be chosen for the position.
- The person chosen will be notified and asked if he/she is still willing to perform the duties of the position.
- The person chosen for the position will be announced in the Regional Ramblings and other places (lists, Channel 01, etc.)



What's expected of the CO's within the region?

As a CO within Region One you too have responsibilities to the region and Fleet as well as to your chapter. No chapter of Starfleet exists in a vacuum. They are all part of the whole. Starfleet has certain requirements of you and so does the region.

To remain CO and for your chapter to remain a chapter in good standing of Starfleet, you **MUST** send a Monthly Status Report (MSR) to the RC and Starfleet's Chief of Operations **EVERY** month. These reports are due on the first of every month. The reports can be filed in a variety of way: online, through e-mail, or via snail mail. There are forms to use for whichever method you choose. If you need a copy of the form, you can check the Starfleet downloads page, or send a SASE or e-mail to the Regional Coordinator requesting the form. In addition to these two people, Region One requests that you send a copy of your MSR to the R1 Senior Captain and Section Representative for your section.

Being a CO also makes you part of the "Staff" of the region, and as such you help make the policies that run the region. From time to time the RC will ask you to vote on things that involve the region. Here is your chance to help the region continue to run smoothly. But only if you return your ballot. Every CO is expected to speak for their crew and vote when asked to do so. It is your responsibility to your crew and to the region to return ballots on time every time.

CO's are also required to make sure their chapter is represented on the R1-Staff listserv. The region recognizes that not every CO will have e-mail access, but if you don't, then you should find someone on your crew who does and can be trusted to represent you on the R1-Staff list. And when e-mail addresses change (and we all change them from time to time) it is your responsibility to make sure the RC and whoever is moderator of the list knows about it, so the list can be kept up to date.

The CO should make sure the R1 webmaster and RC know of any changes in the following chapter information: Chapter/CO address, e-mail address, and website.

It is the duty of the CO to make sure his/her crew is represented every year in the Annual Region One awards, by sending in the nomination forms. It is also understandable that every chapter will not have someone to nominate for every award, but every chapter **DOES** have a chapter to nominate. Even if you think your chapter doesn't have a chance to compete against some of the other chapters, it is still your responsibility to see that they are nominated, because you never know what might happen in an award competition, and because the Awards committee looks through all nominations very carefully and chooses some individuals for regular R/1 Awards to be given out at the Annual Awards ceremonies also.

Additionally every chapter should try to be represented at the two annual R/1 meetings: The Summit in the Spring and the Fall Conference in the Fall. Now we all realize that R/1 is a **BIG** region and it may not be possible for the CO to travel to each of these events every year, but if you have a crewmember that is going, please consider making that crew member your proxy for the weekend. Ask the crewmember to attend Captain's Calls, and as many of the meetings that he/she can, and report back to you immediately after the weekend about what new information was announced and what printed information may have been given out.

And last, but certainly not least ... it is the CO's job to read the Regional Ramblings and participate in the R1-Staff list, **AND** take the information found there back to his/her crew. This is how information moves down the chain of command. Please don't be a weak link in that chain. The Regional Staff can't possibly report to every single member of the region, so we depend on the CO's to take information back to their chapter's crewmembers.



XIV. What's expected of the general membership of the Region?

Yes, we expect even the general membership of the region to be involved in regional activities. And as such the membership also has responsibilities within the region. These responsibilities include, staying informed about regional activities. You can do this in a variety of ways:

- subscribe to the R/1 newsletter (Channel 01),
- subscribe to the R1-chat lists,
- participate in the online chats,
- check out the R/1 website regularly
- ask your CO about what's going on in the region,
- make sure your CO keeps you updated on activities within the region (In other words, ASK for the information)
- attend the Summit and Fall Conference if possible
- participate in the RDC program
- apply for open positions that you interest you and you feel you can handle
- participate in sectional activities
- participate in your chapter activities
- make your CO accountable to you as the member for doing his/her job. You can do this by checking the website to see if your CO is sending in MSR's regularly, or voting on regional votes, etc.
- Talk to the members of the regional staff and ask questions or make constructive criticism when needed
- Find out the whole story on any subject BEFORE jumping in and accusing a regional officer or member of not doing their job
- Never criticize a regional officer or member of something in a public forum until you have first discussed the problem with them in private.
- Make your criticisms constructive ... not destructive.

Acknowledgments

I would like to take the time to thank the entire Region One Handbook Committee. Without the help of these individuals, what you are reading now would never have made it to press. Any time you see these people in person or on-line, be sure to thank them for all the hard work they put into this publication. The Region One Handbook Committee included myself (Chair), Eric W. Larkin (Vice Chair), Paul Wheeler, Ruth Green, Warren Price, Curtis Bellman and Becky L. Thane. If I were making a speech, I would now ask that the committee members stand up while the rest of the crowd gave them a round of applause. However, I hope this will do. To all the members of the Region One Handbook Committee, I applaud you!

In Service to Region One and STARFLEET,

Robin L Pillow



Addendum A

Region One Headquarters Staff

(Please send corrections to the RC, or e-mail them to RIRC@worldnet.att.net)

RC	VRC - RDC Director	VRC - SC/SR	VRC - Shuttles	Relief Fund
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Addendum B

Region One Roster of Ships

Updated March 2001

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USS Arizona NCC-71839 Capt. Kris Williams P. O. Box 191 Minerva, OH 44657 Ussarizona_00@yahoo.com	USS Asgard Capt. Darlene Harper 4456 Collindale Rd. Columbus, OH 43231 captharper@ameritech.net	USS Athena NCC-71811/2 FCapt. Lisa Paradis Berkenbilt P.O. Box 710152 Oak Hill, VA 20171 ussathena@ql.org	Bennu Station NCC-74657 Capt. Ben Redding 3409 Oldham Creek Rd. Sevierville, TN 37876 SSBennu@cs.com
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USS Chesapeake NCC-1887 Capt. Rene' Bailey PO Box 100 Highland Springs, VA 23075 Baileyr@startrekmail.com	USS Columbia NCC-75017 FCapt. Greg Sheets 1684 Mechanicsburg #193 Wooster, OH 44691 CaptSheets@aol.com keith.r.pagel@mail.sprint.com	USS Columbus NCC-2006-A FCapt Mike Walter 435 Busby Ave. Lancaster, OH 43130 MikeWa@vsp.com	USS Dominator - correy chapter FCapt. Carl Lewis, Jr. P. O. Box 40142 N. Charleston, SC 29423 uss18076@starmail.com
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USS Intrepid NCC 74655 Capt. Susan Maurer 145 Elmridge Rd. Mansfield, OH 44907 No e-mail	USS Jamestown NCC-1843-D Capt. John Winsley 31 Glasgow Way Hampton, VA 23669-5514 ussjamestown@juno.com	USS Kitty Hawk NCC-1659 FCapt. J. R. Fisher, Jr. 5017 Glen Forest Dr. Raleigh, NC 27612 catdance@nc.rr.com	USS Lagrange NCC-3916 FCapt. Nevin Alley 1489 2 nd Street, Apt. 1 Cuyahoga Falls, OH 44221-4850 usslagrange@yahoo.com
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USS Tempest correy chapter Comm. Robin Pillow P.O. Box 492 Grays Knob, KY 40829-0492 TempestCO@att.net	USS TriStar NCC-71829 FCapt. Karen Hawkins 3626 1/2 B McDonald Road Knoxville, TN 37914-6215 ncvia@esper.com	USS Tycho NCC-59325 FCapt. David J. Rose 4917 Heatherdowns Blvd. apt #3 Toledo, Ohio 43614 Tycho59325@aol.com	USS Vindicator RADM. Ron Fell 331-D W. Main St. Lexington, SC 29072 RADMFell@aol.com
USS Wasp NCC-1721 correy chapter Capt. Shawn Fields 171 Kentucky Ave. Apt 7 Shelbyville, KY 40065 Capt1721@aol.com	USS West Virginia NCC-2008 Capt. Guy Edward Tucker P. O. Box 6634 Charleston, WV 25362 TUCKBARBGU@aol.com	USS White Eagle NCC-2302 FCapt. Audrey A. Toney 113 Lionel Ave. Jacksonville, NC 28540 atoney@ec.rr.com	USS Yeager NCC-61893 FCapt. Jerry Conner 17 Pleasant Valley Subdivision Princeton, WV 24740 bla00511@mail.wvnet.edu
USS Yorktown NCC-1704 Capt. Joe Swope 1959 McConnells Hwy. McConnells, SC 29726 RlikieSC@aol.com	<u>SHUTTLES:</u>	Shuttle Albemarle Cmdr. Brian Chappell Rt 1, Box 73-0 Belvidere, NC 27919 squad51@inteliport.com	Shuttle Eileen Collins Cmdr. Rain O'Brien 100 Kimball Ave. Apt. G84 Salem, VA 24153 ShoksGirl@aol.com
		Shuttle Dark Wolf Capt. Fred Parsons P. O. Box 14998 Cookeville, TN 38505 Parsai33@yahoo.com	Shuttle Grey Ghost Cmdr. Melissa Lillie P.O. Box 2785 Appomattox, VA 24522-2785 GreyGhost@Lee-Grant.com

Addendum C – Chain of Command

