



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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Document Change Control

Version No.	Revised By	Revision Date	Section	Description of Change(s)
2023.01	Steven Bowers		ALL	Full Document Review
2023.01	Steven Bowers	202303.21	ALL	Corrected spelling and grammar errors. Update Table of Contents
2023.01	Steven Bowers	202303.21	FAQ	Updated CO and XO Requirements
2023.01	Steven Bowers	202304.03	1	Change Choosing Chapter Name Section to read 'If unable to email DTS'
2023.01	Steven Bowers	202304.19	1	Filing Launch VRR, change three (3) copies to One (1) Copy
2023.01	Kimberly Donahue	202306.15	2	Update MSR Online Tool
2023.01	Jill Rayburn	202306.15	3	Update Academy Info
2023.01	Steven Bowers	202309.09	3	Update ASP Program
2024.01	Steven Bowers	202401.24	1	Add SFDPP as a requirement for new COs and XOs during a change of command.



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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 is 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 does not know the answer, he will 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:

Larry Barnes	Chris Wallace
Alfred Sandham	Allyson Dyar
David Pitts	Les Rickard
Jennifer French	Alex Rosenzweig
Dennis Gray	David Ryan
Charlotte Howey	Johnathan Simmons
Chrissy Killian	Jerry Tien
Steven Bowers	Jim Landelius
Kimberly Donahue	Jill Rayburn

Frequently Asked Questions

What is a shakedown cruise?

A Chapter-in-Training of STARFLEET, The International Star Trek Fan Association, Inc. is 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 must have passed OTS, OCC and SFDPP 101 & 102 prior to the beginning of the shakedown. The XO needs only OTS and SFDPP 101 & 102. However, the XO must complete OCC within 60 days of the chapter being launched.

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

Generally, a vessel on a Shakedown Cruise will report monthly 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 all nearby chapters, to establish positive and cooperative relationships with those groups.

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?

This is done around the sixth or seventh month of the Shakedown Cruise once the basic requirements have been met.

What is a "Commissioning 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. Their contact email is DTS@sfi.org.

How long does the Shakedown process take?

The standard Shakedown Program lasts nine (9) months. This duration may be lengthened at the discretion of the Chief of Shakedown Operations. Your chapter may qualify for the Accelerated Shakedown Program. This will be discussed later within this document.

MEMBERSHIP REQUIREMENTS

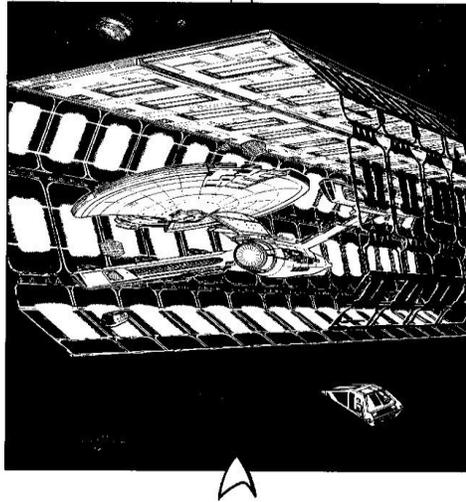
The first step in getting started is membership. To begin a Shakedown Cruise, a potential STARFLEET chapter must have a minimum of five (5) valid STARFLEET members. Keep in mind that, for a Family Membership, only up to two (2) people can be counted toward the five needed. Once the group has launched, 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, for a Family Membership, only up to three (3) people can be counted toward the ten needed.

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. 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 do not 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 if 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 would 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.

CHOOSING A VESSEL NAME

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 have seen a vessel in an episode or movie, or in a book, that interests you and you do not know its class, contact DTS. If you are not sure what you would like and want to know what is 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 SHIP

You may ask any chapter to serve as your group's Support 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.***



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 sent by e-mail 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 are 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.

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.



CHAPTER TYPE

Regardless of how your chapter gets together, whether it is from monthly meetings, or through Zoom, a chapter is a chapter. As long as you and your members meet to keep the chapter active, is totally up to you and your members.

ORGANIZING YOUR CHAPTER

Most chapters will establish their own structure, positions, and chain of command, according to their 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. If for some reason, you need to change the CO during the shakedown process, the new CO must have the same requirements as the previous one – OTS, OCC and all the SFDPP courses.

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 conducts directives and serves as second- in-command of the chapter, with the same responsibilities as the Commanding Officer in his/her absence. If for some reason, you need to change the XO during the shakedown process, the new XO must have the same requirements as the previous one – OTS, and all the SFDPP courses. The new XO would have 60 days to complete OCC.

SECOND OFFICER (XO)

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 the CO.

Do 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 most of your crew as Chiefs. In such a case, those members who are not Division Chiefs/Department Heads, 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 these Divisions/Departments should your chapter not wish to do so, nor are you limited to what is on the list. If you do not 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

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!

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

FILLING OUT 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 (2) SCCs of a Family Membership count toward your five (5) members. This means you will need to have at least three primary memberships. The paperwork must travel through several hands before the group is official, so allow several weeks for this process.

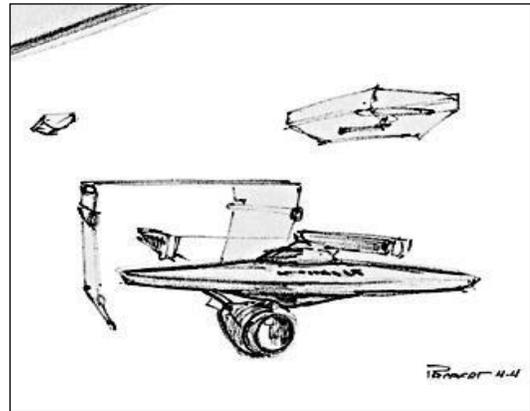
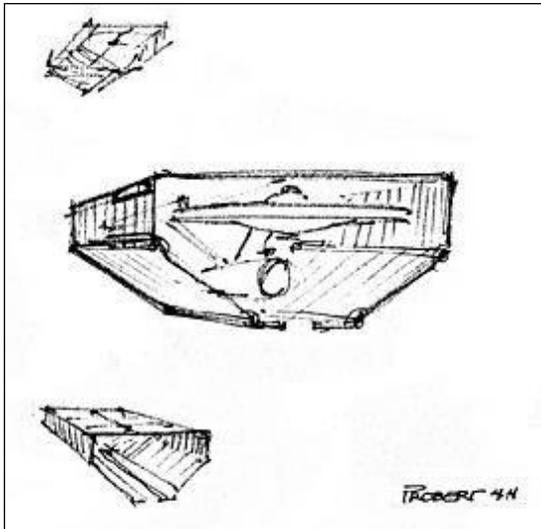
When it is completed, email the VRR and the following items to the Commanding Officer of your Support Ship, your Regional Coordinator and STARFLEET Shakedown Operations. (Remember, if you are in one region, and your support ship is in another, you must send the documents to that Regional Coordinator as well.):

1. One (1) copy of the completed VRR.
2. One (1) copy of the starship/station/name/class/NCC approval letter received from DTS.
3. One (1) copy of the OTS, OCC and SFDPP certificates for your Commanding Officer and Executive Officer (The XO does not require OCC for launching, but must complete it within 60 days of chapter launch)

If your region has a Regional Shakedown Officer, make sure to include them in your email.

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.

The Vessel Registration process is repeated when you are ready for commissioning. When filling out the VRR for commissioning, only three (3) SCCs of a family membership count towards 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 Office (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.
- () Those that have been chosen as the CO and XO must apply to and successfully complete STARFLEET Academy's Officer Training School (OTS), and SFDPP 101 and 102. The CO must also successfully complete Officer Command College (OCC). The XO has 60 days from the launch date to complete OCC.
- () 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 VRR application. Incomplete fields could delay your launch.
- () Include DTS letter of approval.
- () Include copies of OTS and OCC diplomas for CO and XO.

* ShOC recommends sending a copy of this to your Regional ShOO and keeping 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 the Monthly Status Report (MSR) each month. These can be filed electronically at <http://db.sfi.org/>. 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.

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).

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:

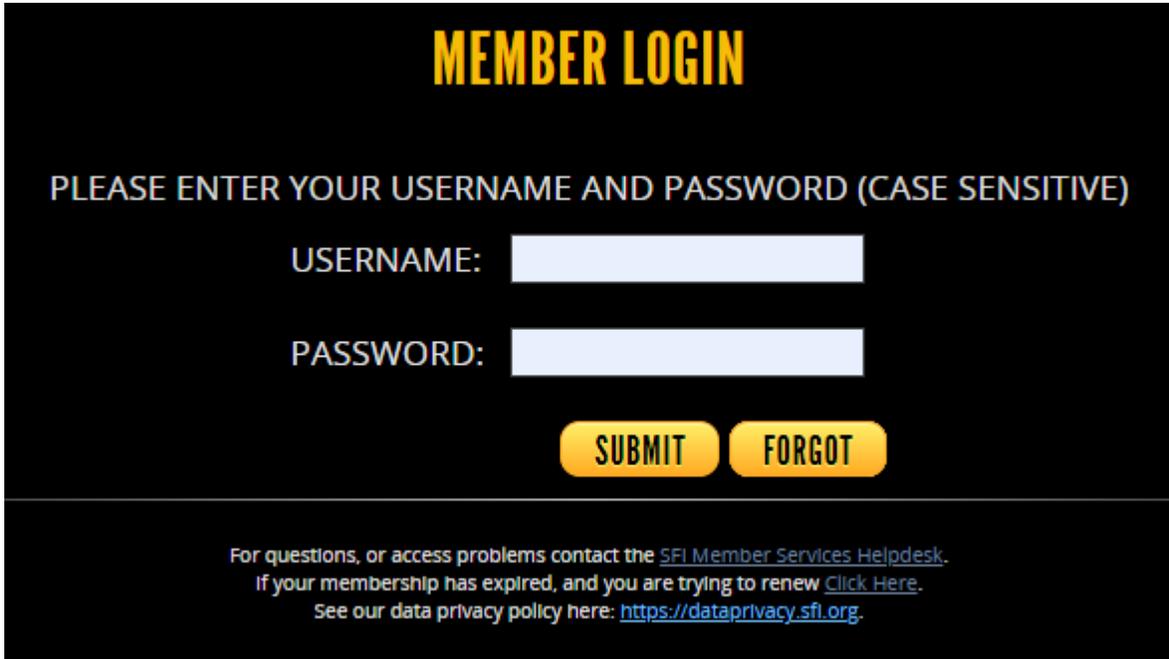


Figure 1

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 do not 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.

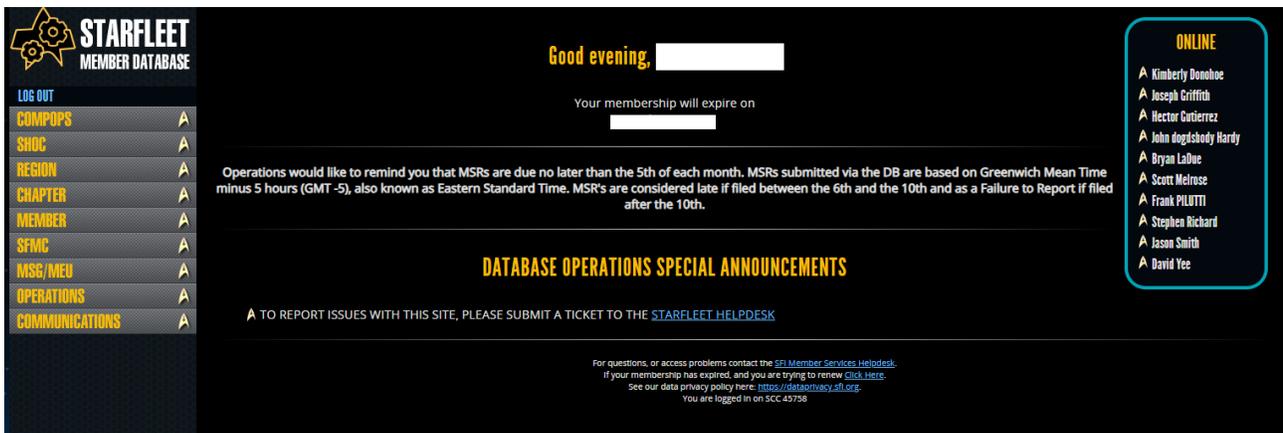


Figure 2

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.

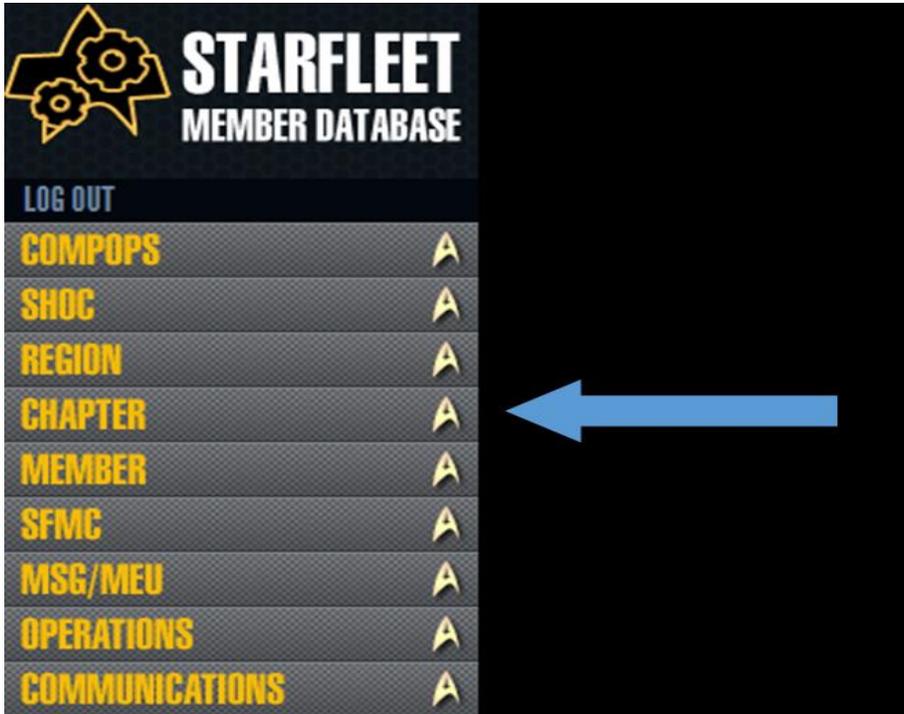


Figure 3

Left click on the CHAPTER button (see Figure 3) to display the contents of the Chapter menu, Figure 4.

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 October 2023, your report must be submitted by 5 November 2023 to be considered on time.

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

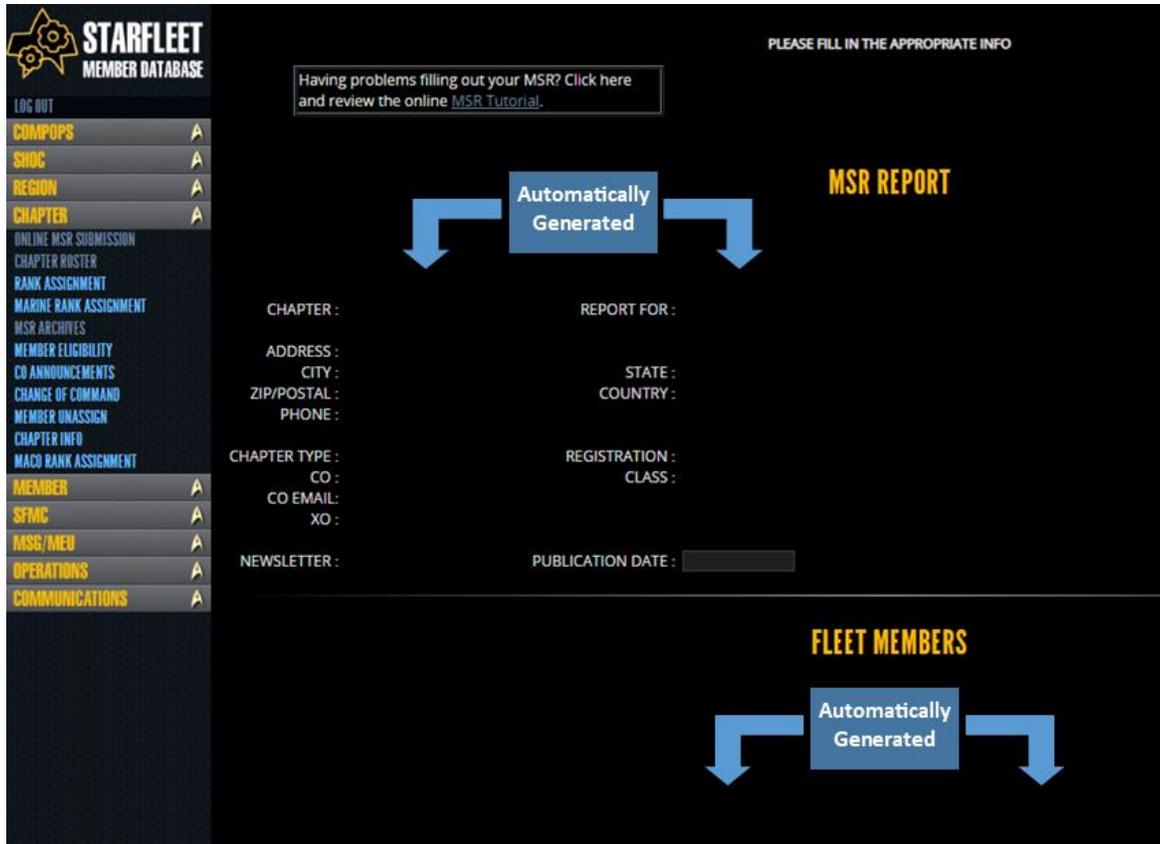


Figure 4

Reports not received by the 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.

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. Your chapter will be listed at FTR (Failure to Report).

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.

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, fill out a Help Desk ticket, located on the Log In page. The ACTIVITIES box is where you input your chapter’s activities, both for the month just ended and for any events planned in 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 are facing, this is the place to document it.

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 into the database by the respective Academy Course Directors. If you spot any error or omission since the last Report Date, please fill out a Help Desk

Ticket, accessible on the Log in page, explaining the problem. The STARFLEET Helpdesk will contact the appropriate Course Director, who will then correct the problem in the database.

[Want to check on a member’s past Academy course completions, e.g., OTS and OCC? Left- click on the CHAPTER button (see Figure 4), 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.]

Here is 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 did not appear in the MSR ARCHIVE at all, so you could not go there to edit it or to resubmit it!

Why? Because you did not 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 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). (See Figure 5).

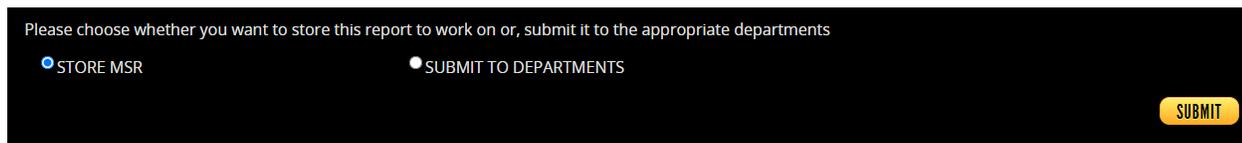


Figure 5

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



Figure 6

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

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

You stored an MSR that is 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 are 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 6) to access an MSR already in the Archive:

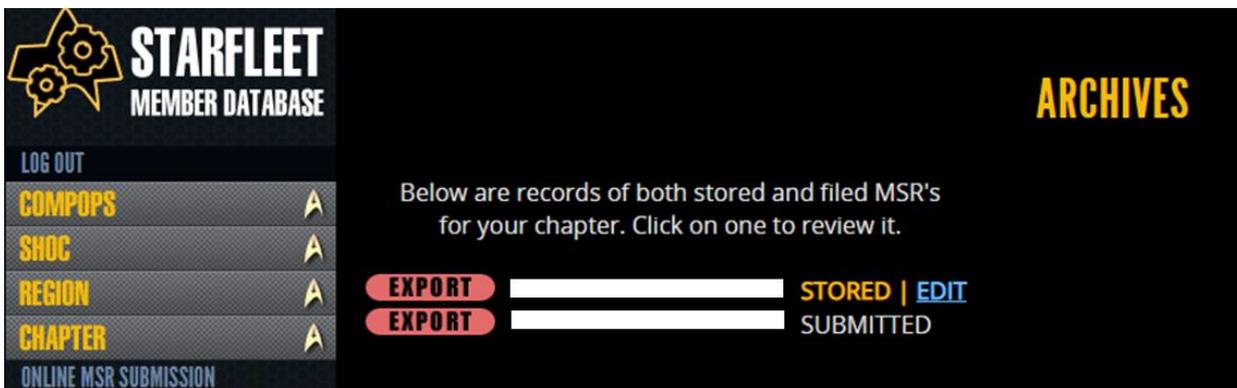


Figure 7

For each MSR stored there, you will see:

An EXPORT button The Status of the MSR (either STORED or SUBMITTED). If the MSR's status is STORED, there is a clickable link to allow you to EDIT the MSR. (See Figure 7)

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, 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 are finished editing an MSR, left-click on one of the two STORE MSR or SUBMIT TO DEPARTMENTS, before you left-click on the SUBMIT button again. (See Figure 6).

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 7).

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 are 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 are 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. *

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.

LOGGING OUT

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

When you are finished working in the STARFLEET database, always remember to log out by left clicking on the LOG OUT link (see Figure 8). You will see the following screen:

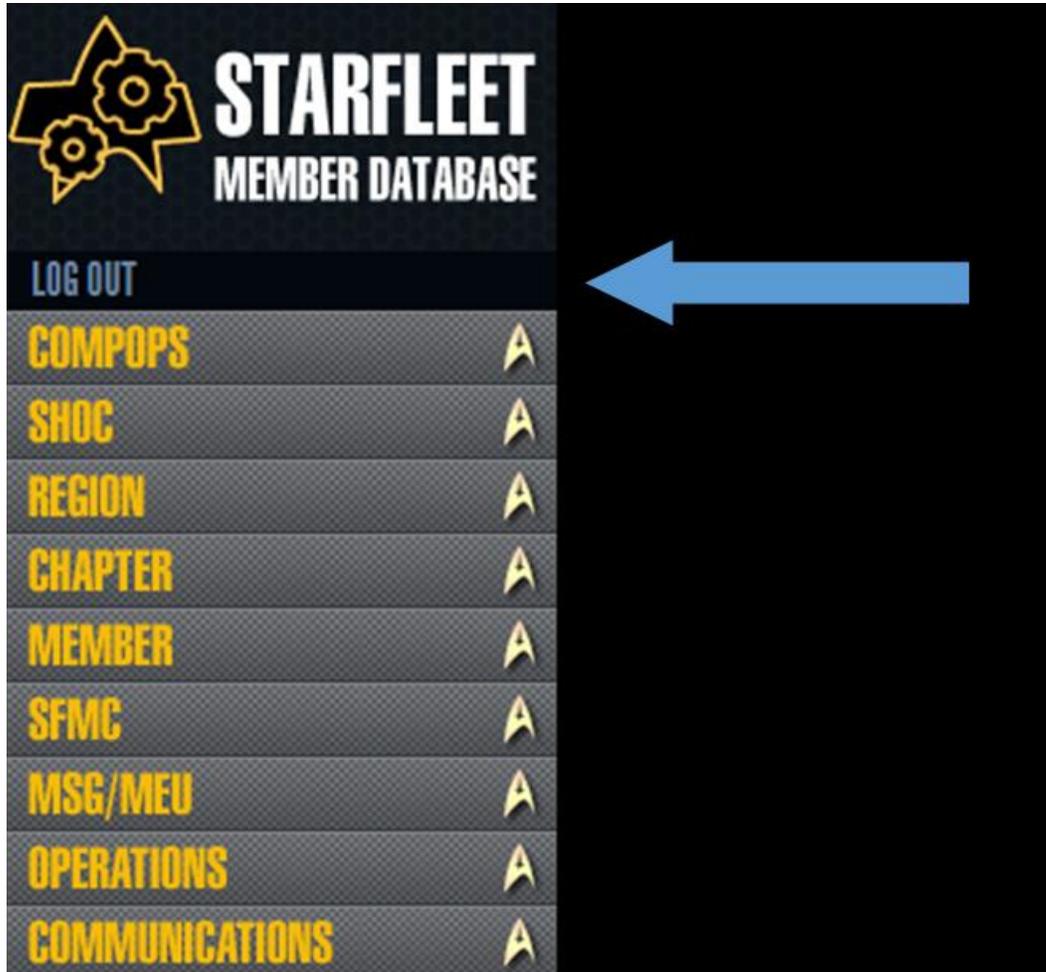
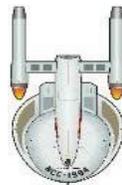
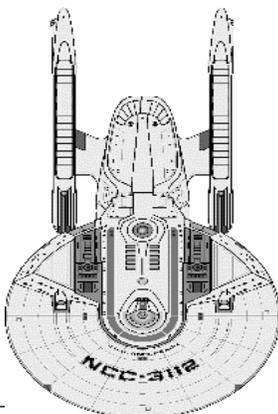


Figure 8



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, STARFLEET does not require it. A one-page letter on a regular basis will suffice. **If your chapter does not have regular meetings, then a stylish newsletter can be the cornerstone of your club.** It is recommended that you should consider 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?

*** 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 do not 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 (CO) and Executive Officer (XO) must successfully complete Officer Training School (OTS) from STARFLEET Academy.

To do this, go to <https://es.sfi.org/> and click on Moodle Courses from the menu. You will need to create an account (which may take up to 48 hours for approval), and then take the following steps:

- Click on STARFLEET Academy (SFA) Campus
- Click on Command Course Listing (OCC, OTS & SFDPP)
- Click on Officer Training School
- Click on OTS 101 - Officer Training School

On this page, you will be able to download the STARFLEET Membership Handbook, the only resource used for this course. Then, you can choose to take the course online (instant grading and certificate) or download a PDF of the course and return your answers to the Director either through the Moodle platform or by email.

Additionally, in order to launch a chapter into shakedown, the Commanding Officer (CO) must complete the Officer Command Course (OCC), Officer Training School (OTS) along with the STARFLEET Data Protection Policy (SFDPP) courses. Do to that, you need to take the following steps:

- Click on STARFLEET Academy (SFA) Campus
- Click on Command Course Listing (OCC, OTS & SFDPP)
- Click on Officer Command School
- Click on Officer Command Course
- Click on OCC 101 - Officer Command Course

To complete the SFDPP courses, you need to take the following steps:

- Click on STARFLEET Academy (SFA) Campus
- Click on Command Course Listing (OCC, OTS & SFDPP)
- Click on STARFLEET Data Protection Policy
- Click on STARFLEET Data Protection Policy
- Click on SFDPP 101 and SFDPP 102

The XO must complete OTS and the SFDPP courses prior to launching the chapter into shakedown. The XO will have 60 days after launch to complete and pass OCC These are requirements for the chapter to be fully commissioned. For further assistance with taking this course, or anything about STARFLEET Academy, please contact the SFA Commandant at the address listed at <https://es.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 are 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 crew member. 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 SHAKEDOWN CRUISE

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. 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.

ACCELERATED SHAKEDOWN PROGRAM

Some groups, whether they are new groups comprised of long-time members who have 'been there and done that', or a group of members who have already been together for a while (e.g., either an independent club seeking to become a STARFLEET chapter or a former chapter seeking to return to the organization after a period away), may need a shorter period of time to become acclimated to functioning as a current STARFLEET chapter then would a newly-forming composed of members new to running a club. The Accelerated Shakedown Program (ASP) is designed to support this category of group.

PROGRAM PARAMETERS

- 1) The minimum shakedown period will be 7 months.
- 2) Reductions in the shakedown period will be defined by aspects of the Shakedown Program already completed by a new or reforming group, or characteristics which a group may already possess that the Program is designed to help develop.
- 3) The following table includes the currently established time reductions.
- 4) A group applying to enter the ASP shall submit a list of all applicable characteristics/achievements, and documentation of same, to the Chief of Shakedown Operations. These will be reviewed, and a determination of time-reduction will be made.

<u>Aspect/Characteristic</u>	<u>Time Reduction</u>
Returning STARFLEET Chapter from 8+ years ago	1 week
Group already has 10+ persons at launch.	1 week
CO and/or XO have prior service (at least five years) as a CO or XO of an operational chapter of STARFLEET (Provide verification)	1 week
Group has organizational structure already in place (Provide verifying documentation)	1 week
Group already has a website which has been active for more than 12 months. (Provide verification)	1 week
Group has membership and/or recruiting materials (Provide samples)	1 week
Group already has a constitution and/or bylaws.	1 week
Group has 10+ members who are STARFLEET veterans of more than 5 years.	1 week
Total Accelerated Time Available	8 Weeks

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, Walk America, 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 do not want the club members to feel that they have been sentenced to weekend community service. 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 drive 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 Support Ship 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 member's 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 does not 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.

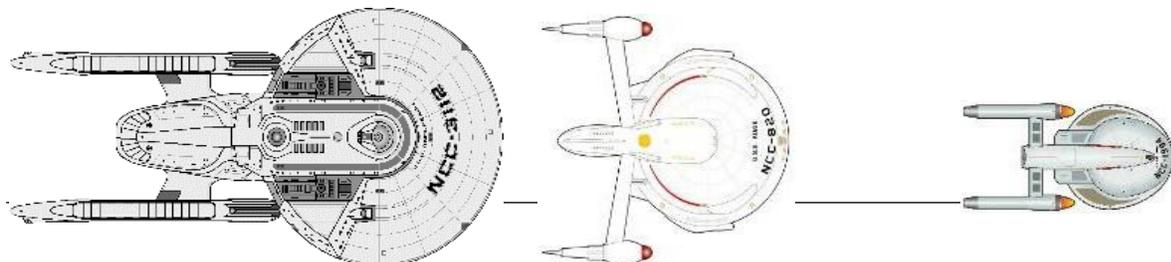
MEMBERS, MEMBERS, MEMBERS

Yes, I said more members. Five more, to be exact. Chapters must have a minimum of ten members before they can be commissioned 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 your 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.

Do not forget to sign folks up on the web at <http://sfi.org>!



SECTION FOUR: THE MONTHLY CHECKLISTS

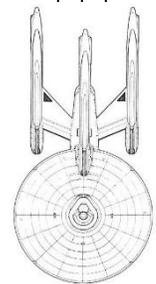
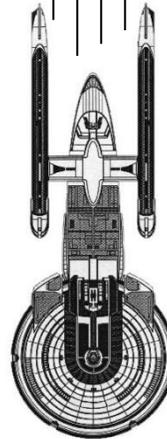
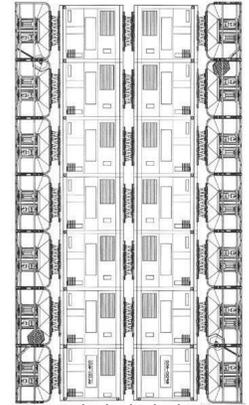
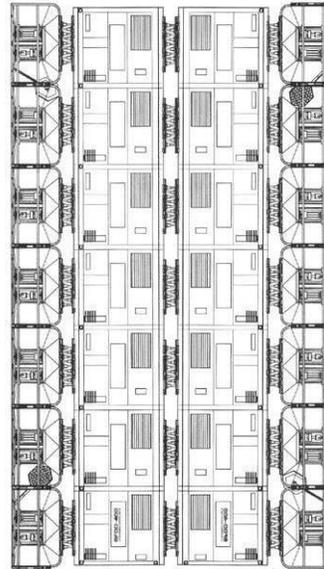
“What are we going to do for the next nine months?” That is a good question, and we think we have some good answers.

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 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 do not forget to file your reports on time!



MONTH ONE

There is so much to do and only nine short months to get it all done. So, let us just jump right in and go for it! Let us start with the basics. Send off for OTS and OCC. This must be done; you might as well do it now and get it out of the way.

Set up your by-laws and your Divisions/Departments. It helps when you recruit members to have something to do with them and they will want to know the "rules". When Division Chiefs are chosen, encourage them to take OTS and OCC if they have not already. Make it a group thing.

Another priority is more members. Work on a recruiting flyer. If you do not have the means to print them in color, use bright colored paper to get people's attention. Another inexpensive, easy thing to make is a bookmark business card. Take them to your local bookstores and libraries and put them in Star Trek books. (Ask the librarian or store manager's permission to avoid conflicts, and so they will not throw your bookmarks out.) If someone is reading a Star Trek book, this person could be a potential member.

If it is possible, before you hold a meeting of your own, you might want to attend your Support Ship's monthly meeting (if they hold one). It might help you decide how you want to run yours. You may like the way your Support Ship does it, so you can mirror their structure. You may dislike the way they do it, so you will know what to avoid. Or you may like some things and not others. One thing you learn quickly in 'FLEET: If you see an idea, you like...use it! Just remember to give credit where credit is due.

Two things to always remember: You must report monthly and if you need help, all you must do is shout!

See? Wasn't that easy?

MONTH TWO

Congratulations! You survived your first month! Ready to roll up your sleeves again? Good. Your XO should have his or her OCC test by now. Complete the test and submit the answers. They have 60 days, but why delay? Get it done. That is one less thing for you to worry about. How are your by-laws shaping up? If you are 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 is 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 record 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 is 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.

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 are going to have a hardcopy newsletter, you will 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. Do not forget the ever-faithful dual-purpose recycling of aluminum cans. Set up boxes where you work, if it is 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 have been working hard for the last few weeks, and you will be working hard for the next eight months. You do not 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 THREE

How are those by-laws coming along? They should be getting close to done. At your meeting this month, run a rough draft past your crew and get their input for the final product.

After your crew goes through the by-laws, turn them loose on the promotion policy and awards program. Make up a promotion point worksheet if you have chosen that way to grant promotions.

This could also be a good time to set up your first committee. You have a chapter name and a newsletter name, and you are making up recruiting flyers. You need a logo. You do not have to be a graphic artist to make up a logo. You can use an easily recognizable Trek symbol and add your chapter name to it. Or you may want to try something more unique. Once you come up with a logo, plaster it on everything. Many chapters make banners for display at conferences, conventions, and recruiting drives.

If your regular newsletter is not ready yet, make up a one-page update to send out to your members. Just a calendar of events and a couple of paragraphs on what has been happening is all that is necessary.

What great ideas have you come up with as a fundraiser? Share them with us! Do not forget to go by and collect the aluminum cans from your friends and family. If the cans get too stacked up, they may not be willing to continue to save them for you.

You might want to schedule your division chiefs' meeting for the hour prior to your regular meeting, or you might want to schedule it up to a week before your regular meeting. This might be a good month to have your division chiefs give a report at your general meeting. They do not have to be long reports, but it is a good way for the crew to get to know the division chiefs and to learn how the divisions' jobs are defined.

Why not invite your Support Ship crew to attend your meeting? It would be a good time to introduce the two crews to each other.

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 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. Do not 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 are not afraid to "speak" in public and have them take turns reading a Trek novel. Choose one that is not overly long. Have other crew members 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.

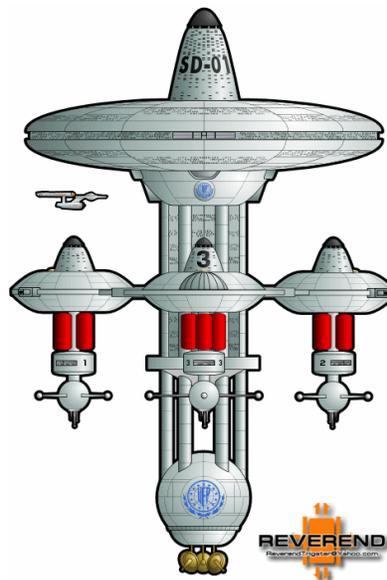
Does your local newspaper have a community calendar page? Does your local cable station have a community announcement channel? These are two great ways to advertise your meetings, and both are usually free. Is there a college in or near your town? Advertise in their paper.

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.

During all this activity, do not 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 promotion policy and awards program.
- () . Finalize your chapter by-laws.
- () . 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

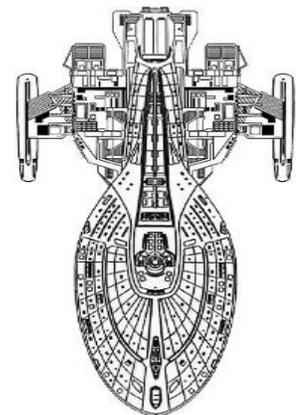
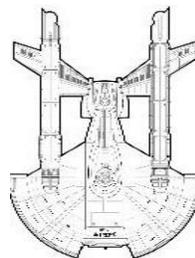
You are over halfway there! How are the plans coming on your recruiting drive? Most office supply stores carry inexpensive business cards that can be run through most printers. (You may also want to consider free business card services such as Vista Print, which offers up to five hundred (500) free cards.) 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 work on these things. You do not want to leave them to the last minute.

As you are now, over the hump 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 is 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 process.

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

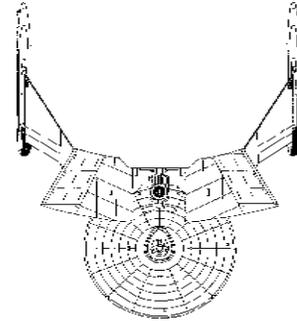
1. Your crew will get to interact with other members of STARFLEET and have a good time.
2. You will see how another chapter handles this and get some ideas. You could also ask other chapters if they have a video of their commissioning. However, you choose to celebrate, make sure you **do** celebrate.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

With all 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

- (). Hold a Division Chiefs Meeting
- (). Continue planning your recruiting drive.
- (). Mail your newsletter/update.
- (). 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.

Do not 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 do not recommend sending more than two. The same goes for inviting them to meetings; we suggest you call them three times, if they have not come to a meeting after three months, they are probably not going to, and you should not 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 crew members to prepare whatever food will be served. You will 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 enough time to make arrangements.

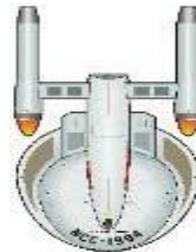
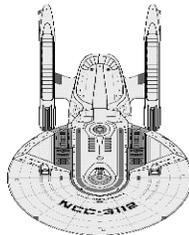
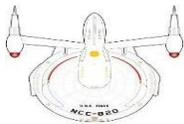
Now that those details are settled, you get to start planning the ceremony itself. Who will MC? Who will make speeches? We recommend you keep the speeches down to three people if possible and that each speech be 10 minutes or less. You do not want to bore your guests to death. If there will be a head 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 is nice if you make tent-style cards and put the name on both sides.

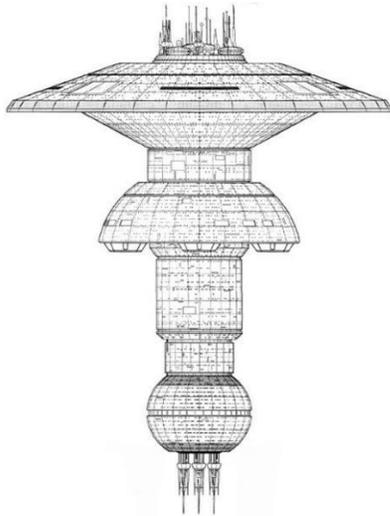
If you use paper tablecloths and candles, it is a good idea to place the candles in a dish of water. We have seen a centerpiece go up in flames. Some chapters provide crayons for guests to draw on the tablecloths and then give prizes for different categories of drawings. Often the prizes are the centerpieces.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

- () . Finalize date, time, place for your commissioning party.
- () . Hold the recruiting activity that you have been planning.
- () . 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, try something more relaxed. If you normally hold a formal business meeting, 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.

Upon commissioning as a new Chapter in STARFLEET, the Commanding Officer will announce their City of Charter to the Operations department with the prior written (or electronic) approval of the Regional Coordinator for the Region into which the City of Charter falls. Once a City of Charter is set, it cannot be changed under normal circumstances. If a Chapter does wish to change its City of Charter, circumstances detailing why a Chapter would like to change its City of Charter shall be submitted to the EC, who will have the authority either to allow or to deny the request.

If an established City of Charter is in a different Region than that in which the Commanding Officer actually resides, both Regional Coordinators need to be consulted and must submit their approvals before the EC can deliberate to approve or deny the request. Any case in which both Regional Coordinators involved do not authorize a City of Charter, the request is automatically disapproved. Only with a majority vote of the entire AB can this be overridden. It is strongly recommended that the CO/XO reside and serve within their City of Charter.

If they do not, then a clear statement as to why shall be submitted for approval to Operations and the RC. Deferral to a CO/XO within Charter residence is foremost.

Reasons for exception are as follows, but not limited to:

Due to life changes, the current CO/XO must move outside the City of Charter;
CO/XO participates to the satisfaction of the membership and RC within the City of Charter & Region;
Return of a founding member of the Chapter to leadership position with approval of the Crew.

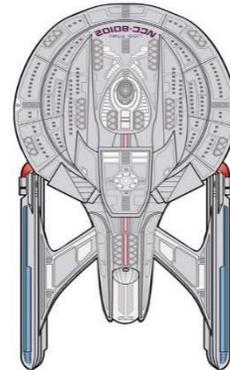
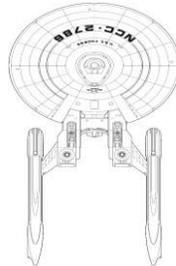
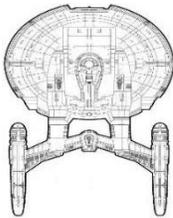
Reasons for non-approval are as follows and not limited to:

Inter-Chapter Conflict;
Intra-Regional Conflict;
Lack of onboard talent or participation by the membership

Month Seven Checklist

- (). Send invitations to all other chapters in the region for the commissioning.
- (). 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.
- (). Fill out and mail your commissioning VRR.
 - One (1) copy of the completed and fully approved VRR
 - One (1) copy of the DTS approval letter
 - One (1) copy of OTS and OCC certificates for the Commanding Officer and Executive Officer
- (). 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 have 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.

During all this hubbub of commissioning preparations, do not let the basics get lost. Mail out your newsletter/update. Hold a division chiefs meeting. Hold your regular meeting. And do not forget to send in that pesky little MSR.

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 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**

Notes _____

MONTH NINE

Yes, that's right. The nine months that you thought would not 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 and 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 is very easy in all the hustle and bustle to forget something or have something turn out other than expected. That is okay. It is 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 has been a lot of work, but hopefully, when you look back at the past nine months, you will see them as the beginning of an illustrious career as a STARFLEET chapter.

Amid all 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. Do not 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 have not 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

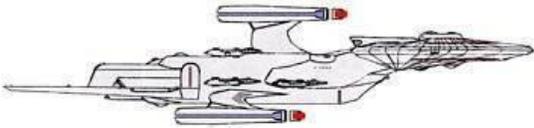
HOLD YOUR COMMISSIONING CEREMONY. YOU MADE IT!!!

HAVE A GREAT TIME, and don't forget to invite us!

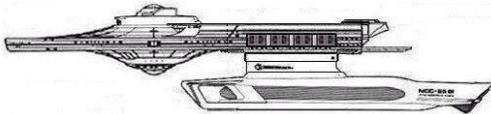
COMMISSIONING CEREMONY

Your commissioning ceremony will be the highlight of your Shakedown Cruise. Some chapters choose to make this a private affair with just their crew members. 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 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 crew members that helped take the chapter to this moment.



* 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 Regional Coordinator on your region to see if you can do that.

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.

You may send in articles and submissions to the STARFLEET *Communique* 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 is 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>



NOTES

SHAKEDOWN OPERATIONS COMMAND



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