

New Chapter Contract Instructions

for *Amtgard International Inc.*

In order to register as a new Amtgard chapter, you'll need to sign a contract with Amtgard International Inc. This contract lays out the responsibilities of both Amtgard and your new chapter, as well as an overview of our properties and trademark. Once signed by the organization, you'll have access to our [Online Record Keeper](#) (ORK) and our Wiki to help track your players, credits, and group history.

Filling The Form

For ease of submission, there's a digitally signable contract form available at amtgard.com

On page one:

1. Sign the day, month, and year that you complete this contract.
2. Write the name of your chapter (ex. *Mystic Meadows*.) Consider this carefully! You can change this later on, but you'll need to sign a new contract once you do.

On page two:

1. Write the name of your chapter.

On page five:

1. Write the name of your chapter.
2. Sign your full legal name.
3. If applicable, write your title. We're looking for the type of chapter officer you are as laid out by the [Freehold Corpora](#). If you haven't assigned officers yet, please leave this blank.

Submitting The Form

Completing a contract submission only requires a single person! You as your chapter's representative must also submit a piece of government issued ID matching the name on page five of the form.

For clarity of record-keeping, we only accept PDFs, scans, or high resolution photos of contracts. Photos should be taken from above with the contract on a flat, well-lit surface. This makes it easier to read contract details at a glance. Images of ID may be send in any file type, provided that the photograph and name are both clear.

Email both the form and the copy of your ID to contracts@amtgard.com. The contracts team will review your submission and contact you with next steps.

Welcome to Amtgard!

We're looking forward to meeting you!