

## Guide to Creating Your Prestige Log

Video guide: <https://youtu.be/OhRkGdqWJq4>

### Prestige log template

**Prestige** - A permanent reward system for your service to the club and to the charities we support.

Open the [Prestige log template](#). Select file, then make a copy. Save the file as [Your name][Your MES number] Prestige Log. For example, Josephine Martin US2009010106 Prestige Log. You will edit your copy, and you can close the original template tab.

Fill out the top portion. Your domain coordinator can provide your DC's membership number, email, the region, and domain code.

Member:			Direct Coordinator:	
Name:	Josephine Martin		Ethan Allistar	
Mem Number:	US2009010106		US2013022938	
Email:	<a href="mailto:partylasombra@gmail.com">partylasombra@gmail.com</a>		<a href="mailto:iheartspreadsheets@aol.com">iheartspreadsheets@aol.com</a>	
Street Address:	300 N Abyss Drive		Region:	North West ▼
City, State, Zip:	Seattle, WA, 98258		Domain Code:	WA-007-D

For the purpose of this guide, we will use a [sample domain prestige report](#). You may receive prestige from sources outside your domain, including the [MES website](#) or in the national, regional, or other domain coordinator reports.

Note: You cannot claim prestige on your prestige log until it has been reported by a coordinator.

First Name	Last Name	MES Number	Date	Category	Description	G	R	N	VIP
DC Staff									
Michael	Mason	US2007022087	05/31/19	AD ▼	ADC Website Admin	10	0	0	
Brenda	Bittersea	US2011023293	05/31/19	AD ▼	ADC List Mod	10	0	0	
Christian	Flemming	US2012021053	05/31/19	AD ▼	ADC Admin	25	0	0	
DST Staff									
				▼					
				▼					
VST Staff									
Cassie	Easton	US2009021788	05/31/19	AD ▼	Venue ST Cam/Anarch	30	0	0	
Brenda	Bittersea	US2002023293	05/31/19	AD ▼	Venue ST CoD-X	30	0	0	
Christian	Flemming	US2012021053	05/31/19	NA ▼	List Mod Cam-Anarch and CoD-X	10	0	0	
VST-Recommended Prestige									
Johnathan	Church	US2012034489	05/31/19	NA ▼	Narration	5	0	0	
General Prestige Awards									
Josephine	Martin	US2009010106	05/31/19	NA ▼	Setup/Cleanup for C/A	5	0	0	
Josephine	Martin	US2009010106	05/31/19	SS ▼	Purchased needed materials	30	0	0	
Josephine	Martin	US2009010106	05/31/19	NA ▼	4 hours game prep	20	0	0	
Jo	Harris	US2015096553	05/31/19	NA ▼	Setup/Cleanup for C/A	5	0	0	
Jo	Harris	US2015096553	05/31/19	SS ▼	Purchased needed materials	15	0	0	
Jo	Harris	US2015096553	05/31/19	NA ▼	4 hours game prep	20	0	0	

Next, fill in your prestige log with each prestige award. Every item should be on its own line.

The header explains exactly what needs to go in each section.

**Date:** This is the date to which the prestige worthy item was performed.

**Description:** Use the description your DC/RC/NC lists in their reports. This generally makes your prestige review an easier process.

**Category:** The categories for prestige are given in the prestige guidelines. Category and description should match up. Each category has a separate limit, so be sure you have the correct category listed. At the bottom of your prestige log, there is a tab titled “June 13-Present”. It lists all the categories for prestige and the limits.

**Awarded:** This is split into General, Regional and National prestige. This is what was actually awarded by the coordinator.

Date:	Description:	Category:	Awarded		
			G	R	N
			0	0	0
May-19	Setup/Cleanup for C/A	Game Support (max 50/mo) ▾	5	0	0
May-19	Purchased needed materials	Social Support (max 50/mo) ▾	50	0	0
May-19	4 hours game prep	Game Support (max 50/mo) ▾	50	0	0

**Usable Prestige:** Occasionally a member cannot claim all of the awarded prestige due to prestige caps or other limits. This is the prestige the member can actually claim as earned.

**Running Total:** The spreadsheet should calculate your running total based on the usable prestige entered.

**URL:** Enter the URL for the report (google sheet or website) for the awarded prestige. You may not claim prestige until it is reported by a coordinator or is officially listed on the MES website. Any prestige associated with a blank URL entry may be removed during an audit, unless a report can be located to show evidence of the prestige award.

If the prestige report has multiple month tabs at the bottom, click the url window at the top, rather than the “share” button to capture the URL. This will copy the correct month tab into the URL.

Usable Prestige			Running Total			TOTAL	URL that links to the report where the prestige was awarded -OR- add the title of the report in which the award was made.
G	R	N	G	R	N		
0	0	0	0	0	0	0	

## Types of prestige

**General** prestige is awarded by the DC and is found in the domain prestige reports.

**Regional** prestige is awarded by the RC and is found in the regional prestige reports.

**National** prestige is awarded by the NC and is found in the [National Coordinator report](#).

## Advancement in Membership Class

**MC - Member Class** - MC levels are hallmarks on your path as a member of the MES, marked by achievement of certain requisite levels of prestige.

Every member starts at MC 1. Once you have enough prestige to increase to MC 2 (100 general prestige), click the arrow beside Target MC, and select 2. The sheet will automatically pull the prestige totals from the cells below. National prestige may count towards regional and general prestige, and regional prestige may count as general prestige.

Current MC:	1		
Target MC:	2		
	GEN	REG	NAT
Current Prestige	0	0	0
Target Prestige	100	0	0
Left to Target	100	0	0
INSUFFICIENT		TOTAL:	0

The first row is current prestige. Second row is target prestige. The third row is Left to target. When you are sufficient in prestige, it will say SUFFICIENT in green letters.

Current MC:	1		
Target MC:	2		
	GEN	REG	NAT
Current Prestige	105	0	0
Target Prestige	100	0	0
Left to Target	-5	0	0
SUFFICIENT		TOTAL:	105

When your MC log shows sufficient prestige to advance to the next MC, share your prestige log with your domain coordinator. The DC will verify your log, and help you to the next step of MC advancement.

## Links

Video: <https://youtu.be/OhRkGdqWJq4>

Prestige system: <https://volunteer.mindseyesociety.org/>

Sample Domain Prestige Report:

<https://docs.google.com/spreadsheets/d/1rycCTuvRCmrW0COg2DpkRVJ7bMPKOXR4TLnqmGrB1s/edit?usp=sharing>

Prestige log template:

[https://docs.google.com/spreadsheets/d/1cT\\_hK-iGssCDPZU2o9fTL\\_eOWctN9IEz1-QxLX1JaLk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1cT_hK-iGssCDPZU2o9fTL_eOWctN9IEz1-QxLX1JaLk/edit?usp=sharing)

Membership Class: <https://volunteer.mindseyesociety.org/prestige/membership-class/>

National coordinator reports: [https://drive.google.com/drive/folders/0B3qgNAgRK\\_OeWDNydjZVUEdLU0k](https://drive.google.com/drive/folders/0B3qgNAgRK_OeWDNydjZVUEdLU0k)

MES website prestige: <https://volunteer.mindseyesociety.org/prestige/prestige-awards/>

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