



# The Mercenary Guild Contracting Manual v1.2

## WHAT IS CONTRACTING

The Mercenary Guild utilizes a system of “Contracts” to promote a sense of community, build comradery, and better the individual in fun and exciting ways. Points earned through the Contracts system are used towards promotions and awards.

Contracts Department is always looking for new contracts and is open to new contract ideas

Members should contact the Contracts Department for any questions regarding what does and doesn't qualify for contracts.

Remember everything must be documented.

The most recent version of this manual can be found [HERE \(PDF\)](#).

Contract Administrative Rulings can be found [HERE \(Doc\)](#).

## Contract Length & Bonuses

To fulfil a contract, a number of points in that contract is needed. This is the Contract Length. All activities within a Contract, unless otherwise noted, count towards this. The Contract Length is the base points earned by a contract. In addition to the base points earned, completing a contract earns bonus points. The total points earned by a contract add together then Contract length/base points and the completion bonus. Example: A member has (12) points of activity in Contract 103. The contract has a Contract Length of (8) points and bonus of (2) points. This member has enough points to complete the contract (8) and has (4) points of activity remaining for them to use on their next Contract 103. They will earn the (8) base points plus (2) bonus points for a total of 10 promotion points.

# TYPES OF CONTRACTS

Contracts are divided into categories which determine how the contract is executed and when the contract is available. The three-digit number in front of each contract name is the Contract Code, which is used for reference.

## STANDING CONTRACTS

Standing Contracts are contracts which are perpetually open with no start or end date associated. Most can be completed multiple times.

### **(101) Community Service Contracts:**

Description: We are all part of our communities and should give back to help others. The Mercenary Guild encourages its members to give back through community service.

- **Individual Contracts:** (1) point is earned for every hour of verified community service. Examples of activities include, but are not limited to, volunteering at: homeless shelters, animal shelters, Vet centers, "soup kitchens", food pantries, environmental cleanup, charity building programs (like habitat for humanity), etc. Blood donations: Donating blood to a blood bank counts as 1 hour of community service, regardless of how long the actual donation takes. The key is selfless service to the community. Activities and time which a person receives compensation for do not count, though receiving reimbursement materials etc is allowed. Activities such as political campaigning and religious canvassing do not count.
- Contract length: (5) points and earns (4) additional points for each Completed Contract.  
Documentation: Letter or time sheet from sponsoring organization activity supervisor.
- **Unit Contracts:** Chapters can complete community service contracts too. Chapter contracts include hosting events like food drives, holiday toy drives, blood drives, charity fundraisers, etc on behalf of TMG. Members actively participating in a unit contract earn (3) points participation in a short term events (less than a week like drives at conventions and charity auction events) and (6) points for participation in long term events (like item/food drives lasting more than one week). Participation includes activities like setup and collection of drive items, manning tables/booths specifically for the drive (working a fantable with a charity/drive donation doesn't count), or delivering physical drive items to the charity. Member donations to the drive itself does not count as participation.
- Contract length: (6) points and earns (4) additional points for each Completed Contract.  
Documentation: Letter from sponsoring organization activity supervisor.

### **(102) Emergency Training Contracts:**

Description: Training to help better ourselves for our community.

- First Aid+CPR (combined): (5) points for the current certification, (3) points for the further renewal.
- Advanced First Aid certification (5) points for the current certification, (3) points for the further renewal.
- Red Cross training: (2) points per CEU equivalent completed.
- FEMA ICS: (2) points per CEU completed.
- CERT: In addition to ICS classes taken, a CERT certification (or FEMA recognized equivalent, NET, ETC) earns (4) points plus a (2) point bonus for volunteering on an active team. Volunteer training time on a team is calculated under "Other Safety & Emergency Training:".
- Amateur Radio: (5) points per initial (or current) license level earned (Tech, General, Extra; and the foreign equivalents of), (3) point per follow-on renewals.
- Other Safety & Emergency Training: (1) point per 10 hours (or equivalent) of course time for courses and certification not listed above. Only the most current training or certification counts,, only training time/coursework with a specific focus on life saving skills counts. Professional First Responder training will be evaluated on a case by case basis.
- Instructor Bonus: (1) point is earned per (2) hours time a member serves as an instructor in safety and emergency preparedness. Instructor time as part of paid employment does not count.

Contract length: (8) points and earns (4) additional points for each Completed Contract.

Documentation: Copies of certificates, licenses or transcripts; links to entry in license databases (ie: Amerture Radio/FCC), instructor letter.

### **(103) Information Courier Contracts**

Description: This fan group is based on books, so spread the love. A book may only be counted in one category below:

- (1) point is earned per Four Horseman Universe book (4HU main books, official 4HU anthologies and side books);
- (1) point is earned per "Colonel's Reading List" book;
- (1) point is earned per 1000 pages read of books with a primary focus on leadership, and military, mercenary, and pirate history;
- (1) point is earned per 1000 pages read of Chris Kennedy Publication books
- (1) point is earned per 2000 pages read of all other books. Books may only be counted in one category. E-books and alternate formats will use the page count listed on amazon.com.

Contract length: (8) points and earns (2) additional point for each Completed Contract.

Documentation: Book List: Date finished, Author, Title, ISBN/ASIN, Page count (for e-books and audio books, regardless of source, used page count for the "Mass Market Paperback" version of the book found on Amazon as available), and category of book (4HU, COL Reading List, leadership Mil & Merc History, CKP Books, all other).

#### **(104) Tactical Sim Training Contracts:**

Description: Friends that game together...

- In person games: (1) point is earned per (4) hours played of Rules of Engagement
- (1) point is earned per (8) hours played of any other in person game
- Online: (1) point is earned per 15 hours of gametime played. Games must be multiplayer and played with at least one other TMG member.

Contract length: (8) points and earns (2) additional point for each Completed Contract.

Documentation: In-person games: game date, member ID# and chapter of another participant. Online gaming: game, session date, hours played (decimals ok), and member name and ID# and chapter of another participant.

#### **(105) Recruitment Contracts:**

Description: Meet new people, make new friends.

- (1) point is earned per new member recruited into TMG (regardless of chapter they join). The new recruit will need to confirm this recruitment.
- (2) points are earned for directly helping to start an entirely new chapter. Directly helping means they guided the new chapter to being put together. For example, helped decide on a name, helped with ideas on type of chapter, helped encourage starting members for the chapter, or any other action that directly and beneficially affected the creation of the chapter where it was not this person's job to do so. The earning member can not be part of the new chapter.

Contract length: (5) points and earns (4) additional points for each Completed Contract.

Documentation: Recruit: Name, contact information (email/phone number), member ID# and chapter of the new recruit. New Chapter: statement from new Chapter Commander or Mercenary Council/Staff certifying assistance.

#### **(106) Convention Operations Contracts:**

Description:

- (1) point earned for directly supporting TMG operations at a convention. This includes activities like manning shifts for the TMG fan table or manning a TMG support facility (wardroom, etc). This also includes activities which do not require a physical presence at a convention like coordinating operations (coordinating activity staffing, group dinners, etc).
- (2) points are earned for representing the TMG while contributing to the convention programming and activities. This includes things such as participating as a panel member and hosting or coordinating an activity (discussion, workshop, games, etc).
- A Member may only earn points once in each category per convention

Contract length: (6) points and earns (4) additional points for each Completed Contract.

Documentation: Name, date and location of event with statement from a (2) other members, or a Chapter Commander or Mercenary Council/Staff certifying assistance; or copy of name in event programming.

### **(107) Convention Support Contracts:**

Description: Conventions don't run themselves.

- (1) point is earned per 4 hours of at-convention volunteer support provided to the convention.
- (4) points is earned for serving as part of the convention's staff (this means being on the con's staff before/after the convention).
- Additionally, (2) point can be earned for serving on a convention's senior staff (chair, department heads, etc).
- This is in addition to the points earned from Convention Operations Contracts.

Contract length: (8) points and earns (4) additional points for each Completed Contract.

Documentation: Name, date and location of event with statement from convention staff, a Chapter Commander or Mercenary Council/Staff certifying assistance and number of hours volunteered; or copy of name and staff position in event programming.

### **(108) Diplomatic Security Contracts:**

Description: Diplomacy across the Fandoms.

- (1) point is earned for attending another fandom's event while representing TMG in uniform.
- (3) points are earned for helping coordinate and/or run a inter-fandom event while representing TMG for said event. Examples include multi-fandom summits, fandom specific events/conventions, and standalone events hosted by another fandom (formal dinners, group outings, etc).

Contract length: (5) points and earns (2) additional point for each Completed Contract.

Documentation: Attending Events: Name, date and location of event with statement from (2) other members, or a Chapter Commander or Mercenary Council/Staff certifying attendance in uniform, or Photo or video evidence for event attendance. Coordinating Events: Name, date and location of event with statement from another event staff, a Chapter Commander or Mercenary Council/Staff certifying coordinating activities.

## **GARRISON DUTY CONTRACTS:**

Garrison Duty Contracts are a type of revolving short term contracts for chapters. At the beginning of each calendar quarter, the Contracts Department will select a contract for Chapters to work towards during that quarter. Activities from these contracts must be completed within the calendar quarter the Garrison Duty Contract is open. The Contracts Department will post more detailed rules prior to the opening of the contracts. Promotion points are earned by each member of a chapter regardless of participation. (Contract code 2##)

### **(201) Field Training Exercise:**

A Chapter must host at least ten (10) activities within the contract period. Examples of Chapter activities include movie nights, group gaming, cookouts, sports outings, museum trips, nerf wars, etc. To qualify, the activity must be attended by a minimum of half of a chapters members rounded up (Example a chapter with 5 members would need 3 (2.5 rounded up) members present).

A completed contract awards (4) points with a combat bonus of (1) point for each additional (3) activities hosted.

**Documentation:** For each activity, the Chapter Commander will need to submit the Current chapter member count, the activity, its date and location and the names and member ID# the participants..

### **(202) Ceremonial Guard Duty:**

Sometimes looking good is as important as fighting good. At least half of a Chapter's members (rounded up) must have a complete approved Chapter, Guild Cadre, or authorized cosplay uniform.

A completed contract awards (6) points with a combat bonus of (1) point for each chapter member who completes their first uniform during the contract period.

**Documentation:** The Chapter Commander will need to submit the current Chapter member count and for each participating member: name and member ID#, name/type of uniform, and photograph of the member in uniform.

### **(203) Land Nav Training:**

Helping to keep the LT from getting lost. Chapters locate and log geocaches. Chapters need to locate (15) caches with at least half (rounded up) of the Chapter's members participating (each individual cache of a multi cache counts as one cache). Members will need to sign up for a free account with GEOCACHING.COM, This is used to track finds.

A completed contract awards (5) points with a combat bonus of (1) point for each additional (4) caches located.

**Documentation:** The Chapter Commander will need to submit the current Chapter member count, and for each located cache submit: date found, cache id and link, and the names and member ID# the locators.

#### **(204) Information Acquisition Operations**

Knowledge is some part of the battle. "If you know the enemy and know yourself, you need not fear the result of a hundred battles" -Sun Tzu . "By reading, you learn through others' experiences, generally a better way to do business." -Secretary James Mattis. Chapters read books, the more the better.

At least half (rounded up) of the Chapter's members must participate. The Chapter as a whole needs to read a number of pages based on the following formula: 2500 pages times half (rounded up) the number of the Chapter's members (example: a chapter with 9 members (half of 9 is 4.5 rounded to 5) would need  $2500 * 5 = 12,500$  pages). A book may only be counted in one category below.

- 4 Horseman Series book (4HU main books, official 4HU anthologies and side books); books are worth triple the page count
- "Colonel's Reading List" books; books are worth double page count.
- Books with a primary focus on leadership, military, mercenary, or pirate history; Must be non-fiction. books will be counted at normal page count
- CKP books will be counted at normal page count
- Other books otherwise not covered will be counted at half page count

A completed contract awards (5) points with a combat bonus of (1) point for each additional chapter member above the minimum that participates.

Documentation: The Chapter Commander will need to submit the current Chapter member count and for each participating member: Book List: Date finished, Author, Title, ISBN/ASIN, Page count (for e-books and audio books, regardless of source, used page count for the "**Mass Market Paperback**" version of the book found on Amazon)

#### **(205) Armor Qualifier Course**

Mount up and tread heavy on through the fields.

Chapters need to clock time playing World of Tanks (and WoT Blitz), World of Warships (and WoWS Blitz), or MechWarrior Online. At least half (rounded up) of the Chapter's members must participate. The Chapter as a whole needs to accumulate a number of game play hours based on the following formula: 25 hours times half (rounded up) the number of the Chapter's members (example: a chapter with 7 members (half of 7 is 3.5 rounded to 4) would need  $25 * 4 = 100$  hours). Games must be played with at least one other TMG member (does not need to be a chapter member though). Hours may be tracked concurrently with Contract 104 Tactical Sim Training.

A completed contract awards (5) points with a combat bonus of (1) point for each additional chapter member above the minimum that participates.

Documentation: The Chapter Commander will need to submit the current Chapter member count and for each participating member: name and member ID#, the games, session dates, hours played (decimals ok), names and ID#s of other member players.

## SHORT TERM CONTRACTS

Short-term Contracts have a limited duration with a set start date and end date. These usually have a specific set of tasks as criteria for contract completion. The Contracts Department will post detailed information about the contract prior to its opening. (Contract code 3##)

## SPECIAL CONTRACTS

These are high priority contracts from special sources (such as the Horsemen) with special goals and special pay. (Contract code 9##)

# Contracts and Promotion Points

Contracts are the primary way of earning promotion points. Completing a contract earns a number of promotion points per activity plus a bonus for completing a contract.

- Example 1: Community Service Contract: a member volunteers at their local animal rescue for a total of seven hours. This contract is five points in length, at one point per hour volunteered. Having meet the five point requirement, the two extra hours are saved for the next contract. This member earns five promotion points plus two points for the completion bonus for a total of seven promotion points for this contract
- Example 2: Information Courier Contract: A member has read the following books:

4HU books	2 books	2 points
COL's Reading List	2 books	2 points
Leadership/military history	2000 pages	2 points
All other books	4000 pages	2 points
	Total:	8 points

This member earns 8 promotion points plus 2 points for the completion bonus for a total of 10 promotion points for this contract.

- Example 3: Convention Support Contract: A member volunteers twelve hours at convention A. They serve on staff and volunteer 8 hours at convention B. They serve on staff as Marketing Chair and volunteer 16 hours at convention C. The member earns 3 points (1 per 4 hours) at con A, 6 points (1 per 4 hours, plus 4 for staff) for con B, and 10 points (1 per 4 hours, plus 4 for staff, plus 2 for chair); totaling nineteen points. As the contract only requires eight points the remainder should be carried over for the next contract. This member would complete two contracts with 3 points remainder. This member earns sixteen promotion points plus eight points for the completion bonus for a total of twenty four promotion points for this contract



# Contract Administration

## DOCUMENTATION

Listed in each contract is the form of documentation which must accompany the Contract Completion Certification.

### Documentation requirements

- **Observer Statements:** Statements from observers are useful for activities where the member is operation outside of The Mercenary Guild structure. Examples of this include activities like working for a charity or staffing a convention where another Guild member is not present to verify participation. Statements can be physically written or as an email. Physical statements should be submitted as a scan or photo. Statements should be written by someone who supervised or oversaw the member. The writers name , position, and contact information should accompany the statement.
- **Group Activities:** For activities in which multiple Guild members are present (such as chapter meetings, in person games, conventions, etc), the following information is needed for at least one other member to verify participation: name, TMG member #, contact information. It is preferred the other member be part of a chapter Command Team or higher echelon staff if possible.
- **Pictures of activities:** When submitting pictures of activities, like uniform creation, include the date the picture was taken, name(s) and member # (if possible) of those in the picture, and a short description of the purpose/activity of the picture.
- **Book page counts:** Documenting books read requires the following, date the member finished reading the book, book author, title, ISBN/ASIN, page count and category of book (4HU, COL Reading List, leadership Mil & Merc History, all other). Books must have had a physical printing to count. To determine page count for e-books and audio books, regardless of source, use page count for the “Mass Market Paperback” version of the book found on Amazon. If a mass paperback is not available use “paperback”, then hardcover if no paperback is available. Partial books read don’t count, so finish reading it before including it.

## REPORTING

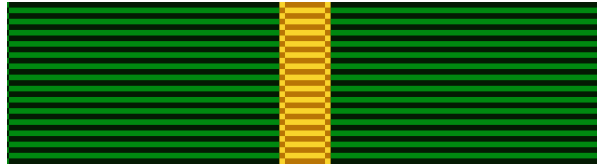
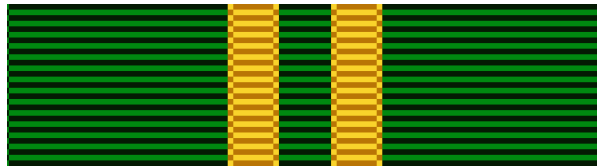
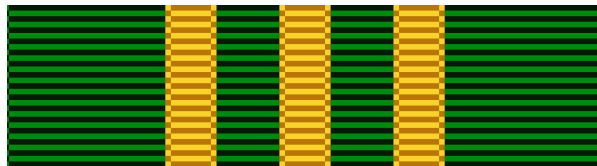
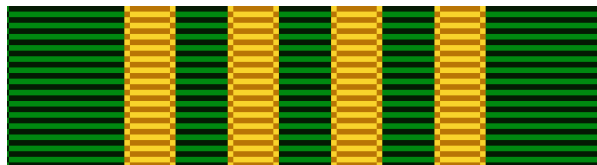



After completing the required activities for a contract, the information needs to be submitted to the Guild Contract Department for evaluation. Do not submit activities until the requirements for the contract are met.

To submit contract activities for evaluation, follow these steps:

- Prep the documentation. Ensure all activity information is correct. A Google Sheets is available to assist in documenting.
- Email the information to the Contracts Department at [4hu.contracts@gmail.com](mailto:4hu.contracts@gmail.com). Please include your TMG registered Name and member ID#, and the contract you are requesting evaluation for.
  - Attach any documentation to the email. If using a Google Docs or Sheets, please “send as attachment” ([See here](#)) or download the file and attach as normal. This ensures the original file does not get altered.
  - Only include information on activities for the current contracts being evaluated. Activities used on previous activities have already been counted and logged. Extra activities not needed to complete the current contract may get lost in the paperwork shuffle.
  - If this contract would satisfy the criteria for a Contract Award, please note this for the evaluating official.
- The Contracts Department will evaluate the documentation. They may request additional information from the members involved.
- If the contract is determined to be complete, the Contracts Department will issue a Contract Completion Notice and enter it into the records. If the contract is not completed, the Contracts Department will notify the member of the deficiencies for correction and resubmittal.

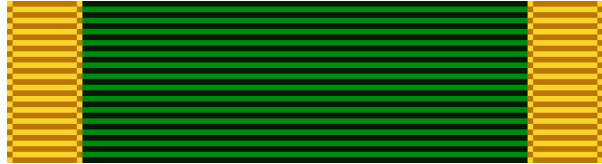

## CONTRACT AWARDS

The following ribbons are issued for the completion of a certain number of contracts. Upon completion of the requisite number of contracts, The Contracts Department will issue certificate authorizing wear of the appropriate ribbon. When submitting a contract for completion, please notify the Contracts Department if the contract also satisfies the requirement for a ribbon. Contracts can get busy and may overlook the contract count for ribbons. Only the highest Contract Completed Ribbon is worn.

Number of Contracts:	Ribbon:
1st Contract Completed	
10th Contract Completed	
25th Contract Completed	
100th Contract Completed	
<p>Service stars: a bronze star represents an additional 50 completed contracts, a silver star is worn in lieu of two bronze stars, gold star is worn in lieu of four silver stars. Service stars may be mixed with senior/higher stars to the viewers left.</p>	<p>Examples:</p>   

The following are awarded based on the contract count from the previous calendar year

- High Contract - Individual: This is awarded to the member with the most contracts complete.
- High Contract - Unit: This is awarded to the unit with the most contracts per capita. Each member of the unit awarded this is authorized to wear this ribbon.

Award:	Ribbon:
High Contract - Individual	
High Contract - Unit	
<p>Service Stars: A bronze star represents one additional award, a silver star is worn in lieu of five bronze stars, a gold star is worn in lieu of five silver stars.</p>	

# Resources

## **Individual and Unit Contract Tracking Sheets**

### **Contract Administrative Rulings**

[Red Cross Training Programs](#)

[FEMA Independent Study Program](#)

[Community Emergency Response Team \(CERT\) Information](#)

[Amature \(HAM\) Radio License Information](#)

[Colonel's Reading List](#)

[Geocaching.com](#)

[World of Tanks](#), [World of Tanks Blitz](#), [World of Warships](#), [World of Warships Blitz](#)

[MechWarrior Online](#)