



## **Introduction**

Welcome to the 2024 edition of the STARFLEET Corps of Engineers (SFCoE) manual. This publication is intended primarily for members of the SFCoE, which is an auxiliary department of STARFLEET: The International Star Trek Fan Association, Incorporated, though anyone with an interest in our part of the *Star Trek* universe is invited to learn about who we are and what we do.

### **What is STARFLEET?**

STARFLEET is a non-profit corporation chartered in the state of North Carolina in the United States that is dedicated to uniting the fans of *Star Trek* and pursuing the future envisioned by Gene Roddenberry as depicted in the *Star Trek* television series and movies.

You can view their website [here](#).

### **Why is STARFLEET Sometimes in Uppercase and Sometimes in Lowercase?**

STARFLEET, in uppercase, refers to our fan organization. Starfleet, in lowercase, refers to the fictional organization, as seen in the movies and TV episodes. So when you see the phrase STARFLEET Corps of Engineers, we are talking about the fan club.

### **What about my Personal Information and Data Protection?**

The SFCoE diligently follows the STARFLEET's privacy and data protection policies regarding the distribution, use, security, and retention of all member information. A complete outline of STARFLEET's policies can be found on the organizational website [here](#), and our data protection policy can be found [here](#).

# What is the STARFLEET Corps of Engineers?

## Introduction

The mission of STARFLEET Corps of Engineers is simple: to serve as an advisor, assist in production and act as a resource for the members throughout STARFLEET.

We are the doers and makers of STARFLEET. Need a new logo for your ship? Talk to us. Looking for help with your chapter website? Talk to us. We have several departments that specialize in Graphics, 3D printing, costuming, we even have an AV department that can assist. If you need it, talk to us.

On the other hand...

Do you like doodling Trek starships or Klingon warbirds and making fascinating backstories for them, or do you prefer to model and render them in 3D programs? Are you wanting to make fleet websites and learn how to build and maintain those websites? Is your thing 3D printing phasers and other props and showing them off? Or are you more into making costumes and attending conventions? Is creating cool podcasts more important to you? If any of these sound like a good time, the STARFLEET Corps of Engineers needs you!

We are looking for crew that can do any of these things and more and who want to contribute to the SFI fleet at large. If this sounds like something you would like to do, then head over to [Volunteer Resources](#), set the dropdown box to STARFLEET Corps of Engineers, and see what we have on offer for you. All you need to bring is a little of your time and talent, and to contribute regularly.

The only thing missing is YOU!

[Join the STARFLEET Corps of Engineers](#)

**We make the impossible happen.**

## Structure

The Corps have a director (Chief of Engineers) that reports to the Director of STARFLEET Auxiliary Services (DAS) who in turn reports to the Commander, STARFLEET (CS)

Corps departments have a director and deputy director that report to the Chief of Engineers. The department directors oversee the day to day running of each department and allocate tasks as required or directed by the Chief of Engineers.

## Our Departments

Each of our internal departments is led by a department head and a deputy (where possible) to assist with any needs the departments may have. They are the department's champions to the Chief of Engineers.

### 3D Modelling and Print

Our 3D crew are basically the replicator techs of SFCoE. They bring to life designs that were originally only graphics, giving us 3D real-world art. They may occasionally create items for SFI itself (material costs reimbursed if made for official purposes). They may also assist auxiliary groups, Regions, and Chapters for content creation purposes.

#### Skills Needed:

- Knowledge and experience in creating and printing 3D items.

### Art (Now part of Art/ Graphics)

Visual artists - painters, sculptors, people skilled in vinyl sticker creation, high quality printing experts - these are all a part of our art department. Makers of masterpieces, they will occasionally create items for SFI itself (material costs reimbursed if made for official purposes). They may also assist auxiliary groups, Regions, and Chapters for content creation purposes.

#### Skills Needed:

- Knowledge and experience in creating art (such as paintings, digital art prints, vinyl stickers, etc.).

## **Costuming**

If you need costumes, costume references, patterns for costume creation, or even a tribble friend, costuming is the department to check. These skilled tailors regularly put things like this together, including occasionally creating items for SFI itself (with material costs reimbursed if made for official purposes). They may also assist auxiliary groups, Regions, and Chapters for content creation purposes.

### Skills Needed:

- Knowledge and experience in costuming (costumes, costume sections, uniforms, embroidered patches, tribbles, etc.).

## **Graphics** (Now part of Art/ Graphics)

Every ship and department in SFI needs a logo. Maybe even a banner for a website, some nice new graphics for a newsletter layout, branding ideas, or anything else you can think of that'll help the SFI experience look nicer - graphics department is here to help. They create content for SFI as a whole, and may also assist auxiliary groups, Regions, and Chapters for content creation purposes.

### Skills Needed:

- Knowledge and experience in creating vector graphics and logos.

## **Props Non 3D**

Let's face it, we've all wanted to hold a phaser and sit in a captain's chair. Some of us may even want a whole transporter pad somewhere in our houses, and that's okay - There's a reason we're in SFI, after all. Look no further than the Props department if you need some of this stuff, or at least a good idea how to create it for yourself. They occasionally make items for SFI (costs reimbursed if made for official purposes). They may also assist auxiliary groups, Regions, and Chapters for content.

### Skills Needed:

- Knowledge and experience in creating physical props (such as Klingon weapons, captain's chairs, etc.).

## **Web Development**

You like websites. So does the webdev department. They like websites a lot, and they're here to make them, roll them out, and update them. Content creators with skills in various different platforms and methods, the webdev department helps to create content for SFI as a whole. They may also assist auxiliary groups, Regions, and Chapters for content creation purposes.

### Skills Needed:

- Knowledge and experience of any of the following: website creation, WordPress, SquareSpace, Wix.