## How to start a new Pound

## Requirements for a New Pound

- What are the requirements to start a new Pound?
- Submit the Application for a New Charter (Next Slide shows the Application Form).
- What the Application must Contain:
- 7 Signatures of which 5 of them must be from DD's or PDD's
- If dues are due for any of the Charter Members; a Transmittal must be submitted along with the proper dues along with the Charter Application.
- Pay the Charter Fee of 20 Big Bones (\$20.00) plus any dues (Check or Money Order Only, no cash or credit cards). This is Payable to the Kennel.

## Charter Application

- Make sure all blanks are filled in where required by the Pound:
- Remember, when the Charter Application is submitted it must have at least 7 signatures and 5 of them must be of Dogs who are Devil Dogs or Pedigree Devil Dogs.
- Fill out a Transmittal form for those members signing and state their Full Names, Degrees, Dog Tag numbers and addresses for each.
- The application is accompanied by a 20 Big Bone Payment and any dues owed by the members joining the Pound.
- Check or Money Order Only, do not send cash.



### WILLIANI UNDER UI UIC DE VIL DUGO **CHARTER APPLICATION**



(Pack)	(Date)
ertify that we are respectively in good s	the Military Order of the Devil Dogs, do hereby standing in the Order and we herewith make this, CHARTER to the contemplated Pound to be Detachment, Marine Corps League
ac., at LOCATION OF POUND	, STATE NAME
(city)	(state)
lease issue the Charter in the name of	
, -	STATE NAME .
(city)	(state)
DO NOT WRITE IN THIS SPACE Recommendation:	RESPECTFULLY SUBMITTED
Approved ( )	APPLICANTS SIGNATURE
Not approved ( )	APPLICANTS SIGNATURE
Worthy Pack Leader	APPLICANTS SIGNATURE
	APPLICANTS SIGNATURE
Reviewed by: ( )	APPLICANTS SIGNATURE
Hon. Division Vice Chief	APPLICANTS SIGNATURE
Recommendation:	APPLICANTS SIGNATURE
Approved ( ) Not approved ( )	APPLICANTS SIGNATURE
	APPLICANTS SIGNATURE

INSTRUCTIONS: This application must be submitted in triplicate to the Worthy Pack Leader for endorsement and forwarding of COMPLETE FILE to the Hon. Division Vice Chief; who will endorse and forward to the Hon. Kennel Dog Robber. The Hon. Kennel Dog Robber will ensure compliance of applicants standing in the Order and Pound name. This application must be accompanied by a Charter Fee of \$20.00 (By check or money order, payable to Kennel MODD); signed by seven (7) members of the Order, five or more of whom shall be Devil Dogs or Pedigree Devil Dogs and a list, in triplicate, giving name, address, and license number of all applicants. Applicants must be in good standing, both in the Marine Corps League and the Military Order of the Devil Dogs. Remittance can accompany application to place applicants in good standing in the Order and must include dues for the current year. When application is granted, the original will be returned by the Honorable Chief Devil Dog, a copy filed with the Hon. Kennel Dog Robber and a copy filed with the Worthy Pack Leader.

**Applicants** 

DDFORM 83-4 (revised 2005) CUse without permission is not authorized

Hon, Kennel Dog Robber

### Membership Dues Transmittal

- Transmittals have 6 lines per form and therefor at least 2 Transmittals are required for the minimum 7 names
- For Instructional Purposes only, there is only one transmittal showing 6 names; the 7th and any additional members would be shown on subsequent accompanying Transmittal forms.
- If more than one Transmittal is created, the total number of transmittals Numbers should be addressed i.e "1 of 2"
- Subtotal each separate Transmittal and only total the last Transmittal by carrying all subtotals over. i.e. if Page 1 has 60 Big Bones (\$60.00) as a subtotal to Kennel and Page 2 has 10 Big Bones (\$10.00) as a subtotal, the Total To Kennel = 70 Big Bones (\$70.00) (The same rule applies to the Pack)



### MILITARY ORDER of the DEVIL DOGS

### MEMBERSHIP DUES TRANSMITTAL



Report all dues on this form – see instructions below. Full information must be provided on each member reported. When reporting new members, without dog tag numbers, enter the date of initiation in the <u>date of initiation/birth block</u>. For Life membership enter member's date of birth in the <u>date of initiation/birth block</u>. Be sure to include each member's current MCL card number in the block provided. Only regular members of the Marine Corps League, in good standing, are entitled to MODD membership.

From: Dog Robber of:			Pound # 0000	Da	te
To: Kennel Dog Robber			Date of birth and MCL lif	e member # are requi	red for life membership
Via: Worthy Dog Robber N	AME OF PACK	DOG R	OBBER STATE NAM	ME Pack Transmitta	ıl #_2020-1
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG #	MCL#	Date of initiation/birth
McFLY	MARTY	Т	PDD 15-123	742122	
STREET ADDRESS (or PO BOX	()		CITY	STATE	ZIP + 4
1234 S. LINE ST			MORGANTON	NC	12345
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG #	MCL#	Date of initiation/birth
BROWN	EMITT	L	PDD 15-124	742125	
STREET ADDRESS (or PO BOX	()		CITY	STATE	ZIP + 4
4321 N. WALL ST			MORGANTON	NC	12345
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG #	MCL#	Date of initiation/birth
STARK	TONY	M	PDD 15-126	742558	
STREET ADDRESS (or PO BO)	()		CITY	STATE	ZIP + 4
2234 W. SIDE ST			HICKORY	NC	54321
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG #	MCL#	Date of initiation/birth
ROGERS	STEVEN	S	PDD 15-127	749963	
STREET ADDRESS (or PO BO)	()		CITY	STATE	ZIP + 4
1776 AMERICA ST			LONGVIEW	NC	12356
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG #	MCL#	Date of initiation/birth
STREET ADDRESS (or PO BOX	()		CITY	STATE	ZIP + 4
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG#	MCL#	Date of initiation/birth
STREET ADDRESS (or PO BO)			CITY	STATE	ZIP + 4

	NEW MEMBERS @	§ \$10.00	0.00
	NEW MEMBERS @		0.00
4	(1 March - 31 Augus RENEWALS @ \$10		40.00
	REINSTATEMENT	S @\$2.00/YR	0.00
	LIFE MEMBERSH	IP \$125 / \$150	0.00
	TOTAL TO K	ENNEL	40.00
Am	ount received	by	

KENNEL DHES

CHECK# 1234

PACK DUES	CHECK#	4321	I hereby co
NEW			of them ca League me
4_RENEWA	LS	16.00	Pound Dog
REINSTA	TEMENTS		Address
тот	AL TO PACK	16.00	EMAIL AD

I hereby certify that the above have paid for the current year 2020 and that each of them carries the paid up Marine Corps League membership card identified above.

Pound Dog Robber NAME

ADDRESS

IAIL ADDRESS

Email:

Pound Dog Robber – Retain last copy. Mail remainder with separate check(s) or money order(s) to cover Pack and Kennel dues to Pack Dog Robber (or to Kennel where no Pack exists).

Pack Dog Robber - Retain bottom copy. Forward remainder to Kennel Dog Robber with appropriate

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# Filling Out the Installation Report

- Please Print Legibly, typing is preferred.
- If the unit has an Incorporation Number, include the Incorporation Date and Number.
- Fill in ALL sections with complete and accurate information.
- The Installing Officer MUST Sign the Installation Report.
- The Pound is to retain one last copy, all other copies are forwarded to the Pack (if a Pack exists).
- The Pack will retain the bottom copy and forward all others to the Kennel, the Kennel will send one copy to the Division Vice Chief Devil Dog.

### Military Order of the Devil Dogs, Inc. Pound and Pack Officers Installation Report



(Please print legibly or type)

( reace p eggs, o sype)			
FISCAL YEAR	PACK State Pound Number POUND # Incorporation Number Inc # Here Last 990N Filing Date 02/16/2020		
Pack Leader or Pound Keeper Name: <u>Tony Stark</u> Address: <u>1234 W. SOUTH ST</u> <u>MORGANTON, NC 12345</u>	Dog Robber Name Steve Rogers Address 1776 AMERICA AVE LONGVIEW, NC 12346		
Phone Number 828-555-1212 Degree/Tag Number PDT 15-126 Email: INSERT EMAIL ADDRESS	PhoneNumber 828-555-1234  Degree/Tag Number: PDD 15-127  Email: INSERT EMAIL ADDRESS		
Name Degree Tag Number	Address / Phone / Email (three line text blocks - Use Enter Key for multiple lines)		
Sr. Vice         BRUCE BANNER           PDD         15-257	HICKOR, NC 12345 INSERT EMAIL ADDRESS		
Jr. Vice         MARTY McFLY           PDD         15-123	1234 S. LINE ST MORGANTON, NC 12345 INSERT EMAIL ADDRESS		
Smart Dog EMITT BROWN PDD 115-124	4321 N. WALL ST MORGANTON, NC 12345 INSERT EMAIL ADDRESS		
Dog Trainer         JOE SMITH           PDD         15-144	2345 N. BROWN ST - HICKORY, NC 15963 INSERT EMAIL ADDRESS		
Mad Dog JERRY GREY PDD 15-358	6789 W. 1ST AVE LONGVIEW, NC 12587 INSERT EMAIL ADDRESS		
Police Dog         ROBERT MOON           PDD         15-344	5674 S. MAIN STREET HICKORY, NC 12345 INSERT EMAIL ADDRESS		
Watch Dog SAM HUNT  DD   ■ 18-258	2341 N. POINT ST NEWTON, NC 23456 INSERT EMAIL ADDRESS		
Barking Dog BOB ROSS DD 19-154	P.O. BOX 45 CONOVER, NC 34567 INSERT EMAIL ADDRESS		

I hereby certify that those officers listed have been duly elected and appointed for the ensuing term of office.

Signature of Installing Officer / Office Held
(Signature of Installing Officer / Office held)

**Form Distribution:** Pound to retain one copy, forward three copies to the Pack (if one exists), Pack will retain one copy and forward remaining two copies to Kennel. Kennel will send one copy to the Division Vice Chief Devil Dog.

DDform 83.5 (Revised 2017). Use without permission is not authorized.

## Your Charter is presented, now...

- Elect and Install your Pound officers
- File for an EIN with the IRS
- File your Installation report (included EIN on the form)
- Open a bank account at a reputable FDIC financial institution (EIN is required)
- Obtain a stamp for passport stampings

## Filing for an EIN

- Once the Charter is approved by Kennel, one of the first requirements of the new Pound is to file for an Employer Identification Number (EIN) with the IRS.
- Open the Web Site http://www.irs.gov/ and in the Search Box, type in, "File for an EIN". Select the "Apply for an Employer Identification Number (EIN) Online option and follow guidelines for starting the application; making sure you select Tax Exempt Status.