How to start a new Pound
What are the requirements to start a new Pound?

- Submit an 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.
**Membership Dues Transmittal**

- Transmittals have 6 lines per form and therefore 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

- **From:** Kennel Robber
- **To:** Worthy Dog Robber
- **Transmittal:** 1 of 2

<table>
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<tr>
<th>Transmittal Date</th>
<th>Name</th>
<th>First</th>
<th>M.L.</th>
<th>Degree &amp; Dog Tag #</th>
<th>MCL #</th>
<th>Zip + 4</th>
<th>State</th>
<th>City</th>
<th>Street Address (PO Box)</th>
<th>Street Address (PO Box)</th>
<th>Street Address (PO Box)</th>
<th>Street Address (PO Box)</th>
<th>Street Address (PO Box)</th>
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<td>7/27/2012</td>
<td>Adams</td>
<td>Anthony</td>
<td>B</td>
<td>05-05-123</td>
<td>123456</td>
<td>12377-1234</td>
<td>MA</td>
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<td>Jones</td>
<td>James</td>
<td>R</td>
<td>05-05-234</td>
<td>153790</td>
<td>12377-1234</td>
<td>MA</td>
<td>Anywhere</td>
<td>1915 Sheldon Dr.</td>
<td>1915 Sheldon Dr.</td>
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<tr>
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<td>Shani</td>
<td>Steven</td>
<td>H</td>
<td>07-123</td>
<td>12432</td>
<td>12377-1234</td>
<td>MA</td>
<td>Anywhere</td>
<td>1001 West 5th St.</td>
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<tr>
<td>7/27/2012</td>
<td>Write</td>
<td>David</td>
<td>D</td>
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<td>123233</td>
<td>12377-1234</td>
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<tr>
<td>7/27/2012</td>
<td>Davis</td>
<td>Jamie</td>
<td>G</td>
<td>05-111</td>
<td>14562</td>
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<td>Anywhere</td>
<td>22 Spencer St.</td>
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</tbody>
</table>

**Pack Totals:**

- **Kennel:** 70 Big Bones ($70.00)
- **Pack:** 0 Big Bones ($0.00)

**Total:** 70 Big Bones ($70.00)

**Notes:**

- All subtotals should be added together for each Kennel.
- Total all subtotals for each Pack.
- Total all subtotals for the entire sheet.
- If more than one Transmittal is created, the total number of transmittals Numbers should be addressed i.e “1 of 2”

- If more than one Transmittal is created, the total number of transmittals Numbers should be addressed i.e “1 of 2”

- **Group Totals:**
  - **Kennel:** 70 Big Bones ($70.00)
  - **Pack:** 0 Big Bones ($0.00)
  - **Total:** 70 Big Bones ($70.00)

- **Email:** kg@w.com
- **Phone:** 555-555-5555

**Certification:**

- I hereby certify that the above have been paid for the current year and that each of them carries the tag of the Marine Corps League membership card.
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.
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.