How to start 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.
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).
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.

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Military Order of the Devil Dogs, Inc.

Pound and Pack Officers Installation Report

(Please print legibly or type)

Fiscal Year: 2020

Date of Installation: 02/02/2020

Incorporation Date: 02/20/2015

Date last corporate filing: 05/14/2020

EDN Number: EIN # 78-1829

Pack Leader or Pound Keeper:

Names: Tony Stark

Address: 1234 W. SOUTH ST.

MORGANTON, NC 12345

Phone Number: 312-555-1234

Degree/Tag Number: PED 15-128

Email: INSERT EMAIL ADDRESS

Pound Number: FOUNT # 78-1427

Incorporation Number: INC # 15-124

Last PWN Filing Date: 02/10/2020

Dog Handler:

Name: Bruce Banner

Address: 1234 S. LINE ST.

MCHOK, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-128

Email: INSERT EMAIL ADDRESS

Sr. Vice: MARTY McFLY

Address: 1234 S. LINE ST.

MCHOK, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-128

Email: INSERT EMAIL ADDRESS

Jr. Vice: EMIT T BROWN

Address: 1234 S. LINE ST.

MCHOK, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-128

Email: INSERT EMAIL ADDRESS

Dog Trainer: JOE SMITH

Address: 123 N. BROWN ST.

HICKORY, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-144

Email: INSERT EMAIL ADDRESS

Bad Dog: JERRY GREY

Address: 123 N. BROWN ST.

HICKORY, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-355

Email: INSERT EMAIL ADDRESS

Police Dog: ROBERT MOON

Address: 123 N. BROWN ST.

HICKORY, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-355

Email: INSERT EMAIL ADDRESS

Watch Dog: SAM HUNT

Address: 123 N. BROWN ST.

HICKORY, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-355

Email: INSERT EMAIL ADDRESS

Barking Dog: BOB ROBS

Address: 123 N. BROWN ST.

HICKORY, NC 12345

Phone Number: 123-456-7890

Degree/Tag Number: PED 15-355

Email: 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 to retain one copy and forward remaining two copies to Kennel. Kennel will send one copy to the Division Vice Chief Devil Dog.

DDForm 813.5 (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.