

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.



MILITARY ORDER OF THE DEVIL DOGS

CHARTER APPLICATION



STATE NAME _____ 05/29/2020
 (Pack) (Date)

We, the undersigned members of the Military Order of the Devil Dogs, do hereby certify that we are respectively in good standing in the Order and we herewith make this, our APPLICATION for the grant of a CHARTER to the contemplated Pound to be affiliated with the DETACHMENT NAME Detachment, Marine Corps League Inc., at LOCATION OF POUND, STATE NAME (city) (state).

Please issue the Charter in the name of NAME OF THE POUND Pound, at LOCATION OF POUND, STATE NAME (city) (state).

<p style="text-align: center;">DO NOT WRITE IN THIS SPACE</p> <p>Recommendation:</p> <p>Approved ()</p> <p>Not approved ()</p> <hr/> <p style="text-align: center;">Worthy Pack Leader</p> <hr/> <p>Reviewed by: ()</p> <hr/> <p style="text-align: center;">Hon. Division Vice Chief</p> <hr/> <p>Recommendation:</p> <p>Approved ()</p> <p>Not approved ()</p> <hr/> <p style="text-align: center;">Hon. Kennel Dog Robber</p>	<p style="text-align: center;">RESPECTFULLY SUBMITTED</p> <p>APPLICANTS SIGNATURE _____</p> <p style="text-align: center;">Applicants</p>
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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.

DDFORM 83-4 (revised 2005) ©Use without permission is not authorized.

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)

FISCAL YEAR 2020
 Date of Installation 05/30/2020
 Incorporation date: 05/25/2015
 Date last corporate filing: 05/14/2020
 EIN Number EIN # Here

PACK State _____
 Pound Number POUND #
 Incorporation Number Inc # Here
 Last 990N Filing Date 02/16/2020

Pack Leader or Pound Keeper
 Name: Tony Stark
 Address: 1234 W. SOUTH ST
MORGANTON, NC 12345

Dog Robber
 Name Steve Rogers
 Address 1776 AMERICA AVE
LONGVIEW, NC 12346

Phone Number 828-555-1212
 Degree/Tag Number PDD 15-126
 Email: INSERT EMAIL ADDRESS

Phone Number 828-555-1234
 Degree/Tag Number: PDD 15-127
 Email: INSERT EMAIL ADDRESS

	Name	Address / Phone / Email (three line text blocks - Use Enter Key for multiple lines)
Sr. Vice	BRUCE BANNER	3344 S. LAKE ST HICKORY, NC 12345 INSERT EMAIL ADDRESS
PDD	<u>15-257</u>	
Jr. Vice	MARTY McFLY	1234 S. LINE ST MORGANTON, NC 12345 INSERT EMAIL ADDRESS
PDD	<u>15-123</u>	
Smart Dog	EMITT BROWN	4321 N. WALL ST MORGANTON, NC 12345 INSERT EMAIL ADDRESS
PDD	<u>115-124</u>	
Dog Trainer	JOE SMITH	2345 N. BROWN ST HICKORY, NC 15963 INSERT EMAIL ADDRESS
PDD	<u>15-144</u>	
Mad Dog	JERRY GREY	6789 W. 1ST AVE LONGVIEW, NC 12587 INSERT EMAIL ADDRESS
PDD	<u>15-358</u>	
Police Dog	ROBERT MOON	5674 S. MAIN STREET HICKORY, NC 12345 INSERT EMAIL ADDRESS
PDD	<u>15-344</u>	
Watch Dog	SAM HUNT	2341 N. POINT ST NEWTON, NC 23456 INSERT EMAIL ADDRESS
DD	<input checked="" type="checkbox"/> <u>18-258</u>	
Barking Dog	BOB ROSS	P.O. BOX 45 CONOVER, NC 34567 INSERT EMAIL ADDRESS
DD	<input checked="" type="checkbox"/> <u>19-154</u>	

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 .