



DOG ROBBER MANUAL

(Revised 2024)

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CERTIFICATION

The Honorable Executive Director, PDD Ben Wells requested an update and rewrite to the MODD Dog Robber Manual in 2023. The mission has been accomplished.

The update was completed and approved by the Kennel Executive Director:

26 FEB 2024.

Honorable Executive Director

PDD Ben Wells



PREFACE

The importance of the Dog Robber's duties at every level of the Military Order of the Devil Dogs, Inc. (MODD) cannot be overstated. For the MODD to run in an orderly fashion, it is important that each Dog Robber in every Pound and every Pack understand their job and do it accordingly.

It is especially important that holding up transmittals, advancement forms, and other paperwork do not occur at the Dog Robber's position. The Dog Robber at every level holds the key to expedite timely returns of membership cards and other pertinent MODD related materials.

The Dog Robber's position is perhaps the most important one in the Order. It must not be taken lightly, and one should be sure that they are willing to accept the duties as outlined here, and as defined in the Bylaws and Ritual of the Order. With a little effort, good records, and timely preparation of your duties, this will make life much easier for yourself and the others that process them. Following the outlines of duties, example forms are enclosed for your assistance.

Semper Fidelis,
PCDD Gary O. Chartrand
44th Chief Devil Dog
Kennel Executive Secretary
Military Order of the Devil Dogs, Inc.

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THE DUTIES OF THE DOG ROBBER

The Dog Robber shall:

1. Be responsible to the Pound or Pack for all records and accounts of the Order. Read the Dog Robber Report at each Growl.
2. Record Scratching's (minutes) at all Pound or Pack Growls. Distribute or read the Dog Scratching's at or prior to each Growl.
3. Be the custodian along with the Pound Keeper or Pack Leader of all Bones (monies), properties, securities, and records of the Pound or Pack.
4. Keep deposits in a Member FDIC bank of all Bones (monies) and securities of the Pound or Pack.
5. Perform such duties customarily executed by recording secretaries, financial secretaries, and treasurers.
6. Perform all duties assigned by the Pound Keeper/Pack Leader or any other competent authority.
7. Work with the Junior Vice Pound/Pack officer in preparing Pound/Pack rosters, the registration desk, sales, ordering from the online Quartermaster and Ship Store, and raffles.
8. Be the eyes and ears of the Pound. The Dog Robber shall report to the Pound Keeper any problems that arise or exist. The Dog Robber is an appointed position; working together with the Pound Keeper and is vital to the smooth operation and betterment of the Pound.
9. All Dog Robbers are highly encouraged to maintain a Dog Robbers Turnover Binder containing all records, transmittals, and other documents utilized by the Dog Robber in the performance of his duties. These documents will transfer to the new Dog Robber within 30 Days per **Kennel Bylaws, Sections 211 and 311**, to the new Dog Robber.
10. Dog Robbers are responsible for updating state business filings within 30 days and IRS documents (when eligible), for all officers and registered agents of the Pound/Pack.
11. Dog Robbers **must** use the electronic version of all forms posted on the Kennel website. <https://militaryorderofthedevildogs.org/publications/>

Pound/Pack Checking Account

A separate checking account bearing the name of your Pound/Pack shall be maintained with a reputable Member FDIC bank or other Member FDIC financial institution.

1. It is strongly suggested that this account require two (2) signatures on every check.
2. There shall be no less than three (3) Officers authorized to sign: Pound Keeper/Pack Leader, Sr. Vice Pound Keeper/Pack Leader, and Pound/Pack Dog Robber. Having a third person authorized, protects against problems arising with illness, absence, distance, or death.

The Dog Robber shall possess a rubber stamp containing the name of the Pound/Pack and an appropriate phrase (such as “for deposit only”) to deposit all checks received. If possible, this stamp shall include the account number.

All checks for the various Order accounts shall be made payable as follows:

1. If you have a Pack in your State, all payments shall be made out to “(your state name) Pack.”
2. For all activity with the Kennel Quartermaster, all payments shall be made out to the “Kennel Quartermaster.”
3. For all activity with the Kennel Dog Robber, all payments shall be made out to the “MODD Kennel.”
4. For all other activities, including fundraisers, all payment shall be made out to the appropriate party.

Membership, Dues, Delinquency, and Reinstatements

1. The membership year expires 31 August.
2. Unpaid members upon reaching the first day of the sixth month of the fiscal year shall then be deemed delinquent. This shall fall on the 1st day of February (**Kennel Bylaws, Section 107-A**).
3. Should the delinquency extend beyond the *SUPREME GROWL of the following fiscal year*, the individual shall be dropped from the **active rolls**

- for non-payment of dues and placed on a Kennel **delinquent list** for one additional year, in case they desire reinstatement at some point in the future.
4. Delinquent members are not eligible to participate in any activities or wear any Devil Dog insignia until their dues are paid.
 5. Attempt to reinstate members into the Pound they were dropped from.
 6. If a member does not know their tag number anymore, the Honorable Kennel Dog Robber can discover a tag number. If possible, ask the member when and where (month, year, and city) they received their initiation (from Mongrel to Pup). See if the member has an old membership card. Also, check Pound and Pack records for prior years for dues transmittals or advancement forms. Send as much information as possible with the request to Honorable Kennel Dog Robber. This process may be lengthy and carries no implied guarantee of success.
 7. Kennel reinstatement fees are assessed after a Devil Dog has been placed on the delinquent list. The individual is assessed at \$2.00 per year for a maximum of three years (\$6.00). In addition, Kennel back dues must be paid for up to three years at the current rate along with current dues.
 8. Packs and Pounds may set additional reinstatement fees.
 9. Each Pound shall make every effort to ensure that dues are collected and transmitted in a timely fashion, allowing for a smooth operation, as well as to provide timely process of degree advancement and transfers (**Dues Worksheet Sample Form**, see page 20).

Life Membership

Kennel Dog Robber Life Membership

At the conclusion of their full term of office, the Honorable Chief Devil Dog and the Honorable Dog Robber shall be given a Kennel life membership, including the waiver of Kennel, Pack, and Pound membership dues and registration fees at any Growl, of any unit within the MODD.

Pack Dog Robber Life Membership

The Pack is authorized, by appropriate action, to grant to any Worthy Pack Leader and any Worthy Dog Robber, at the conclusion of their full term of office,

an honorary life membership in the Pack, providing the pack shall pay the Kennel membership dues of the officer so being honored. Appropriate action of the Pack shall determine the waiver of the Pack and Pound membership dues.

Pound Dog Robber Life Membership

The Pound is authorized, by appropriate action, to grant to any Pound Keeper and any Pound Dog Robber, at the conclusion of their full term of office, an honorary life membership in the Pound, with appropriate action by the Pound as to the payment of Kennel, Pack and Pound membership dues of the officer being honored.

Any life membership in the Kennel and honorary life memberships in the Pack and Pound shall remain in force and effect so long as the recipient remains in good standing in the MODD and the Marine Corps League.

The member shall be a Pedigreed Devil Dog, shall be a Paid Life Member of the Marine Corps League, and shall have no outstanding obligations to either the MODD or the Marine Corps League.

Any Life Membership in the MODD is to be ultimately transmitted to the Honorable Dog Robber.

Life Membership dues are based on age.

Members up to and including 60 years of age, the dues are \$150; members age 61 and older, the dues are \$125.00.

Payment for life membership dues shall be as follows:

POUND WITH **NO** ESTABLISHED PACK

If the member belongs to a Pound in a state with **NO established Pack**, the life membership transmittal, along with the appropriate payment will be forwarded to the Honorable Dog Robber.

Checks shall be made payable to "MODD Kennel." No further actions will need to be taken.

The Pound Dog Robber shall remit a check deducting \$30.00. Example: members of the MODD up to and including 60 years of age, the Pound Dog Robber shall remit a check in the amount of \$120.00. For members of the MODD 61 years and older, the check amount shall be \$95.00 (**Life Membership Dues Processing**, see page 19).

POUND WITH ESTABLISHED PACK

If the member belongs to a Pound within a state WITH an established Pack, a life membership transmittal shall be forwarded to the Pack Dog Robber, with two checks remitted. One check will be made out to "MODD Kennel" with the appropriate amount, and one made out to "MODD (state) Pack" with the appropriate amount.

Example: members of the MODD up to and including 60 years of age, the Pound Dog Robber shall remit a check in the amount of \$90.00 to the Kennel, and a check for \$30.00 to the Pack. For members of the MODD 61 years and older the check amount shall be \$65.00 to the Kennel, and \$30.00 to the Pack (**Life Membership Dues Processing**, see page 19).

The Pack Dog Robber shall remit a check made payable to the “MODD Kennel,” deducting \$30.00. Example, members of the MODD up to and including 60 years of age, the Pack Dog Robber shall remit a check in the amount of \$90.00. For members of the MODD 61 years and older the check amount shall be \$65.00.

The Pack Dog Robber shall then forward the check, along with Life Membership transmittal to the Honorable Dog Robber (**Life Membership Dues Processing**, see page 19).

In the event of a Kennel Stray purchasing a life membership, the Stray shall remit payment directly to the Honorable Dog Robber, who will process the Paid Life Membership transmittal. If the Stray is up to and including 60 years of age, the amount shall be \$150.00. If the Stray is 61 years and older, the amount shall be \$125.00. Checks shall be made payable to “MODD Kennel.”

Permanent metal Paid Life Membership cards and standard type membership cards will be issued to the Pedigreed Devil Dog only at the time of their original transmittal.

Pedigreed Devil Dogs holding Paid Life Membership status in the MODD are exempt from future Kennel, Pack, and Pound membership dues.

Transmittals

All transmittals must be processed in a timely fashion (7 to 10 days). It is very important that the individual Pound Dog Robber send all transmittals immediately upon receipt of dues to the proper office with the appropriate fees for the corresponding levels of the organization (as outlined below):

Where a Pack does NOT exist, the Pound Dog Robber shall forward all Pound Transmittals along with corresponding amounts for all members listed on the transmittal **directly to the Kennel Dog Robber**. The Pound Dog Robber shall retain a copy of the transmittal(s) for Pound records.

Where a Pack exists, the Pound Dog Robber shall forward all Pound Transmittals, along with corresponding amounts for all members listed on the transmittal **directly to the Worthy Dog Robber**. A copy of the check shall be kept for record-keeping purposes. The Pound and Pack Dog Robber shall retain a copy of the transmittal(s) for Pound/Pack records.

All transmittals must be completed in their entirety and must adhere to the following format (**Membership / Dues Transmittal**, see page 23):

1. Membership **must be listed in alphabetical order** as follows: Last Name; Jr. / Sr.; First Name; Middle Initial.
2. Do not use nicknames or abbreviations, use only full names. Names should reflect those listed on the Marine Corps League Membership Roster received from National Headquarters.
3. Date of Initiation box shall include the Members Actual Date of Birth if member is applying for Life Membership. Otherwise, Date of Initiation Box shall be the Members Date of Initiation to PUP.
4. Please note "Life Membership" at the top of Life Membership Transmittals.
5. Each transmittal must have the date prepared in the appropriate space on the upper right corner.
6. Enter Transmittal number. Start each membership year (1 September) with Transmittal 1.
7. Complete the "From" and "Via" portion in its entirety. Remember that the "From" is for the Pound Name.
8. Include the Degree of each member listed, including new Pups.
9. Include the Dog Tag Number of each member listed (exception - new Pups who have not yet received a number assigned by Kennel Headquarters).
10. Include the member's Marine Corps League Profile ID, Membership Number, and where applicable, the members Marine Corps League Life Membership number.
11. Include the member's address, city, state, and zip code (with the +4 designation, if available).
12. Complete the bottom portion with the fiscal year being processed, total counts, and calculated dues for Kennel (and where applicable, for Pack). Type in your degree, dog tag, name, address, email, and phone number.
13. See the bottom of the form for proper distribution; send with the required check(s) through the chain of command.

14. All change of addresses should be noted so that the Pack and Kennel Dog Robbers do not overlook them in the note field box.

15. Life membership applications are to be separate from all other transmittal data on their own transmittal form. Multiple life membership requests may be submitted on the same transmittal.

After the Supreme Growl at the National Convention each August, and before September 15, a full list of all MODD Life Members in your Pound must be completed and sent by email to the Pack and Kennel Dog Robbers through the proper channels (**Sample Pound Life Membership Report**, see page 21).

Note: All forms shall be emailed unless a transfer of funds is involved.

Membership and Advancement Forms

Advancement forms to Devil Dog and Pedigree Devil Dog must originate with the Pound Dog Robber with the understanding that they must first be deemed worthy of the advancement. It should not be considered an automatic event.

Remember, you had to EARN the right to become a MARINE. Members MUST EARN their right to advance.

1. All Dogs requesting advancement must have their membership for the current fiscal year paid in full before application is filed.
2. As with Transmittals, all information requested with appropriate signatures and dates must be completed, or your packet will be returned.
3. All forms must be processed immediately. Delays may deprive a member of their next advancement in Degree.
4. The Dog Robber shall double check all forms for completeness before forwarding them to the next higher office. Mistakes and omissions are more easily corrected at the Pound level prior to being emailed.
5. For all applicants, fill in the top section entirely (date of application, name, address, city state, zip (+4)) like a Transmittal (**Application for Degree Advancement Form**, see page 29).

6. FOR NEW PUPS ONLY, use Membership Application. Please note that the Detachment Commandant's and two (2) Dog Catchers' signatures are required. The applicant's Profile ID, MCL Number, and if applicable, MCL PLM Number. Be sure that all signatures and dates are completed (**Application for New Membership Form**, see page 27).
7. For new Pups and for all Degree advancements, the applicant must complete and sign the medical disclaimer section, including the underlined area for physical and mental impairments (if any). **It is extremely important that where there is no illness or impairment the applicant must write the word "NONE."** Upon completion of the initiation, the jurisdictional Mad Dog and a Witness must also sign this section.
8. For advancement to the Degree of Devil Dog and Pedigree Devil Dog, use the Degree Advancement Application (**Application for Degree Advancement**, see page 29). Ensure that the appropriate box for the degree the candidate is attempting to advance to is properly checked. Make sure to include the applicant's Pound Number, MCL Number, Profile ID, Dog Tag Number, and if applicable, Pack. Check the appropriate box for the degree the candidate is advancing from, then after dating and signing the form forward to the jurisdictional Pack Dog Robber (or to the Kennel where no Pack exists) for further processing. The Bylaws require a letter of certification **that the candidate has served at least 12 months at their current degree**, from the Pound Dog Robber to be attached to the Advancement Form.
9. The Honorable Chief Devil Dog and the Honorable Dog Robber shall set the deadline for advancement applications for dog advancing to Pedigree Devil Dog.
10. Devil Dogs advancing to Pedigree Devil Dog at the Supreme Growl should carry a copy of their completed advancement package.
11. **FOR NEW PUPS ONLY**, enter the date of the Degree. For all others, leave blank.
12. Transmittals for initiated new pups should include current membership dues in full, unless pup is initiated between the period of 1 March to 31 August, at which time only ½ of the current membership dues will be assessed. **Forms received without the necessary dues and paperwork will be subject to return.**

Note: All forms shall be emailed unless a transfer of funds is involved.

Note 2: Do not send any advancement fees at this time, they will be collected at Kennel headquarters during the registration phase.

Requests for Transfer

Any member requesting a transfer must use the Request for Transfer form available from Kennel Website (**Transfer Request Form**, see page 33). The individual requesting transfer shall fill out the top section in its entirety. Use “N/A” in places that are not applicable.

The top section must be completed, signed, and dated by the transferring member. This form shall then be emailed to the Pound Dog Robber of the losing Pound.

The middle section must be completed, signed, and dated by the losing Pound Keeper and Pound Dog Robber. Please be sure to check off and fill in all the appropriate parts. If the individual is indebted or disapproved of, please provide an explanation.

1. For an approved transfer, the form shall be emailed to the Pound Dog Robber of the gaining Pound.
2. For a disapproved transfer, the form shall be returned to the requester.

The bottom section must be completed and signed by the gaining Pound Keeper and Pound Dog Robber. It shall be noted that the gaining Pound has the right to vote on acceptance or denial of this transfer.

1. When a denial has been made, please explain why, and return the form to the losing Pound Dog Robber and return a copy to the requester.
2. Where an acceptance has been made, follow the routing directions on the bottom of the form as to disposition and copies. Remember that the copy that goes to Kennel Dog Robber (through Pack Dog Robber, as applicable) needs to be accompanied by a properly completed transmittal listing the transferring member's information.

Pound/Pack Officer Installation Reports

Pounds are required to nominate, elect, and install their officers within 90 days after the Supreme Growl. Packs are required to nominate, elect, and install their officers at the Grand Growl of the Pack.

Immediately after the election of Pound/Pack Officers, the Dog Robber shall complete the Officer Installation Form in its entirety, including the Degree, Dog Tag Number, and Profile ID for every officer listed. Be sure to complete all the required information. **Kennel Bylaws, Section 209 outlines Pound positions that must** be elected. **Kennel Bylaws, Section 309 outlines Pack positions that must** be elected. The offices that are required for Pounds with minimal membership are found in **Kennel Bylaws, Section 209-E**.

Upon completion of the Installation, the Dog Robber shall have the Installing Officer sign the Report of Installation form (**Officer Installation Report Form**, see page 31).

The **Pound** Dog Robber shall immediately email a copy of the completed Pound ROI to the Pack Dog Robber (if applicable), where no Pack exists, email a copy to the Division Vice Chief Devil Dog. A copy shall be maintained by the Pound and, if applicable, the Pack for their records. A copy of the Pound ROI shall be on hand at every Growl.

The **Pack** Dog Robber shall immediately email a copy of the completed Pack ROI to every Pound Dog Robber within the Pack, the Division Vice Chief Devil Dog, and the Honorable Kennel Dog Robber. A copy of the Pack ROI shall be on hand at every Growl.

It is the responsibility of the Pound/Pack Dog Robbers to verify that all ROIs being submitted are in accordance with **Kennel Bylaws** on the individual eligibility of each dog on the ROI.

Remember that the Pound Keeper must have the Degree of Pedigreed Devil Dog (preferred) or Devil Dog. Pups can only hold an appointed or elected office, after having their degree for at least one full calendar year with the exception for proper charter applicants of a Pound Charter in which may hold an appointed position, except for that of Dog Robber; and elected position other than that of Pound Keeper.

Notice of Death

Immediately after being informed of a member's death, the Dog Trainer (with the assistance of the Dog Robber) shall complete the Notice of Death Form (**Notice of Death**, see page 25). A copy of the Notice of Death shall be made for the Dog

Robber's records. Immediately email copies of the form to the appropriate officers: Pack Dog Robber and Pack Dog Trainer (if Pack exists), Division Vice Chief Devil Dog, Kennel Dog Trainer, and Kennel Dog Robber.

Incorporation

To protect members from possible legal action and to operate legally, each Pound/Pack must be incorporated as a not-for-profit organization with a 501(c)(4) designation. This is obtained through the appropriate corresponding state and federal offices. This is generally handled through the Secretary of State office. Each state differs in their exact requirements. Each state differs somewhat in their exact requirements. Each Pound/Pack must also obtain an EIN number from the Internal Revenue Service. When setting up the Pound/Pack incorporations, the MODD fiscal year must be used (**Kennel Bylaws, Section 501**). When you become incorporated, send the date of incorporation, state business number, and EIN to the Pack Dog Robber (if applicable), Division Vice Chief Devil Dog, Kennel Compliance Dog, and the Kennel Dog Robber.

Obtaining EINs and Not-for-Profit Status

The IRS requires not-for-profits to file taxes each year. To do this, you must have an EIN number. To get one, simply go online to <https://www.irs.gov/charities-and-nonprofits> and apply as a not-for-profit. Once you have an EIN number inform the Pack Dog Robber (if applicable), Division Vice Chief Devil Dog, Kennel Compliance Dog, and the Kennel Dog Robber. An email must be sent to the MCL Executive Director containing your EIN paperwork and a request to be added to the MCL subsidiary list to obtain federal not-for-profit status under the parent company's 0955 group designation. This must be done to comply with Kennel Bylaws.

State Filings

The Pound/Pack Dog Robber must file the required documentation with the appropriate state office (usually the Secretary of State OR Department of Finance) in which the Pound/Pack is reregistered as a not-for-profit to maintain active business status in the requirements of time in which the state requires. When a Pound/Pack is not in compliance with the state, the Pound/Pack is at risk of having their charter suspended or pulled by Kennel.

Upon a change of officers and/or registered agent, the state must be notified through the appropriate state form(s) within 30 days per **Kennel Bylaws, Section 211 & 311**, per applicability of situation. Report your successful filings to the Pack Dog Robber (if applicable), Division Vice Chief Devil Dog, Kennel Compliance Dog, and the Kennel Dog Robber by attaching confirmation receipt to email.

Federal Taxes

Once the above tasks are accomplished and the Pound/Pack is under the 0955 Group Designation, a 990N e-postcard **must be filed annually**. Please ensure that the DBA (doing business as) field is filled out with your Pound/Pack name. Report your successful filings to the Pack Dog Robber (if applicable), Division Vice Chief Devil Dog, Kennel Compliance Dog, and the Kennel Dog Robber by attaching confirmation receipt to email. The e-postcard, if applicable the Pound/Pack (under \$50,000 income per fiscal year) will file on the following website <https://sa.www4.irs.gov/epostcard/>. First time user must have an ID.me account. Once verified and logged in, follow instructions. If the Pound/Pack receives over \$50,000 of income in a fiscal year, 990EZ must be complete. If help is needed, reference the Obedience School Classes on the Kennel Publication website. If further information is needed, contact the Kennel Compliance Dog.

DO NOT use the same EIN # of the MCL Detachment, Department, or the Auxiliary. Confirm EIN # and 990 status annually.

Passport Fees, Fines, and Donations

Passport Fee

1. All Devil Dogs shall procure a MODD Passport at a cost regulated by the Kennel, which may be purchased directly from the Quartermaster website. Any Dog that attends a Kennel, Pack, or Pound Growl, and does not have in their possession, a passport, will be fined one Big Bone (\$1.00).
2. The Dog Robber shall date, sign, and stamp all passports presented at time of the Growl for the fee of one Big Bone (\$1.00). Stamps may be acquired at the Quartermaster website.
3. All Bones (monies) collected as Passport fees, all fines, and any donations shall be immediately forwarded after each Growl to the Kennel Dog Robber.
4. All Bones (monies) collected that are passport fees shall be designated as such in the memo line of the check sent to the Kennel Dog Robber. Fees, fines, and donations can all be sent in one check provided all proper notations are made in the memo line.
5. Any Passport turned into the acting Dog Robber, due to being lost or misplaced, shall be stamped four (4) times and returned for a fine of two Big Bones (\$2.00).
6. During official Kennel functions, specifically the Mid-Winter Conference and the Supreme Growl, during check-in with the Kennel and receiving a Passport Stamp, there is a five Big Bone (\$5.00) registration fee designated to Kennel Operations Fund.
7. Further information about Passports may be found in **Kennel Bylaws, Section 505**.

Fines

1. Passport fines that are collected upon Passport inspection at any regular Growl, go directly to the Children's Hospital Fund.
2. Prior to the start of the growl, a designation for collected fines should be clarified within the hosting Pound or Pack. Unless otherwise specified

during the Growl, these fines should typically stay within the Pound or Pack.

3. All Bones (monies) collected that are fines designated for the Children's Hospital Fund shall be noted within the memo line of the check sent to the Kennel Dog Robber. Fees, fines, and donations can all be sent in one check provided all proper notations are made in the memo line.
4. All Bones (monies) collected during a Growl should immediately be deposited within the Pound or Pack, respectfully, designated account.
5. During official Kennel functions, specifically the Mid-Winter Conference and the Supreme Growl, during check-in with the Kennel and receiving your Passport Stamp fines may be levied at that time. As an official function, these fines are designated to the Kennel Operations Fund.

Donations

1. Donations that are made to the Pound or Pack should be designated to a specific fund. Example: General Operations Fund, Children's Hospital Fund, and Operation Chow Hound.
2. If donations are made to the Pound or Pack, either in a Growl or not, need to be either deposited or forwarded immediately to the intended fund.
3. All Bones (monies) collected that are for the Kennel's Operation Chow Hound Fund and/or the Children's Hospital Fund, shall be designated as such in the memo line of the check sent to the Kennel Dog Robber. Fees, fines, and donations can all be sent in one check provided all proper notations are made in the memo line.
4. During official Kennel functions, specifically the Mid-Winter Conference and the Supreme Growl, a dog may make a donation to a specified fund during check-in with the Kennel,

Possible Scenarios

1. My Pack Dog Robber wants the Pounds to mail the Passport Fees and donations to the Pack. Is that correct?

NO!! After every Pound Grawl, mail the Passport Fees and donations directly to the Kennel Dog Robber. If you need to, send the Pack Dog Robber an email, stating the total amount of Big Bones being turned in.

2. I was told by my old Pound Dog Robber to keep the Passport Fees and donations until the end of the year, and then mail a big check.

NO!! Once again, you need to mail all Passport Fees and donations to the Kennel Dog Robber immediately after the Grawl.

3. What if my Pound wants to do something else with the Passport Fees and donations, can we do that?

NO!! Once again, you mail those Big Bones to the Kennel Dog Robber. If you do not, this is considered embezzlement, and you may be fined and/or imprisoned under the full extent of the law.

4. Refer to the **Kennel Bylaws, Section 505C**: “All monies (bones) collected for Passport or Visa stamping **shall be forwarded after each Grawl** to the Honorable Dog Robber, who will hold these Bone in a special Passport account.”

Charter Applications

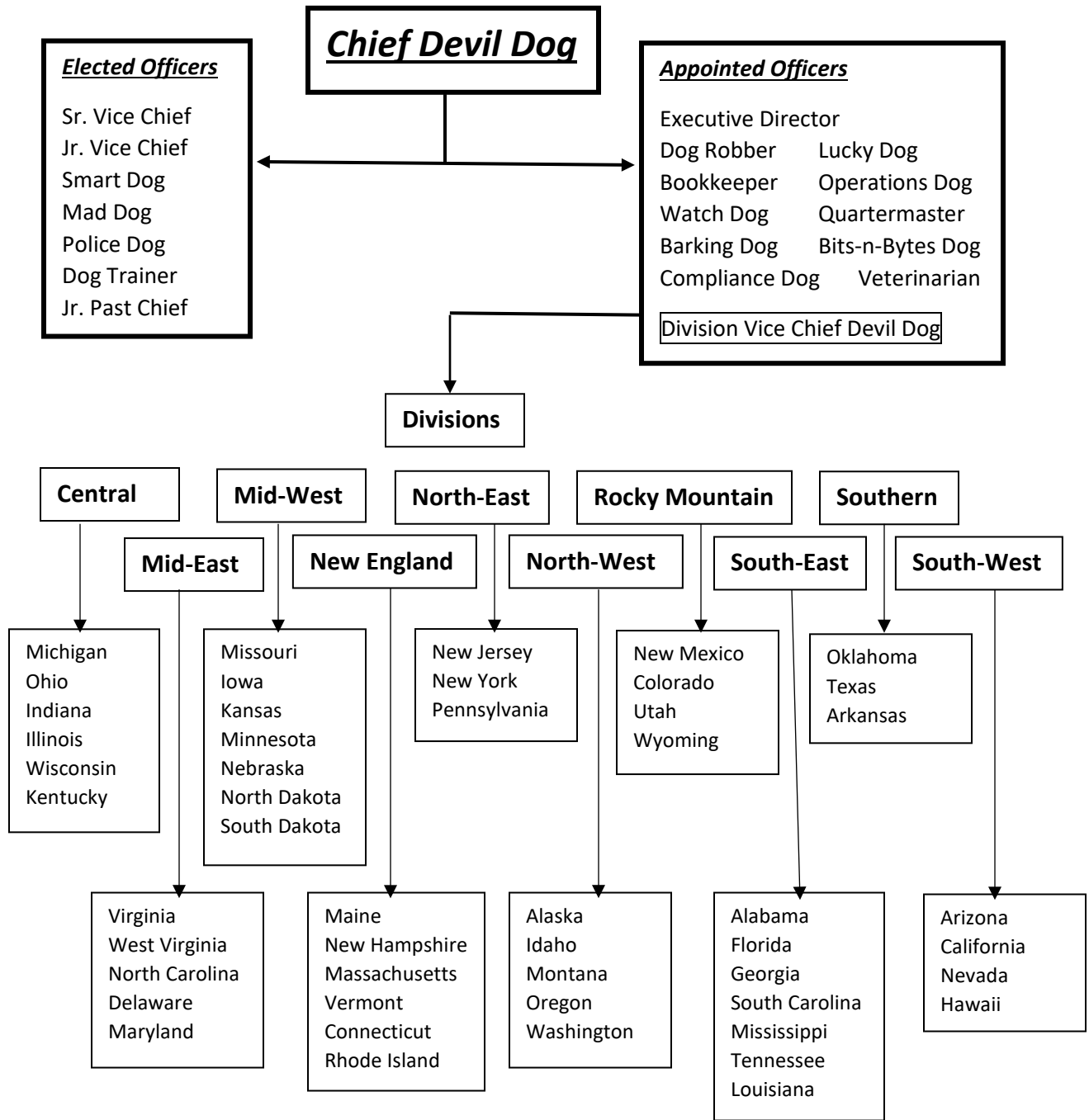
Pound Charter Applications

1. **Kennel Bylaws, Section 202** discusses this subject in full.
2. Charter Applications are available on the Kennel website (**Charter Application**, see page 34)
www.militaryorderofthedevildogs.org/publications.
3. Fees are stated on the Charter Application. All checks are made payable to “MODD Kennel.”
4. Please note that the application **MUST** be completed and signed by seven members of the MODD, five or more members must be Devil Dogs or Pedigreed Devil Dogs.
5. Each member must indicate their degree and dog tag before their name is placed on the form. Each member must also be in good standing with the MODD and the MCL.

Pack Charter Applications

1. **Kennel Bylaws, Section 302** discuss this subject in full.
2. Charter Applications are available on the Kennel website (**Charter Application**, see page 34)
www.militaryorderofthedevildogs.org/publications.
3. Fees are stated on the Charter Application. All checks are made payable to “MODD Kennel.”
4. Please note that the Pound Keeper and Pound Dog Robber of each Pound within the state **MUST** complete a separate Charter Application which will also be submitted with the completed Pack Charter Application.
5. The name on the Pack Charter must include the name of the state.
Example: Iowa Pack.
6. Each member must indicate their degree and dog tag before their name is placed on the form. Each member must also be in good standing with the MODD and the MCL.

MODD KENNEL CHAIN OF COMMAND



LIFE MEMBER DUES PROCESSING

Example: **60 & Under**

	Without Pack	With Pack	Kennel Stray
Pound	\$30	\$30	\$0
Pack	N/A	\$30	\$0
Kennel	\$120	\$90	\$150

Example: **61 & Over**

	Without Pack	With Pack	Kennel Stray
Pound	\$30	\$30	N/A
Pack	N/A	\$30	N/A
Kennel	\$95	\$65	\$125

Strays

In the event of Kennel Strays purchasing Life Memberships, the stray shall remit payment directly to the Honorable Kennel Dog Robber.

If the stray is up to and including 60 years of age, the amount shall be \$150.00. if the Stray is 61 years and older, the amount shall be \$125.00.

Checks shall be made payable to the **MODD Kennel**.

The Honorable Kennel Dog Robber will process the PLM Transmittal(s) for the Stray(s).

FORMS

Dues Worksheet

Please fill in the appropriate fees as applicable. This guide is provided for your convenience.

Pound # _____ Name: _____

Pack: _____

Annual Dues back dues + current dues.

Kennel (\$10.00 / year, 4 years maximum) _____

Pack (\$____ / year, ____years maximum) _____

Pound (\$____ / year, ____years maximum) _____

TOTAL: _____

Reinstatement Fees.

Kennel (\$2.00 / year, 3 years maximum) _____

Pack (\$____ / year, ____years maximum) _____

Pound (\$____ / year, ____years maximum) _____

Annual Dues (from above) _____

TOTAL: _____

New Life Membership (Per Bylaws) PDD's only:

Age 61 and older \$125.00: _____

Age 60 and younger \$150.00: _____

TOTAL: _____

Life Member Report

(On Pound Letterhead)

From: Sir Dog Robber (SDR your name)
To: Honorable Dog Robber (HDR Name)
Via: Worthy Dog Robber (WDR Name) (if applicable)
Subj: Annual Pound Life Membership Listing
Date: _____

Woof Woof Honorable Dog Robber,

(Your State) Pack, (Your Pound Name) Pound XXX includes in our membership the following life members of the Military Order of the Devil Dogs:

<u>Dog Tag</u>	<u>Name</u>	<u>MCL PLM</u>	<u>MODD PLM</u>
xx-xxx	Last, First, MI	123456	1234
xx-xxx	Last, First, MI	654321	4321

Semper Fidelis,

(Your Degree and Name), Sir Dog Robber Pound XXX

Worthy Dog Robber XX Pack (if applicable)

Membership / Dues Transmittals

Membership Dues Transmittals contain three (3) sections and multiple pages.

The top section contains the routing of the document(s). This transmittal is submitted from the Sir Dog Robber of the Pound to the Honorable Dog Robber of the Kennel via the Worthy Dog Robber of the Pack (if one exists). Transmittal #'s shall be as follows: Pound – Fiscal Year – Transmittal # - Page #. **Example: 346-23-001-1**

Note that the Fiscal Year for MODD ends 30 June and begins 1 July.

The middle section contains Member Information and contains 9 sections, continued multiple pages. **Members shall be entered in alphabetical order.**

The 1st section contains the Members Last Name, First Name and MI along with the email address.

The 2nd section contains the Degree and Dog Tag # with a checkbox for dual members.

The 3rd section contains the Profile Id, MCL # and MCL Life #.

The 4th section contains the Date of Initiation (initiate to PUP) and Birth (for Life Membership Request).

The 5th, 6th and 7th sections contain the street address, city, state, zip code and phone #. And drop-down selection for (Renewal, New, New ½, Reinstated, life 150, and Life 125.) And finally, select the Dues Year.

It is imperative that this information is correct.

The bottom section has three columns.

In the first column, enter Check # of payment to Kennel, qty of members in each row (i.e., New Members, Renewals, etc.). Amount Due Column will auto populate. Check shall be made in accordance with the TOTAL TO KENNEL Amount.

The second column contains information about Pack Dues. If you don't yet have a Pack, you may skip this section. Otherwise, enter the amount of your current Pack Dues Amount in the center column (@ 0.00). For example, if your current Pack Dues are 5.00, you shall enter 5.00 where you see @ 0.00. Amount Due Column will auto populate. Check shall be made in accordance with the TOTAL TO PACK Amount.

Finally complete the third column with the current year, Pound Dog Robber Name, Address, email, and phone.



MILITARY ORDER of the DEVIL DOGS

MEMBERSHIP DUES TRANSMITTAL



★ CLICK BOX / STAR TO SELECT SELECT ZOOM SIZE

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 Date of Initiation / Birth block. For Life membership, enter member's date of birth in the Date of Initiation / Birth block. 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 # _____ Date _____

Note: Date of Birth and MCL Member # are required for Life Membership. Date Received by Pack Dog Robber _____

To: Kennel Dog Robber _____

Via: Worthy Dog Robber _____ Pack Transmittal # _____

POUND# - FYR - TRANS# - PAGES					DUES YEAR
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	
LAST NAME (JR. ETC.)	FIRST	MI	DEGREE & DOG TAG # Select	PROFILE ID MCL #	Date of Initiation / Birth
EMAIL ADDRESS			DUAL MBR <input type="checkbox"/> POUND#	MCL LIFE #	YEAR
STREET ADDRESS (or PO BOX)		CITY	STATE	Select	
PHONE #	ZIP + 4			Select	

NOTE: PUT TRANSMITTAL NUMBER ON CHECKS / PUT POUND NUMBER ON CHECKS DOG ROBBER ENTER PACK DUES

KENNEL DUES	CHECK #	AMOUNT
___ NEW MEMBERS @ \$10.00	_____	0.00
___ NEW MEMBERS @ \$5.00 <i>(1 March - 31 August)</i>	_____	0.00
___ RENEWALS @ \$10.00	_____	0.00
___ REINSTATEMENTS @ \$2.00/YR	_____	0.00
___ LIFE MEMBERSHIP \$125	_____	0.00
___ LIFE \$125 NO PACK	_____	0.00
___ LIFE MEMBERSHIP \$150	_____	0.00
___ \$150 LIFE \$150 NO PACK	_____	0.00
TOTAL TO KENNEL	0.00	

PACK DUES	CHECK #	AMOUNT
NEW	@ 0.00	0.00
NEW1/2YR	@ 0.00	0.00
RENEWALS	@ 0.00	0.00
REINSTATE	@ 0.00	0.00
LIFE \$125	@ 30.00	0.00
LIFE \$150	@ 30.00	0.00
TOTAL TO PACK		0.00
NOTE ENTER PACK DUES PER ITEM		

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

Pound Dog Robber:

Address:

Email:

Phone

Pound Dog Robber mail Transmittal & separate check(s) or money order(s) to Pack Dog Robber (or to Kennel where no Pack exists).

Pack Robber- Forward Transmittal & Kennel Check to Kennel Dog Robber.

Amount received _____ by _____ Date rec'd Kennel _____ DDDFORM 83-3 (REV AUG 2022) 1

Notice of Death

Notice of Death contains two (2) sections.

The top section contains the Member's personal information. It contains the Name, Pound #, Pack (if applicable), Date of death, Survived by Info (Name, Relationship, Address), along with Degree, Dog Tag #, DD Life Member # (if applicable), Profile #, MCL # and MCL Life Member # (if applicable).

It is imperative that this document is accurately completed and forwarded within 30 days from date of death.

The bottom section contains Submitted by information.

This document shall be completed at the Pound Level by the Pound Dog Trainer and transmitted by **email** to the Pound Dog Robber, Pack Dog Trainer (if applicable), Pack Dog Robber (if applicable), Division Vice Chief Devil Dog, Kennel Dog Trainer, and Kennel Dog Robber.



**MILITARY ORDER OF THE DEVIL DOGS, INC.
NOTICE OF DEATH**



(PLEASE PRINT LEGIBLY OR TYPE)

_____ of Pound Number _____
(Devil Dog's Name)

of _____ ack did answer the final Earthly Roll Call on _____
(Date)

Deceased is survived by _____,
(Relative's name) *(Relationship)*

Relative's Address _____

City _____ State _____ Zip _____ + _____

Degree and Dog Tag Number **Select** _____ DDPLM # _____

Profile # _____ MCL # _____ MCL Life # _____

Please indicate the position this Devil Dog has held at the Pound, Pack or Kennel level.

Please submit this notice within 30 days from the date of death.

Submitted by: _____

Street: _____

City _____ State _____ Zip _____ + _____

Form distribution:

Pound Dog Trainer: The Pound Dog Trainer should fill out the form and email to Pound Dog Robber, Pack Dog Trainer, Pack Dog Robber, Division Vice Chief, Kennel Dog Trainer and Kennel Dog Robber.

DDFORM 83-7 (REV AUG 2022) © Use without permission is not authorized.

Application – New Member

The New Member Application contains three (3) sections and multiple pages.

The top section contains the Pound # along with information to enter if applying for DUAL Membership (in more than one Pound). Utilize second page for this information. Additionally the Members information (Last Name, First Name, Email, Address with city, State and Zip. Also, the MCL Mbr #, MCL Profile #, Detachment # and Join Date, and Pound / Pack to be initiated into). Additionally, a brief history of Detachment Services, Date and Phone #. **Don't forget Detachment Commandant's Signature.**

The middle section is to be completed and signed by the Sir Pound Keeper, Sir Dog Robber, Pound Dog Catcher/Sponsor.
Next list (if any) physical / medical problems. If None, enter "NONE."
Sign and Date by Applicant, Sir Mad Dog, and a witness and Date of Initiation.

It is imperative that this information is correct.

The bottom section is FOR HONORABLE DOG ROBBER ONLY.

Do NOT write in this area.



MILITARY ORDER OF THE DEVIL DOGS, INC.
NEW MEMBERSHIP APPLICATION IN POUND



IS THIS A DUAL MEMBERSHIP Dog Tag _____
 Fill out page two (2) also

Name _____ Email _____
 (last) (first) (initial) (email)

_____ (address) (city) (state) (zip+4)

The applicant whose MCL MBR # _____ MCL Profile # _____ has been a member in good standing of Det.# _____ since (mo) _____ / (yr) _____ and is hereby recommended for membership in the Military Order of the Devil Dogs in Pound # _____ Pack. The applicant has performed the following services for this detachment:

++++ Enter brief list of applicant services

Date _____ Applicant Phone #: _____ (Detachment Commandant's signature)

We, the undersigned Officers of Pound # _____ Pack certify that we have viewed appropriate documents attesting to the above named applicant's HONORABLE service in the United States Marine Corps or as an FMF Corpsman / FMF Chaplain.

(Pound Keeper) Dog Tag _____ (date) _____ (Pound Dog Robber) Dog Tag _____ (date) _____

The undersigned members of the Order have agreed to sponsor the named applicant and certify that all proper fees were paid for entry into the Military Order of the Devil Dogs, Inc. A dues transmittal is attached. (Two signatures are required.)

(Dog Catcher/Sponsor) (date / Dog Tag) _____ (Dog Catcher/Sponsor) (date / Dog Tag) _____

I, the above named applicant hereby make application to the MILITARY ORDER of the DEVIL DOGS, hereinafter referred to as the "ORDER" for the purpose of undergoing an initiation to become a PUP in the "ORDER" and upon completion of this initiation I will be considered for acceptance to said degree. I have voluntarily requested said initiation, given my permission to the "ORDER" to institute same and do hereby list any physical or mental impairments, sickness or diseases that I may have.

++++ ENTER any physical / medical problems

(LIST - IF NONE, SO STATE. STATEMENT IS REQUIRED)

Now therefore, I have agreed to and do hereby forever release and discharge the "ORDER" from any and all manner of actions, causes of actions, suits, claims and demands whatsoever, in law or in equity which I, myself ever had, now have, or which I, my heirs, executors, administrators, assigns or beneficiary may hereafter have against said "ORDER" for or on account of any injury or illness sustained as a result of this initiation. I further state that all of the above information furnished by me to be true and accurate statements.

Attest to at completion of initiation: _____ (applicant) _____ (date)

(Mad Dog) Dog Tag _____ (date) _____ (witness) Dog Tag _____ (date)

 (Date of Degree)

FOR KENNEL DOG ROBBER ONLY:

Received and recorded on _____ The above named applicant is assigned dog tag # _____ Has One
 (date) _____ Kennel Dog Robber _____

Form Distribution: Pound to retain one copy, forward copy to the Pack (if one exists), Pack will retain one copy and forward copy to Kennel. Kennel will return endorsed copies to the Pack and Pound via email.

DDFORM 83-1 (REV 2022) ©Use without permission is not authorized.

Application – Advancement

Application for Advancement contains three (3) sections.

The top section contains the Member information (Name, Address, Tag #, etc.)
It is imperative that this information is correct.
Attested and signed by Pound/Pack Dog Robber.
Note: All advancement to PDD must be signed by Pack Dog Robber (where applicable)

The Middle Section is completed by applicant. List any physical/mental impariments, sicknesses, or diseases. Enter 'None' if applicable.
Signatures by Mad Dog, Applicant and Witnesses. Enter Date of Initiation (advanced from Mongrel to Pup).

The bottom section is FOR HONORABLE DOG ROBBER ONLY.
Don't write in this area.

Report of Officer Installation

Officer Installation has two (2) sections.

The top section contains the Pound/Pack information, in addition to the Pound Keeper/Pack Leader information (Name, Address, etc.).

It is imperative that this information is correct.

The Middle Section contains all other installed officer information.

It is imperative that this information is correct.

Ensure that the document contains the signature of the Installing Officer.



MILITARY ORDER OF THE DEVIL DOGS, INC. INSTALLATION OF OFFICERS



PACK _____ or POUND # _____

FISCAL YEAR: _____
Date of Installation: _____

SET YOUR CAPS LOCK KEY. TYPE ALL
DATA USING CAPITALIZATION

State Formation Date: _____
Last Corporate Filing Date: _____
State Business Entity#: _____

Federal Incorporation Date: _____
Last 990 Filing Date: _____
EIN Number: _____

PACK LEADER POUND KEEPER

DOG ROBBER

Name: _____
Address: _____

Name: _____
Address: _____

Phone Number: _____
Degree/Tag _____
Profile Number: _____
Email: _____

Phone Number: _____
Degree/Tag _____
Profile Number: _____
Email: _____

Note:

Name / Degree / Profile # / DD Tag #	Address / Phone / Email (three line text blocks - Use Enter Key for multiple lines)
Sr. Vice _____ Select _____	
Jr. Vice _____ Select _____	
Smart Dog _____ Select _____	
Dog Trainer _____ Select _____	
Mad Dog _____ Select _____	
Police Dog _____ Select _____	
Watch Dog _____ Select _____	
Barking Dog _____ Select _____	

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)

ENTERING THIS SIGNATURE NAME VERIFIES ALL OFFICERS LISTED ABOVE HAVE BEEN SWORN IN AND ARE IN ARE IN GOOD STANDING IN THE MCL & MODD

Form Distribution: Pound to retain one copy, forward one copy to the Pack (if one exists), Pack will retain copy and forward one copy to Kennel. Kennel will send one copy to the Division Vice Chief Devil Dog after recording the data. DDform 83.5 (Revised 2022). Use without permission is not authorized.

Transfer Request

Request for Transfer has three (3) sections.

The top section contains the Member Information (Name, Address, Tag #, etc.).

It is imperative that this information is correct.

The Middle Section is completed by the Losing Pound. If indebtness, or disapproved, enter explanation.

Signatures by Losing Pound Keeper and Pound Dog Robber.

The bottom section is completed by the Gaining Pound. If indebtness, or disapproved, enter explanation.

Signatures by Gaining Pound Keeper and Pound Dog Robber.

Retain copies and forward to Kennel Dog Robber.



MILITARY ORDER OF THE DEVIL DOGS, INC.
REQUEST FOR TRANSFER



(Please ensure input is legible)

Name: _____ Date: _____
(Last) (First) (Initial)

(Street) (City) (State) (Zip+4)

Degree/Dog Tag Number: SELECT MODD Life Member Number: _____

MCL Profile Number: MCL Original MODD Entry Date: _____

Membership Number: _____ Yearly Mbr. Dues Expiration Date: _____

MCL Life Mbr Number: _____ Last Degree Advancement Date: _____

(MM/YYYY)

I hereby request my membership in Pound _____
Pound Name / Number / Pack)

be transferred to Pound _____

 Signature

Losing Pound Endorsement

The above member is **SELECT** _____ in the above Pound. This member **SELECT** _____
 Pound. The transfer of this member is **approved** _____ . *(If indebted or disapproved, please explain below)*

Notes

 Losing Pound Keeper's Signature Date Losing Pound Dog Robber's Signature Date

Gaining Pound Endorsement

We have reviewed the foregoing information and our Pound membership hereby **SELECT** _____ the
 transfer of this member. *(If indebted or disapproved, please explain below)*

Notes...

 Gaining Pound Keeper's Signature Date Gaining Pound Dog Robber's Signature Date

Form Distribution: Losing Pound and Losing Pack should keep a copy of this form and forward original copy to the Gaining Pound. Gaining Pound should retain a copy for their records and forward original with a transmittal and a copy to the Gaining Pack. Gaining Pack should retain a copy for their records and forward original with a transmittal and copy to the Kennel.

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MILITARY ORDER OF THE DEVIL DOGS
CHARTER APPLICATION



(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, Marine Corps League Inc., at... (city) (state)

Please issue the Charter in the name of... Pound, at... (city) (state)

DO NOT WRITE IN THIS SPACE
Recommendation:
Approved []
Not approved []
Worthy Pack Leader
Reviewed by: []
Hon. Division Vice Chief
Recommendation:
Approved []
Not approved []
Hon. Kennel Dog Robber

RESPECTFULLY SUBMITTED

Blank lines for signatures of applicants

Applicants

INSTRUCTIONS: This application must be submitted to the Worthy Pack Leader for endorsement and forwarding of COMPLETE FILE to the Hon. Division Vice Chief Devil Dog, 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 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 the 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.

DIFORM 83-4 (revised 2021) Use without permission is not authorized.