

HOW TO START A NEW PUP TENT

To Start a new pup tent, you need to go WWW.LOTCS.ORG, select Forms and then Select Pup Tent Starter Kit.

First you need to complete the form that the VFW post states that they will support the pup tent.

Second you need to fill out the Application for Charter. This form can have new cooties, reinstated cooties and cooties that are willing to transfer to the new pup tent.

Third you need to complete the Pup Tent Name Request form.

Fourth the forms completed in the first 3 steps need to be sent to Supreme Headquarters along with a check for \$25.00.

The Supreme Quartermaster will approve one of the 3 name choices and will notify the Grand Commander of the new pup tent's name. The Grand Commander will then assign the pup tent number.

Once all of the above has been completed the Grand Commander and the new pup tent will decide when to meet and institute the new pup tent.

After the pup tent has been instituted the new cooties will meet and have their election of officers. After that has been completed the newly elected officers will be installed (usually by the same individual that instituted the pup tent).

After the pup tent officers have been installed, cootie applications need to be filled out, money collected, and a pup tent transmittal needs to be processed and sent to the Grand Quartermaster. They also must decide what the pup tent Per Capita Tax (dues) is going to be.

The new pup tent then has 90 days to bring in new cooties to their pup tent. At the end of the 90 day period the pup tent needs to complete the Closing Application for Charter and send it to Supreme Headquarters. Supreme will use that information to create the new pup tent charter and mail it back to the pup tent.

Per Capita Tax to Supreme is \$9.00 plus \$1.00 for the extension fee.

Per Capita Tax to the Grand (changes by Grand) plus \$1.00 for the Grand extension fee.

If you have questions please contact Supreme Headquarters 412-824-2240 or email to Supremehqmc@lotcs.org. You can also call 703-447-3607 or gary8953@comcast.net.

