



## **GRAND MEMBERSHIP TRANSMITTAL FORM INSTRUCTIONS**

Listen Cootie,

The Supreme Commander has requested that I develop a new method for processing membership, and at the same time reduce the amount of paperwork being sent to the Grand Quartermasters and to Supreme. To that point I have done away with the old T-1 form and have created a new Pup Tent Transmittal form using Microsoft Excel. If you use a computer to complete this form all the CCDB's have to do is identify the Pup Tent, type in the cootie name that is being processed, select New, Continuous, or Reinstated, input the Grand Per Capita Tax and the form will calculate the amount of monies due. The new Pup Tent Transmittal form will be available on our web site: [LOTCS.ORG/FORMS/CCDB](http://LOTCS.ORG/FORMS/CCDB) or Pup Tent. If you do not use a computer to complete this new form please print the cooties name so that both the Grand Quartermasters and Supreme can read the name of cootie that is being processed. I have also modified the Cootie application form so that the form can be used for a new Cootie that is joining this lousy organization or for a cootie that has dropped out and then decided to rejoin. There are two check boxes at the top of the form that need to be checked. One is for a new cootie and the other is for a cootie that is reinstating. We at headquarters need the same information on both new and reinstated cooties.

The Grand transmittal is basically the same as the Pup Tent Transmittal form except you can use a credit card to pay for what is being sent to Supreme. Also, the Grand per capita tax is not on the Grand transmittal form. The instructions for completing either form is basically the same.

To complete the form, fill out the top of the form which is self-explanatory.

In the PT column – Put your Pup Tent (PT) number

In the Name column – Put the name of the cootie being processed

In the N/M (New Member) Column - Put a "1" if it is a NEW Cootie being processed

In the C/M (Continuous Member) Column – Put a "1" if it is a continuous cootie being processed

In the R/M (Reinstated Member) Column – Put a "1" if it is a reinstated Cootie being processed

In the Supreme PCT (Per Capita Tax) – Put in \$9.00 if processing by hand or leave it blank if using a computer (it will automatically put in \$9.00)

In the Grand PCT column – Put in your Grand's PCT

In the Grand EF (Entrance Fee) Column – Put in \$1.00 if processing by hand or leave it blank if using a computer (it will automatically put in \$1.00)

In the Supreme EF Column - Put in \$1.00 if processing by hand or leave it blank if using a computer (it will automatically put in \$1.00)

In the LMF (Life Membership Fee) Column – Put the life membership fee if processing a life membership application

In the TOTAL Column – If processing by hand put the total for the row being processed (This should include Supreme PCT + Grand PCT + Supreme Extension Fee + Grand Extension Fee + Life Membership Fee), if processing using a computer the Total Column should fill in automatically.

If you are purchasing a hat for a new or old member. The cost of a new hat is \$65.00 and the cost of the hat with tassels and a bug is \$71.00.

Under the members name put HAT and the HAT SIZE. Nothing else should be required as you have already identified the Pup Tent Number and we at headquarters can look up the name of the Pup Tent.

If you have any questions or problems with this form contact the Supreme Quartermaster at 412-824-2240 or 703 447-3607.