

GRAND & PUP TENT

MEMBERSHIP TRANSMITTAL FORM

Listen Cootie,

If you use a computer to complete this form all the CCDB's have to do is identify the Pup Tent (not local Cootie number), 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 <https://lotcs.org/forms.html#tabs-9> 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.

The Grand transmittal is basically the same as the Pup Tent Transmittal form except you can email us the form and call us 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 (not Cootie 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 bring 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 \$12.00 if processing by hand or leave it blank if using a computer (it will automatically put in \$12.00)

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 have any questions or problems with this form contact the Supreme Quartermaster at 412-824-2240.

3 April 2025