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**MODD OFFICER TASK LIST**

**MONTHLY TASKS DETAILS**

**STANDARD OPERATING PROCEDURE**

**31 July 2022**

## July:This is the beginning month of the Pack's fiscal year

###### PACK LEADER:

Should be in contact with the newly elected or re-elected Pack officers to ensure that they are aware of and understand their position's responsibilities. Appoints members of Pack Committees.

###### SMART DOG:

If the Pack Bylaws were amended at the June Grand Growl of the Pack, that officer is

) charged with ensuring that a complete set of the amended Bylaws is sent to the Honorable Kennel Smart Dog for review and approval. The approved Bylaws are

distributed by the Smart Dog to the Pounds, Pack Officers and sent to the Dept. Webmaster for posting on the Dept. Website.

###### DOG ROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. Prepare a year-end final **(1 July of the previous year to 30 June of the current year)** financial report.
3. Ensure that a check for the Passport fees collected at the June Grand Growl of the Pack is transmitted to Honorable Kennel Dog Robber.
4. Ensure that a completed, signed (by the Installing Officer) Report of the Installation of Pack Officers is sent to the Honorable Kennel Dog Robber.

###### RECORDERDOG:

Prepare a set of the DRAFT Scratchings of the June Grand Growl of the Pack for

*)* reading and approval at the September Growl of the Pack. These draft Scratchings of

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the June Growl should also be emailed to the Pack Leader for his review well before the next Growl.

### August:

**DOG ROBBER:**

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. As the first Pack Growl will take place in mid-September; the Dog Robber notifies the membership of the upcoming Growl by sending a **snail mail or an email notice,** including the 30 June financial report **to all the Dogs (especially the Pack Staff) in the Pack,** together with a copy of the DRAFT Scratchings of the June Grand Growl of the Pack, prepared by the Recorder Dog, about two weeks prior to the mid-September Growl.

### September:

**PACK LEADER:**

Prepare an agenda for the Growl and presides over the September Growl.

**DOG ROBBER:**

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. As the first Growl of the Pack typically falls in mid-September; the Dog Robber needs to copy and distribute the year-end (30 June) annual financial report at the September Growl.
3. Attend the September Growl, accumulate all bones for dues, Passport Fees, assessed fines and all other income received at the Growl.
4. Following the Growl (within 48 hours) the income received at the Growl is reconciled and bones deposited into the bank account.
5. Within one week of the Growl, a check for the Passport fees collected at the September Growl are to be transmitted to the Honorable Kennel Dog Robber.

**RECORDER DOG:**

1. Have a copy of the DRAFT Scratchings of the June Grand Growl of the Pack for reading and approval.
2. Record the Scratchings of the September Growl.

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) 3. Transcribe and proof-read the Scratchings of the September Growl. These draft Scratchings of the September Growl should also be emailed to the Pack Leader for his review well before the next Growl.

1. Change the DRAFT Scratchings of the previous Growl (June) to approved

Scratchings and insert into the three-ring binder with the Dog Robber's files.

### October:

###### DOG ROBBER:

* 1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
  2. As the second Growl of the Pack will take place in mid-November; the Dog Robber notifies the membership of the upcoming Growl by sending a snail mail notice **to all the Dogs (especially the Pack Staff) in the Pack,** together with a copy of the DRAFT Scratchings of the September Growl of the Pack, prepared by the Recorder Dog, about two weeks prior to the mid- November Growl.

### November:

###### PACK LEADER:

Prepare an agenda for the Growl and preside over the November Growl.

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###### SMART DOG:

Notifies those present at this Growl that proposed amendments to the Pack Bylaws are to be submitted to that officer no later than 1 February of the upcoming calendar year for distribution to all Pounds and Pack Officers in preparation for the Grand Growl of the Pack in June of the upcoming calendar year. That officer will also notify all Pounds and Pack Officers of that requirement on or slightly before 1 December (the following month).

###### DOGROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. As the second Pack Growl of the year typically falls in mid-November; the Dog Robber needs to prepare an up-to-date (typically as of end of the preceding month) financial report.
3. Attend the Growl, accumulate all bones for dues, Passport Fees, assessed fines and all other income received at the Growl.

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1. Following the Growl (within 48 hours) the income received at the Growl is reconciled and bones deposited into the bankaccount.
2. Within one week of the Growl, a check for the Passport fees collected at the Growl are to be transmitted to the Honorable Kennel Dog Robber.

##### RECORDER DOG:

1. Have a copy of the DRAFT Scratchings of the September Pack Growl for reading and approval.
2. Attend the Growl, record the Scratchings.
3. Change the DRAFT Scratchings of the previous Pack Growl (September) to approved Scratchings and insert into the three-ring binder with the Dog Robber's files.
4. Transcribe and proof-read the Scratchings of the November Growl. These draft Scratchings of the recent Growl should also be emailed to the Pack Leader for his review well before the next Growl.

### December:

##### DOG ROBBER:

On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.

##### SMART DOG:

Advise all Dogs, Poundkeepers, Pound Dog Robbers and Pack Staff that proposed amendments to the Pack Bylaws (to be considered at the June Grand Growl of the Pack in the new fiscal year) are due to the Worthy Pack Smart Dog by 1 February of the upcoming year.

December is typically the "quietest" month of the Pack Leader's & Dog Robber's year.

## January: There typically is no Pack Growl in January.

##### DOG ROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding monthis downloaded from the bank site, printed and reconciled to the check book balance.
2. Update and submit the annual, required (by the Kennel and Marine Corps League Bylaws) ***IRS form 990-N*** on or about 15 January of each year. **This is done on-line only at:https://**[**www.irs.gov/charities-non-profits/annual-electronic-filing-reguirement-for-small-exempt-**](http://www.irs.gov/charities-non-profits/annual-electronic-filing-reguirement-for-small-exempt-)

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organizations-form-990-n-e-postcard. The final report (once approved by the ***IRS)*** is shared with

) the Honorable Kennel Dog Robber, who ensures that **MCL National** is also advised.

#### February:

##### DOG ROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding monthis downloaded from the bank site, printed and reconciled to the check book balance.
2. As the third Pack Growl typically falls in mid-March; the Dog Robber needs to prepare an up-to-date (typically as of end of the preceding month) financial report.
3. As the third Growl of the Pack will take place in mid-march; the Dog Robber notifies the membership of the upcoming Growl by sending a snail mail notice **to all the Dogs (especially the Pack Staff) in the Pack,** together with a copy of the DRAFT Scratchings of the November Growl of the Pack, prepared by the Recorder Dog, about two weeks prior to the mid-March Growl.

##### SMART DOG:

Distribute to all Dogs, Poundkeepers, Pound Dog Robbers and Pack Staff any proposed

amendments to the Pack Bylaws (to be considered at the June Grand Growl of the Pack in the new fiscal year) no later than 15 February of the new calendar year.

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#### March:

##### PACK LEADER:

Prepare an agenda for the Growl and preside over the March Growl.

##### MAD DOG:

That officer shall notify all Pounds and Pack Officers of the dates for submission and criteria to be followed for Initiation of all Devil Dogs and Pups at the June Grand Growl of the Pack in June.

##### DOG ROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. Attend the March Growl, accumulate all bones for dues, Passport Fees, assessed fines and all other income received at the Growl.
3. Following the Growl (within 48 hours) the income received at the Growl is reconciled and bones deposited into the bankaccount.

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**MOOD PACK OFFICER MONTHLY TASKS LIST DETAILS** -**STANDARD OPERATING PROCEDURE·**

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1. Within one week of the Growl, a check for the Passport fees collected at the Growl are to be transmitted to the Honorable Kennel Dog Robber.

**RECORDER DOG:**

1. Have a copy of the DRAFT Scratchings of the November Pack Growl for reading and approval.
2. Attend the March Growl and record the Scratchings.
3. Change the DRAFT Scratchings of the previous Pack Growl (November) to approved Scratchings and insert into the three-ring binder with the Dog Robber's files.
4. Transcribe and proof-read the Scratchings of the March Growl. These draft Scratchings of the recent Growl should also be emailed to the Pack Leader for his review well before the next Growl.

**April:**

**DOG ROBBER:**

1. On or about the second day of the month, make sure the electronic bank statement for the preceding month is downloaded from the bank site, printed and reconciled to the check book balance.
2. As the fourth Pack Growl will take place in mid-may; the Dog Robber notifies the membership of the upcoming Growl by sending a snail mail notice or email notice:

**(Especially the Pack Staff) in the Pack,** together with a copy of the DRAFT Scratchings of the March Growl of the Pack, prepared by the Recorder Dog, about two weeks prior to the mid-May Growl, and prepares an up-to-date (typically as of end of the preceding month) financial report

1. On or before 25 April; The Pack's Registered Agent will log onto the state website **(https:/**[**/www**](http://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport))**.**[**njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport)**](http://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport))and renew/update the Pack's incorporation status. The Pack's Registered Agent (POD Sutton currently) will use the debit card connected to the Pack'schecking account to pay the $25.00 annual renewal fee.

#### May:

**PACK LEADER:**

Prepare an agenda for the Growl and preside over the May Growl.

**DOG ROBBER:**

1. On or about the second day of the month, make sure the electronic bank statement for the preceding monthis downloaded from the bank site, printed and reconciled to the check book balance.

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1. Attend the May Growl, accumulate all bones for dues, Passport fees, assessed fines

) and all other income received at the Growl.

1. Following the Growl (within 48 hours) the income received at the Growl is reconciled · and bones deposited into the bankaccount.
2. As the annual Grand Growl of the Pack typically falls on a Friday evening in mid­ June; the Dog Robber needs to prepare an up-to-date (typically as of end of the preceding month) financial report.
3. Also, Dog Robber notifies the membership of the upcoming Grand Growl of the Pack by sending a snail mail or email notice **to all the Dogs (especially the Pack Staff) in the Pack,** together with a copy of the DRAFT Scratchings of the March or May Growl of the Pack, prepared by the Recorder Dog, abou{two weeks prior to the mid-June Growl.

##### RECORDER DOG:

1. Have a copy of the DRAFT Scratchings of the March or May Pack Growl for reading and approval.
2. Attend the May Pack Growl and record the Scratchings.
3. Change the DRAFT Scratchings of the previous Pack Growl (March or **May)** to

) approved Scratchings and insert into the three-ring binder with the Dog Robber's files.

1. Transcribe and proof-read the Scratchings of the May Growl. These draft Scratchings of the recent Growl should also be emailed to the Pack Leader for his review well before the next Growl.

### June:

##### PACK LEADER:

Prepare an agenda for the Grand Growl of the Pack

##### MAD DOG:

That officer shall preside over the initiation of all Devil Dogs and Pups at the Grand Growl of the Pack.

##### DOG ROBBER:

1. On or about the second day of the month, make sure the electronic bank statement for the preceding monthis downloaded from the bank site, printed and reconciled to the check book balance.
2. Attend the Grand Growl of the Pack, take gear sales bones and accumulate all bones

*)* for dues, Passport Fees, assessed fines and all other income received at the Growl.

**MOOD OFFICER MONTHLYTASKS LIST DETAILS· STANDARD OPERATING PROCEDURE** -

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1. Following the Growl (within 48 hours) the income received at the Growl is reconciled and bones deposited into the bank account.
2. Within one week of the Growl, a check for the Passport fees collected at the Growl are to be transmitted to the Honorable Kennel Dog Robber.

**RECORDER DOG:**

1. Have a copy of the DRAFT Scratchings of the March or May Pack Growl for reading and approval.
2. Attend the Grand Growl of the Pack Growl and record the Scratchings.
3. Change the DRAFT Scratchings of the previous Pack Growl (March or May) to approved Scratchings and insert into the three-ring binder with the Dog Robber's files.
4. Transcribe and proof-read the Scratchings of the Grand Growl of the Pack. These draft Scratchings of the recent Growl should also be emailed to the Pack Leader for his review well before the next Growl.

**SMART DOG:**

Distribute to all Dogs, Poundkeepers, Pound Dog Robbers and Pack Staff copies of any proposed amendments to the Pack Bylaws and call for a vote on the proposed amendments.



**MODD NEW JERSEY PACK OFFICER MONTHLY TASKS LIST DETAILS· STANDARD OPERATING PROCEDURE. Page 8 of 8**

2017 - 2018 **NEW JERSEY PACK**

**MOOD**

**BUDGET PROPOSAL**

|  |  |
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| **INCOME DESCRIPTION** |  |
| PACK DUES | $ 600.00 |
| FINES ASSESSED | $ 600.00 |
| PASSPORT FEES | $ 490.00 |
| PLM REIMBS. From KENNEL | $ 60.00 |
| RAFFLE INCOME | $ 100.00 |
| GRAND GROWL REGISTRS. | $ 400.00 |

PROPOSED TOTAL:

# $2,250.00

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| **EXPENSE DESCRIPTION** |  |
| CONTRIBUTIONS | $ 100.00 |
| PACK SUPPLIES | $ 300.00 |
| PASSPORT FEES TO KENNEL | $ 490.00 |
| PACK LEADER TRAVEL | $ 200.00 |
| AWARDS COMMITTEE | $ 250.00 |
| MCLA SCHOLARSHIP MCL SCHOLARSHIP | $ 50.00  $ 50.00 |
| DEPT. CONV. AD BOOK | $ 150.00 |
| CHAPEL OF FOUR CHAPLAINS | $ 500.00 |
| POSTAGE | $ 60.00 |
| PRINTING/COPYNG | $ 100.00 |

PROPOSED TOTAL:

# $2,250.00

2017 • 2018 PROPOSED BUDGET



**PD 136**

PAID 2017

*Name* ***DG TAG*** *STREET* ***CITY ST ZIP PDT!TLE PKTITLE MCLNO DPLM***

***Count of category* 4**

***Name***

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| BECK.ROBERT W | PUP |  | 16-285 | 7 GLORIA AVE | WHIPPANY | NJ | 07981 |  | 240873 |  |
| CHEPURKO,PAUL | PUP |  | 11-249 | 2 MAITLAND AVE #12 | HAWTHORNE | NJ | 07506 |  |  |
| MORROW.URBAN L | DD |  | 02-123 | 350 CYNTHIA LN | BRIDGEWATER | NJ | 08807-5687 |  | 124302 |
| VRABLIC,RON | DD |  | 13-169 | 45 CANE ST | BOGOTA | NJ | 07603 | SPK#136 | 243965 |
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| ***DG*** | ***TAG*** | ***STREET*** | ***CITY*** | ***ST*** | ***ZIP*** | ***PDTITLE*** | ***PKTITLE*** | ***MCLNO*** | ***DPLM*** |

***Count of category* 29**

APRICENA,MICHAEL DD 17-309 258 CLINTON PL HACKENSACK NJ 07601 103573

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| JRCHBOLD,LOIS **M** | PUP | 09-150 | PO BOX445 | TEANECK | NJ | 07666-0445 | 085926 |

242589

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| ARVIDSON.PETE | PUP | 16-247 | 153 LAKESHORE DR | HEWITT | NJ | 07421 |  |  |
| BARCUS,JOHN D | DD | 15-242 | 77TILTON RD | BRICK | NJ | 08723-5843 |  |
| CHARRIEZ.MYRIAM | DD | 16-315 | 318 JAMESTOWN CT | FLEMINGTON | NJ | 08822 |  |
| CLEARY.JOHN M | DD | 17-176 | 340 SUSSEX RD | WOODRIDGE | NJ | 07075 | SWD#136 |
| DAUDELIN.TIM | DD | 13-099 | 182 MACDONALD DR | WAYNE | NJ | 07470 |  |  |
| v't>EANGELO.BARBAR | DD | 14-381 | 740B HOMICKI CT | CLOSTS NECK | NJ | 07742 |  |  |

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| .:/DEANGELO,JOSEPH | DD | 14-380 | 740B HOMICKI CT | CLOTS NECK | NJ | 07742 | SSVPK#136 | WPD (NJ} | 330411 |
| EBEL.EDWARD M | PUP | 16-246 | 170 N 5TH ST | SADDLE BROOK | NJ | 07663 |  |  | 340852 |
| / |  |  |  |  |  |  |  |  |  |
| vEVERHARD JR.GASP | PUP | 17-326 | 45WOOLEYST | ABERDEEN | **NJ** | 07747 | 183481 | | |

186749

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| vFrater.Albert R | PDD | 06-340 | 524 SAGAMORE AVENUE | TEANECK | NJ | 07666-2610 | SDR#136 | WDR(NJ) |
| ../ GILLESPIE.BRIAN | DD | 11-320 | 101 LENAPE TRAIL | BRIELLE | NJ | 08730-1508 |  |  |

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| Giovanni.Louis | DD | 71-080 | 535 AVE A #430 | BAYONNE | NJ | 07002-1611 |  | 27 |
| HAUCK.JASON | PUP | 18-279 | 20 MARCY ST | BLOOMFIELD | NJ | 07003 |  | 335687 |
| VHOFFMAN,DANIEL J | DD | 14-121 | 23 WAVERLY PL | MONTVALE | NJ | 07645 |  | 242540 |
| VHUMAN,CESAR M | DD | 17-177 | 65 DEVON ST | NORTH ARLINGT | NJ | 07031 | SSD#136 | 108403 |
| VIACOVOU,PERRY L | DD | 17-327 | 84 CENTRAL AVE | SEWAREN | NJ | 07077 |  | 344916 |
| (/Levy.Sheldon | DD | 09-152 | 461 SUMMIT AVE | HACKENSACK | NJ | 07601 |  | 190212 |
| Maccagnaro,Roger0 | DD | 06-266 | 61 SYLVAN PLACE | NUTLEY | NJ | 07110-1548 |  | 194834 |
| ack Jr.Donald W | DD | 09-441 | 100 BURNT MILL RD | BRANCHBURG | NJ | 08876 |  | 222677 |
| \_,...-McCall,James E | POD | 06-185 | 860 ESTER AVENUE | TEANECK | NJ | 07666-2558 | SDT#136 | 105661 |

MONTAGNA,SERPHIN PUP 16-248 142 MACARTHUR DR SADDLE BROOK NJ 07663

/2szmianski Jr.Anthony DD 07-314 16 SWEETWOOD COURT WEST CALDWELL NJ 07006-7709 59

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| POOLE.CARLOS A | PUP | 14-257 | 991 HOWARD CT | NEW MILFORD | NJ | 07646 | | | | |
| SOLDANO,CHRISOPH PUP 18-108 1 FELICIA CT FLEMINGTON NJ 08822 336827 | | | | | | | | | | |
| \_/'WALUK,MICHAEL *J* | DD | 17-108 | 201 WESTFIELD AVE | PISCATAWAY | NJ | 08854-5539 | SJVPK#136 |  | 052025 |  |
| HITE JR.GEORGE | PUP | 18-282 | 585 RIVERSIDE DR | HILLSIDE | NJ | 07205 |  |  | 151963 |  |
| iJVHITE,GARY T | DD | 17-328 | 22B ROOSEVELT AVE | CARTERET | NJ | 07008 |  |  | 331043 |  |
| **PAID** |  |  | **9999** |  |  |  |  |  |  |  |
| ***Name*** | ***DG*** | ***TAG*** | ***STREET*** | ***CITY*** | ***ST*** | ***ZIP*** | ***PDTITLE*** | ***PKTJTLE*** | ***MCLNO*** | ***DPLM*** |
| ***Count of category* 19** | | | | | | | | | | |
| Amato.Anthony | POD | 94-065 | RR2 BOX4235 | HENRYVILLE | PA | 18332-9504 |  | | 108402 | 1472 |
| Basile,Rich D. | POD | 92-353 | 5 STONEHILL LN | BELVIDERE | NJ | 07823-2847 | WDT(NJ) | | 87591 | 1214 |
| Curcio.James | POD | 92-088 | 46 COLUMBIA AVE APT 1A | KEARNY | NJ | 07032-2901 |  | | 17394 | 1683 |
| DeChirico,Patrick C | POD | 00-301 | 16WAGNERRD | STOCKTON | NJ | 08559-1411 |  | | 150818 | 1496 |
| DeFrancisci,Thomas J | POD | 89-003 | 12 BROOKHILL PLACE | LITTLE FALLS | NJ | 07424-2215 |  | |  | 1405 |
| Donnelly.Gerard P | POD | 95-317 | 926 BAY AVE | POINT PLEASANT | NJ | 08742-3065 |  | | 121012 | 1231 |

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| **Fisher.James W** | POD | 95-320 | 10 CARPENTER PL | METCHEN | NJ | 08840-2522 |  | 121011 | 1399 |
| **Havel,Skip R** | PDD | 06-265 | 447 THIRD STREET | CARLSTADT | NJ | 07072-1421 | SPD#136 | 187887 | 2296 |
| **Kiss,\IVi!liam L** | PDD | 93-318 | 6 RT 628 | WANTAGE | NJ | 07461-2627 |  | 756 | 734 |
| **Kloss.Howard J** | **PDD** | 88-263 | 900 PAULJSON AVENUE APT | CLIFTON | NJ | 07011-3654 |  |  | 243 |
| **Uggon,Roger W** | POD | 90-145 | 1152 KENSINGTON AVE | PLAINFIELD | NJ | 07060-2633 |  | 196 | 1152 |
| LJMONELLE,Ronald T | PDD | 97-377 | 63 NEW STREET | WOODBRIDGE | NJ | 07095-2859 | SMD #136 | 114988 | 1200 |
| **McDonough,William** | PDD | 77-163 | 76 GOLF CLUB DRIVE | LANGHORNE | PA | 19047-2163 |  | 2228 | 1322 |
| **Nasdeo,Edward** | PDD | 85-271 | 7YATESDR | EAST BRUNSWIG | NJ | 08816-3858 |  |  | 391 |
| **Pena,Vincent M** | POD | 95-319 | 536 STRATHCLYDE CT. | APOPKA | FL | 32712-4745 |  | 118558 | 1112 |
| **Rumelt,George L** | PDD | 96-390 | 12 RUGBY RD | NEW CITY | NY | 10956-4029 |  | 126206 | 1365 |
| **White,Joseph W** | POD | 75-100 | 116 TOTAWA RD | TOTAWA | NJ | 07512-2709 |  | 60071 | 1816 |
| **Williams.David A** | PDD | 04-147 | 550 MT. HOPE ROAD | WHARTON | NJ | 07885-2838 |  | 178079 | 2100 |
| **Zullo,Louis A** | PDD | 90-007 | 166 DAVIS AVE | PISCATAWAY | NJ | 08854-2406 |  |  | 392 |

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