

PUP TENT ADJUTANT'S NOTE: This is a specimen page for your information and guidance in writing up the minutes of your Pup Tent Meetings. It is recommended the minutes be taken down in a notebook and then later transcribed by typewriter to the permanent sheets.

Minutes of _____ **Pup Tent No.** _____ **Military Order of the Cootie**
 For Scratch held _____ 20 _____, at _____
 Seam Squirrel _____ called the meeting to order at _____ P.M. _____ Present

OPENING CEREMONIES: (Taking up of password and other ceremony according to Ritual.)

ROLL CALL OF OFFICERS: (Mark on Roll Call sheet whether present, excused or absent.)

Seam Squirrel		Sky Pilot		Tight Wad 3 Years	
Blanket Bum		Pill Pusher		Tight Wad 2 Years	
Hide Gimlet		Provost Marshall		Tight Wad 1 Year	
C.C.D.B.		Shirt Reader		K. C. R.	
Hungry Cootie		Historian		G. S. D. B.	
Shyster		Hospital Chairman		Jimmy legs	
V.F.W. Booster Chairman		Wind Jammer		Delousing Crew	

READING OF SUPPLICATIONS FOR MEMBERSHIP. Applications for new members read. Applications assigned to investigating committee.

REPORT OF INVESTIGATING COMMITTEE. Committee reports on applications previously given to them.

BALLOTING BY COIN BALLOT. Voting on members recommended by committee, after they have been certified to by the V. F. W. post.

INITIATION, ANY DEGREE. Be sure to show full names and degree taken by members.

READING OF MINUTES OF PREVIOUS SCRATCH. Minutes were approved as red (or corrected) for Scratch held.

	Total All Funds	Supreme PCT Reserve	Supreme Application Fees Fund	General Fund	Hospital Fund	Fund	Fund	Fund
Old Balance	\$	\$	\$	\$	\$	\$	\$	\$
Received since last meeting								
Total Receipts								\$
Less Disbursements								\$
Balance on Hand								\$
Total working funds	\$	\$	\$	\$	\$	\$	\$	\$

Seconded by Cootie _____ Made by Cootie _____ the Quartermaster's report be accepted.

READING OF OFFICIAL AND OTHER COMMUNICATIONS. Minutes should show who they were from, when received, what they are about and what action was taken.

REPORT OF COMMITTEES. STANDING AND SPECIAL. Show each committee reporting and what They reported.

REPORT OF THE HUNGRY COOTIE (Adjutant) in DETAIL.

READING OF BILLS. ACTION TO BE TAKEN. Show what bills were read, the amount, what they were for and action taken regarding payment of same.

UNFINISHED BUSINESS. Just what the title says and should only be business taken up previously and referred to a committee for presentation at this time.

NEW BUSINESS. Just what the heading implies and should be confined strictly to such business requiring action by the pup tent. General discussion of any topic should not be permitted unless a motion has been stated. Write motion down in detail showing who made the motion and who supported it.

GOOD OF THE SCRATCH. This item of business is for general discussion which requires no action. If action on any item is required, the scratch should be reverted to the order of New Business.

CLOSING CEREMONIES.

Seconded by Cootie _____ Made by Cootie _____ that we proceed to close.
 To meet again _____ 20 _____, at _____

CLOSING CEREMONIES: Scratch closed in due form at _____ P.M. Cooties Present:

It is always well for the Quartermaster to announce that he will remain at his desk for a few minutes to collect dues from any and all who come in late or others who wish to pay. This can be announced just prior to the closing of the meeting.

Date _____ Signed _____

These minutes approved (as corrected) _____ Pup Tent Adjutant _____ Ass't Pup Tent Adjutant