

Secretary Information

Please use the appropriate form to let International know of changes.

All forms available at www.isdup.org

Go to Membership Tab, Forms and Applications, Administrative and Secretary Forms.

Enter information, print form and mail to ISDUP, 300 N Main Street, Salt Lake City, UT 84103

Camp Member Transfer



Camp Member Transfer

Name _____ Reg. # _____
New Mailing Address _____
City _____ State _____
Old Mailing Address _____
New Phone Number _____
New Camp _____
Old Camp _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main Street
Salt Lake City, Utah 84103-1699

Version 2014-2015

Late Dues



Late Dues

Name: _____ Reg. # _____
Mailing Address _____
City _____
Amount Enclosed _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main Street
Salt Lake City, Utah 84103-1699

Version 2014-2015

Deceased Member



Deceased Member

Name _____
Reg. # _____
Camp _____
Person Submitting No. _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main Street
Salt Lake City, Utah 84103-1699

Version 2014-2015

Address Correction

Address Correction



Name _____ Reg. # _____
Current Mailing Address _____
City _____
Old Mailing Address _____
City _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main St
Salt Lake City, UT 84103-1699

Name Change



Name Change

Name _____ Reg. # _____
Mailing Address _____
City _____
Old Name _____
Camp _____ Company _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main Street
Salt Lake City, Utah 84103-1699

Version 2013-2014

Legacy Newsletter Not Received Address Correction



Legacy Newsletter
Not Received
Address Correction

Name _____ Reg. # _____
Correct Mailing Address _____
City _____
Old Mailing Address _____
Phone No. (_____) _____
Camp _____ Company _____

Please mail completed form to: International Society Daughters of Utah Pioneers
Membership Department
300 North Main Street
Salt Lake City, Utah 84103-1699

Version 2013-2014



Daughters of the Future

Keepers of the Past

Secretaries

Your camp or company meeting minutes should be brief, bare bones. It is not necessary to repeat the entire lesson or the history given. Just record the facts! Please, duplicate the camp minutes form, found on the ISDUP website. This information is important and should be preserved each year. This is the history of your organization. Minutes should be read, corrected, and approved by the camp or company.



To find the Recording Secretary Forms, go to the ISDUP website at www.isdup.org. Below the changing pioneer photo there is a list of categories, click on the "MEMBERSHIP TAB."



A menu will appear, select ADMINISTRATIVE AND SECRETARY FORMS or ROLLS AND SECRETARY REPORTS



Daughters of the Future

Keepers of the Past

Membership Department: Secretary Information

The ISDUP Membership Department receives reports from the Company Secretary. The **Membership Dues & Membership Reports *(Annual Company Financial Report) – (due October 30)** and the **Company Year End Statistical Report *(Annual Company Statistical Report) – (due June 30)** are important to be received at ISDUP prior to those dates. The Company Secretary should remind Camp Secretaries to submit their matching camp reports to them by the 15th of the October and June due dates. [*names of reports used in the Bylaws]

The Secretary should also notify ISDUP Membership Department of any changes in a member's status, *i.e.* change of name, death, transfer to another camp, change of address, payment of late dues, as well as any problems with mailings of the paper *Legacy* or lesson materials. Use the appropriate forms found on ISDUP website, (click on Membership Tab, Forms and Applications, Administrative and Secretary Reports) to notify ISDUP.

Membership Report and Membership Dues Report *(Annual Company Financial Report) plus the Camp Associate Register (filled in from the Camp Secretary) -- Due by October 30 to the ISDUP Treasurer. [*names of reports used in the Bylaws]

Company Secretary and Treasurer – work together to complete these forms.

Company Treasurer:

1. Obtains **Membership Reports** from Company President and distributes them to ALL camp secretary/treasurers – usually at the August Company Training Seminar. (These membership reports are given to the Company President at the ISDUP June seminar, or mailed to them the week following the June seminar.)
2. Trains camp treasurers and keeps a roster of their names and phone numbers.
3. Company Treasurer reminds ALL camp secretary/treasurers to collect the membership dues and fees prior to the **October 15th** deadline.

* This is the name of the report as listed in the bylaws.

Company Secretary –

1. Trains camp secretaries.
2. Checks that all camp Membership Reports have the extra four number zip codes. (This information may be obtained from utility bills. Each address has a different number.)
3. Checks Membership Reports for accuracy: phone number, name, address, member number, *Legacy* option, and e-mail address.
4. Working with Company Treasurer fills out the **Company Membership Dues Report *(Annual Company Financial Report)** showing dues collected from all camps in the company.
5. If there is a **Camp Associate Register** (new in 2016) check information of phone number, name, complete address, and email address of each Associate and attaches it to the Membership Report.
6. If a camp report is not accurate, returns it to camp secretary for corrections.
7. After checking Membership Report completely, Company President and Company Treasurer **sign the Membership Dues Report *(Annual Company Financial Report).**
8. Send ONE check to ISDUP Membership department for all dues and fees collected from camps, along with the **original Membership Reports and Camp Associate Register** from the camps to:

International Society Daughters of Utah Pioneers
300 North Main Street
Salt Lake City, UT 84103-1699

NOTE:

DO NOT SEND **CAMP** MEMBERSHIP DUES REPORTS (Annual Camp Financial Report) to ISDUP. This information should have already been combined on the **Company Membership Dues Report, which is DUE to ISDUP by OCTOBER 30th.**

9. For additional help, call ISDUP Membership @ 801-532-6479, ext. 204.
10. Make a copy of the reports and file it with secretary's minutes.

* This is the name of the report as listed in the Bylaws.

Camp Secretary and Treasurer – work together to complete these forms.

Camp Treasurer –

1. Obtains original **Membership Report** from Company Secretary or Treasurer.
2. Collects dues prior to October from camp members and fills out the Camp Membership Dues Report *(Annual Camp Financial Review) and original **Membership Report** accordingly.
3. Collects the fees from Associates and fills out with the secretary, a **Camp Associate Register** (new in 2016) form.
4. Make ONE check to your Company for all dues and fees.
5. Gives the check and original **Membership Report** to camp secretary.

Camp Secretary –

1. Examine the original **Membership Report** with the treasurer. Make sure all information on each daughter is correct and **legible** if correcting.
2. List extra four digit zip code numbers for each name. (This information may be obtained from utility bills. Each address has a different number.)
3. Mark original **Membership Report**, in right hand margin, as to status of any member not paid. Inactive members (IN), moved, death, transferred, etc.
(Has ISDUP been informed using the forms found on the ISDUP website?)
4. If Opt out of Paper Legacy is selected, inform daughters a digital copy can be found and printed from the Home Page of the ISDUP website.
5. List Daughters whose names do not appear on Membership Report at the end of report. Be sure to list complete name, address, and membership number. DO NOT LIST NAMES OF NEW APPLICANTS WHO HAVE NOT YET RECEIVED A MEMBERSHIP NUMBER.
6. List DUP Associates on **Camp Associate Register**: complete name, addresses, and phone number and fee paid.
7. Remember it is ONE check for all dues and fees collected.
8. Double check ALL information for completeness, accuracy and legibility.
9. Secretary/Treasurer and Camp Captain signs and provides phone numbers at bottom of **Camp Membership Dues Report *(Annual Camp Financial Report)**.
10. Make copies of all reports and put them with the Camp minutes.
11. Send original Membership Report, Camp Membership Dues Report *(Annual Camp Financial Report), and Camp Associate Register with a check for dues and fees to Company Treasurer by **October 15th**. **Please be on time as the Company Secretary has her report to fill out to send to ISDUP by October 30th**.
12. If you need help, contact your Company Secretary.

* This is the name of the report as listed in the bylaws.

Company Year End Statistical Report *(Annual Company Statistical Report)

-- Due June 30

1. Camp Captain and Secretary are responsible for the **Annual Camp Statistical Report**. If a new captain and secretary are elected, the statistical report should be completed by the outgoing officers and sent to the Company President or Secretary no later than June 15th. **DO NOT SEND TO ISDUP.**
2. Camp Captain and Secretary are responsible for the **Camp Semi-Annual Report**. This report should be completed and sent to the Company by January 15 and June 15 each year. Completing this report makes the yearly **Camp Statistical Report** much easier to do.
3. Company Secretary and President are responsible for the **Company Year End Statistical Report *(Annual Company Statistical Report)**, which is a compilation of the Annual Camp Statistical Reports. Only the Company Year End Statistical Report *(Annual Company Statistical Report) should be sent to ISDUP. Be sure to include the listing of Camp Captains on page 2 of this report. **DUE JUNE 30.**

Membership Definitions

Active Member: A registered DUP member who pays current ISDUP dues. She may hold office and vote. **ISDUP dues are \$15.00 per year.**

Inactive Member: A registered DUP member who has not paid current dues. She **MUST** remain on your membership report until she moves, transfers, or dies.

Member at Large: A registered DUP member who does not live where there is an organized DUP camp. She pays dues directly to ISDUP Membership Department \$15 annually; or an individual who requests, in writing, to ISDUP Membership Department, to become a Member at Large and pays dues of \$15 annually. An individual is not a Member at Large because she is does not attend.

Associate Daughter of Utah Pioneers: Is an individual who has no pioneer ancestry but wishes to participate in a camp. To be an active Associate; her name, address, phone number and fee paid of \$15 (2016) will be listed on the Camp Associate Register to be filed with the Membership Report in October. She will receive all the benefits of lessons, *Legacy*, and association with the Daughters. An Associate may donate to the camp/company, the same amount as a member pays for camp and company dues.

Eligible Lady: Is an individual who has pioneer heritage, comes to a camp meeting but has not filled out the necessary paperwork to become a member.

* This is the name of the report as listed in the Bylaws.



Daughters of the Future

Keepers of the Past

Secretaries Department

Secretary frequently asked Questions

1. What are the duties of the Recording Secretary?

The Camp Secretary should –

Keep the minutes of all meetings.

Keep a roll. This should include all active and inactive members. Also include all applicants, eligible ladies, and guests.

Keep a current list of officers. This list should be sent to the Company Recording Secretary following elections and/or whenever changes occur.

Correct and update the Membership Report (September/October) and with the treasurer fill out the Camp Membership Dues Report (called the Annual Camp Financial Review in the bylaws on page 23) and the Camp Associate Register for the associates in the camps.

Fill out the Camp Semi-Annual Statistical Report. Prepare the Annual Camp Statistical Report.

Notify ISDUP of Daughters who move, transfer, change name or address, or die.

Assist the Camp Captain as requested.

2. What are the duties of the Correspondence Secretary?

The Correspondence Secretary should –

Give notice of time and place of all meetings.

Perform all other duties as pertaining to that office, such as sending birthday cards, greetings, and assisting the Camp Captain as requested.

Send Memorial Donations to ISDUP.

Memorial Donation Questions

1. Does a Memorial Donation need to be made to have a Daughter's name included in *Legacy*?

No. Just send a Decreased Member form.

2. Do we need to send a Decreased Member form when a Memorial Donation form is used?

No. A separate Decreased Member form is not needed.

3. How much should be donated?

Whatever is desired. We have received amounts from \$5.00 to \$500.00.

4. Who can be memorialized?

Any person – a member, an associate, or a husband. They do not have to be a DUP member. However, only member's names are listed in *Legacy*. Some obituaries have included the statement, "In lieu of flowers, please send donations to Daughters of Utah Pioneers.

5. How is the donation acknowledged?

A thank you letter is sent to the camp or company and also to the family of the person being remembered.

6. How are donations used?

For restoration and/or cleaning of paintings and photographs, and for restoration of newly found paintings or artifacts.

What papers do camps need to keep?

1. Keep camp minutes.
One page is usually sufficient for each camp meeting.
2. Keep financial records.
These should be retained for 7 years.
3. Keep a log of the histories that are given.
It is not necessary to keep a copy of the actual history.
Some camps may choose to keep a digital copy of the histories.
4. Keep a copy of each year's Membership Report.
This is received each September to record dues are paid.

What papers should camps **NOT** keep?

1. Discard old unused forms.
Current forms found on the ISDUP website are the ones to use. They will have the most up-to-date required information.
2. Discard previous year's President Packet and previous year's President Addendum.
Keep only the **current** President's Packet and Addendum.

What do we do with Camp/Company scrapbooks?

Camp and/or Company scrapbooks or history books are for the benefit of the camp or company. The purpose of the scrapbook should be determined by the camp or company. It may be used to build unity and remembrance of past events. It may be displayed at meetings, socials, or as desired by the camp or company.

Keeping previous scrapbooks is at the discretion of the camp or company officers. When discarding scrapbooks, shred personal information such as names and addresses. Digitizing the books may be an option. Camp or Company scrapbooks are not retained at the ISDUP.

CAMP ASSOCIATE REGISTER

International Society Daughters of Utah Pioneers

Camp Secretary/Treasurer: Complete and enclose this record with the Membership Dues Report and send to COMPANY Treasurer by October 15th.

Company Treasurer: Enclose this record with Company Membership Dues Report and send to INTERNATIONAL by October 31

Note: Associate Numbers are subject to annual change.

CAMP: _____ COMPANY: _____

1.

Phone	Name	Address	Fees
Associate #	Email Address		

2.

Phone	Name	Address	Fees
Associate #	Email Address		

3.

Phone	Name	Address	Fees
Associate #	Email Address		

4.

Phone	Name	Address	Fees
Associate #	Email Address		

5.

Phone	Name	Address	Fees
Associate #	Email Address		