



Daughters of the Future

Keepers of the Past

Legacy Department

Legacy, Website, and Facebook Guidelines

What a wonderful organization we belong to. *Legacy* comes out quarterly and is a great way to share what we are all up to. Your article just may inspire another daughter with a terrific idea!

Depending on the nature of your submittal and timeliness of the information, we may also post to our other publications, such as the ISDUP Official Website, or the ISDUP Official Facebook page. In order to improve the quality of photos and accuracy of content, whenever possible, please use the following guidelines when submitting any of our communication tools. Please submit *Legacy* articles 7 weeks prior to publication. (see chart below)

If I can be of any service, please call, text, write, or email me ☺

Submit ALL articles to: Verna Hazelbaker, *Legacy* Editor, legacy@isdup.org or, 300 North Main Street, Salt Lake City, Utah 84103-1699, Attention: *Legacy*; or ISDUP Website, or Facebook or email, verna-hazelbaker2002@yahoo.com, or 801-866-9276, mobile and text.

How to submit to Legacy

1. Email content to legacy@isdup.org or ask someone with a computer to help you email your article. We prefer email but we will never turn away a handwritten article
 - a. Title your article
 - b. Include company and camp name
 - c. Indicate the town and state
2. To improve the quality of the photos, please email a digital image or send a photo. In order to avoid copyright violations, please do not send screen captures from the internet.
3. Include a contact person's name and phone number.

What to Submit

You may wonder what type of information we are interested in. Here are just a few topics we would love to receive articles on:

1. Camp or company activities, recognitions, visits, events, and celebrations, etc.
2. Museum and marker events, and celebrations, etc.
3. Outreach activities and events by camps, companies, museums, and cemeteries.
4. Membership recruitment successes including associate membership recruitment.
5. Fundraising activities, events, and donations.
6. Lesson book uses such as donations, gifts, perspective member loaner, door prize, reference for ancestor research.

When to Submit

Issue	Month/Year	Submit before:
Summer	Aug 2015	Jun 27
Fall	Nov 2015	Sep 28
Winter	Feb 2016	Dec 28
Spring	May 2016	Mar 28



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LEGACY 2016-2017 ADDENDUM

2016-2017 Legacy Deadline Dates

Issue	Month/Year	Submit before:
Summer	Aug 2016	July 1, 2016
Fall	Nov 2016	Sep 26, 2016
Winter	Feb 2017	Dec 26, 2016
Spring	May 2017	Mar 27, 2017

Legacy comes out quarterly, 4 issues (summer, fall, winter, spring) from May through Feb. Please submit all information, articles, or announcements to legacy@isdup.org. We prefer electronic submittals but the old fashioned way works, too. Mail articles to: Pioneer Memorial Museum, Attn: *Legacy*, 300 North Main, Salt Lake City, Utah 84103-1699.

ISDUP WEBSITE and *LEGACY* Opt Out

If you “Opted Out” for the *Legacy*

First of all, we say, “Thank You!” for helping us save money and reduce the overall production and mailing costs of the *Legacy*. You are part of a pioneering effort when you use the internet to get your copy of the newsletter. Because email addresses frequently change we cannot email the *Legacy* to you. But, this is how you get your copy:

Instructions

1. On the computer, go to Internet Explorer®, Firefox®, or Goggle Chrome® and type www.isdup.org in search box.
2. Click on isdup.org.
3. Click on *Legacy* Newsletter in the “Welcome to the Official Site of ISDUP” paragraph.

The *Legacy* Newsletter Collection page appears. Select desired issue and enjoy reading the newsletter in color.

Benefits

1. Print or email copies to your friends or family who may like to join DUP.
2. Print and use articles in color for personal scrapbooks or in camp or company scrapbooks.
3. Enlarge the newsletter for easier reading.
4. Save production and mailing costs.

How to ‘opt out’: Send an email to legacy@isdup.org and request to be removed from the mailing list. Or, check the ‘opt out’ box on the camp membership report at your September meeting.

Jubilee and Pioneer Day Legacy Collection

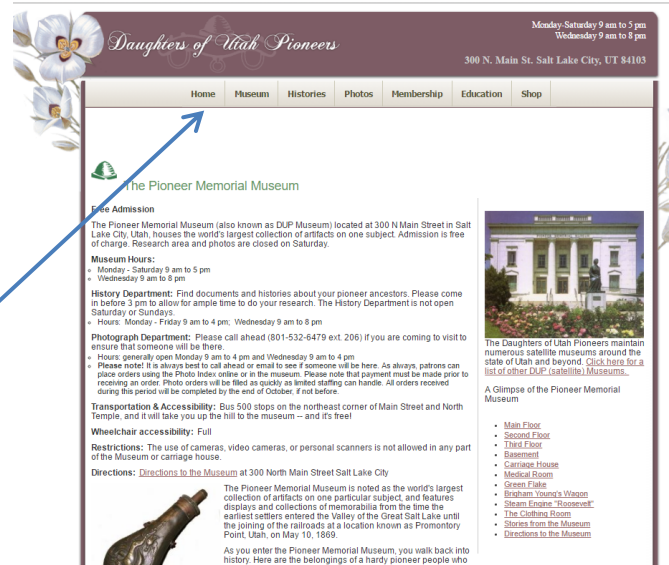
We have a new selection on our website, www.isdup.org. Click on the Education tab, then from the sub-menu click on “Jubilee” or “24th of July”. You will see a collection of all the *Legacy* articles that were published since 2014. This collection is a wonderful resource for camps and companies to get ideas for celebrations, social, Jubilees, and Pioneer Day activities. Enjoy!

ISDUP WEBSITE

What is it? Where is it? How do I use it?

❖ ISDUP Website – www.isdup.org

- Find department information, company and camp forms
- Applications, history, photo
- Search, satellite museums, grants
- and training, and DUP markers
- Shop online – books, pins, awards, certificates, etc.



❖ Announcement Blog

- Inform: typical use is to inform members and other interested parties of ISDUP and member activities
 - ISDUP events: President's Packet, conventions, seminars, workshops, and parties and limited DUP community events
 - Announcements, contest, deadlines
 - Days of 47
- Please submit all information, articles, announcements to: legacy@isdup.org.



FACEBOOK

What is it?

An application used on a mobile phone or computer. ISDUP uses Facebook to “post” late breaking news, announcements, and timely information that may not have made it into the *Legacy* newsletter.

How to use it

- Friend and follow us on Facebook for automatic notifications. Or, check frequently for ISDUP announcements, future event details, workshops, community events related to DUP from our website.
- Don't have Facebook? Then, go to our website and click “Join us on Facebook”, which is located in the Welcome section.
- Please submit all information. Articles, announcements to: legacy@isdup.org