

Camp Membership Dues Instructions



The Camp Secretary and the Camp Treasurer work with two documents for collecting and submitting dues:

- **Camp Roster** – a list of all Members and Associates within the Camp, generated by ISDUP and distributed to Company Presidents. It is date-stamped in the lower right corner.
- **Camp Membership Dues Summary Sheet** - summarizes the total of paying Members and Associates including dues paid to the Company and to ISDUP. Found at: ISDUP.org → Forms tab → Membership Dues.

Steps for submitting the Camp Roster, Camp Membership Dues Summary Sheet, and check to the Company Treasurer:

1. Camp Secretary –

Camp Roster: The Camp Secretary receives the Camp Roster through the Company President. She contacts the Members and Associates listed to ensure that all information is correct. It is recommended to pass the Camp Roster around in the September Camp meeting so individuals can update their own information.

- **Corrections:** Make **legible** corrections (name, address, phones, email, *Legacy* option) to the Camp Roster by writing directly on it. Corrections will be entered into the ISDUP Membership database when dues are processed, therefore, no need for a Record Change Form.
- **Status:** Mark status changes of any Member or Associate by her name (described on p. 2).
- **Names:** To save space on address labels and the Camp Roster, only the first and last names are shown even though all names – first, middle, maiden, and last name(s) – are in the database.
- **Preferred First Name:** Example: if "Susan" is the name on the Camp Roster and she prefers "Sue," write ~~Susan~~ (Sue) then that update will be made.
- **Legacy:** Fill in the box with an "X" in the "Legacy opt-out" column if a Member or Associate chooses to not receive the *Legacy* by mail.
- **Missing Names:** At the end of the Camp Roster, list any missing paying Members or paying Associates with their complete information. Their dues payment will be included in the Camp total.
- **New Members** who have joined in May, June, July, August, or September prior to the collecting of the annual dues will **not** pay additional ISDUP dues for the fiscal year. Dues were part of the application fee.
- **Associates:**
 - New Associates may be written on the Camp Roster and their annual dues submitted with the Camp.
 - Associate and Member late dues are submitted on the Record Change Form thereafter.
 - New Associates may be submitted throughout the year on an Associate Record.
 - If an individual qualifies and is planning to apply for membership, it is much preferred that she apply for membership instead of being written on the Camp Roster as an Associate. Her dues as a new Member are included in the ISDUP Membership Application fee, and she will not be entered into the database twice – once as an Associate and once as a new Member – a clerical complication.
- **Corrected Copy:** The Camp Treasurer receives the corrected Camp Roster to record dues received.

2. Camp Treasurer –

- **Camp Roster:** Write the dollar amount of dues paid to the Company and to ISDUP by each Member or Associate in the dues columns. Calculate the totals. **Recheck the math!**
- **Camp Membership Dues Summary Sheet:** Record the totals of paying Associates and Members and the dollar total paid. **Recheck the math!** Review with the Camp Captain, then both of you sign.
- **Forward to Company Treasurer by October 15** the corrected Camp Roster, Camp Membership Dues Summary Sheet, and one check payable to the Company for Company and International dues.
- **Late Dues:** After dues have been submitted in October, send late dues for Members and Associates along with a Record Change Form to the Company Treasurer. She will keep the Company late dues then will forward the International late dues and the Record Change Form to International.

Instructions for Corrections to the Member/Associate Information or to the Camp Roster

These guidelines are provided to officers for preparing the **Camp Roster** for submission with dues in October or for corrections submitted on the **Record Change Form** anytime throughout the year. We encourage Camp secretaries to be vigilant to stay on top of needed corrections. The responsibility for membership changes rests initially with the Member or Associate to inform the Camp Secretary of a phone, email, address, or Camp change, etc.

Membership Status: Each Member's wishes are to be honored in choosing their membership status. Leaders do not choose for them. No matter the status, once a Member, always a Member. Memberships remain permanently in the ISDUP hardcopy and digital database files.

- **Inactive:** A Member or Associate is inactive when not current on dues or not attending Camp meetings. Inactive Members and Associates remain on the Camp Roster.
- **Remove from Roster:** A Member or Associate may choose to have no further involvement with DUP and that status change is made upon **her request**. Notate on the Camp Roster: "Member Requested Removal from Roster." That individual will be changed to inactive status in the database and her name will no longer appear on the Camp Roster.
- **Member-at-Large:** A Member may choose to become a Member-at-Large, a status change made upon **her request**. She would no longer be associated with a Camp and would receive a yearly mailing for sending International dues directly to ISDUP. If a Member has moved out of a Camp to an area where no Camp is active, a letter will be sent from ISDUP offering Member-at-Large status.
- **Deceased:** If a Member or Associate has passed away and the death date is known, notate it on the Camp Roster or submit a Record Change Form. An obituary to verify dates is appreciated. For an unknown death date, search the Internet. For example, type: "death, Idaho: Jane Smith Doe."

Details on Camp Roster for a Member or an Associate:

- **Identification:** Where possible, provide complete current information – full address with zip code 4-digit extension, cell and home phones, and email. Notate "H" for home phone and "C" for cell phone.
- **Zip Code Extension:** The 4-digit extension is necessary for the bulk mailing of *Legacy*. It may be found on a utility bill or by using the US Postal Service website at: usps.com.
- **Moved to Care Center:** An address correction should be submitted naming the care center and address. If still local, the name should remain on the Camp Roster as a reminder for Members and leaders to be in touch with and aware of her situation.
- **New Address:** If moved outside the Camp area, every effort should be made to obtain and report the new address. If an address is found and written on the Camp Roster or Record Change Form, the database will be updated; she will be removed from the Camp Roster.
- **Out of State:** If moved out of state, notate the state; she will be removed from the Camp Roster.
- **Unknown Address:** If the Secretary has without success made every effort to contact the moved individual through the known phone number(s), email, letter, or social media, notate "moved, address unknown." She will be removed from the Camp Roster.
- **New Camp Needed:** The individual or a Camp officer may contact the ISDUP Membership Department to find a new Camp. Submit a Record Change Form for the transfer.
- **Temporary Absence:** If briefly away from home, i.e., mission, the name will remain on the Camp Roster.
- **Multiple Camps:** If a Member attends more than one Camp in a year, i.e., snowbird, her name will remain on the Roster where her membership is and that is where she pays her ISDUP dues.
- **Unknown Member or Associate:** It is a good idea to do the Internet search described above to rule out if the unknown person has already passed away.
- **Legacy:** The choice to **receive or not receive** the *Legacy* by mail is designated in a box within the "Legacy opt-out" column. Leaving the box blank, and if dues are current, the *Legacy* will be mailed. Marking an "X" in the box indicates the preference to **not** receive the *Legacy* by mail but will be read online. The opt-out may be reversed. **Note:** Printing, paper, and postage costs have risen exponentially. Announce in Camp meetings that if *Legacy* recipients are comfortable reading the online version and for cost savings, mark the "X" in the opt-out box.