

Camp Membership Dues Instructions



The Camp Secretary and the Camp Treasurer work with two documents for collecting and submitting dues. International dues are \$20.

- **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 Members and Associates paying dues 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:

Camp Secretary

Camp Roster: Make a copy – The Camp Secretary contacts the Members and Associates listed to ensure that all information is correct. It is recommended to pass a copy of the Camp Roster around in the September Camp meeting so individuals can update their information.

- **Corrections:** Make **legible** corrections (name, address, phones, email, *Legacy* option) by writing directly on the Camp Rosters. Corrections will be entered into the membership database when dues are processed; therefore, no need for a Record Change Form. **Use a blue ink pen** to help distinguish notations.
- **Status:** Mark status changes of any Member or Associate by the 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:** If "Susan" is on the Camp Roster and she prefers "Sue," notate ~~Susan~~ (Sue)
- **Legacy:** Fill in the box with an "X" in the "*Legacy* opt-out" column if the individual 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 do **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 late dues are submitted on the Record Change Form thereafter.
 - New Associates may be submitted throughout the year on the Associate Record form.
 - If an individual qualifies and is planning to apply for membership, have her do that instead of being written on the Camp Roster as an Associate. Her dues as a new Member are included in the Membership Application fee, and she will not be entered into the database twice – once as an Associate and once as a new Member (which causes a clerical complication).
- **Corrected Copy:** The Camp Treasurer receives the corrected Camp Roster to record dues received.

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 Members and Associates and the dollar total paid. **Recheck the math!** Review with the Camp Captain, then both 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.

Corrections to Member/Associate Information on Camp Roster

These guidelines are for preparing the **Camp Roster** for submission with dues in October or for corrections submitted on the **Record Change Form** anytime throughout the year. Camp Secretaries are encouraged 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 are kept permanently in the ISDUP files.

- **Inactive: Don't notate "inactive" on the Roster** – A Member/Associate is inactive when not current on dues or not attending Camp meetings. The name remains on the Camp Roster for leaders to be aware of.
- **Remove from Roster: Upon her request, a Member/Associate** may choose to have no further involvement with a DUP Camp. Notate on the Camp Roster: **"Member Request Removal."** The individual will be changed to inactive status in the database and removed from the Camp Roster.
- **Member-at-Large: Upon her request, a Member** may choose to become a Member-at-Large. She would no longer be associated with a Camp and would receive a yearly mailing for sending International dues directly to ISDUP. Notate on the Camp Roster: **"Member Request MAL."**
- **Deceased:** If the death date is known, notate it on the Camp Roster and **provide an obituary copy.** 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 current information – full address with zip code 4-digit extension, email, cell and home phones (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:** Submit an address correction naming the care center and address. If still local, the name should remain on the Camp Roster as a reminder to stay in touch.
- **New Address:** If moved outside the Camp area, every effort should be made to obtain the new address. Write that update on the Camp Roster or Record Change Form; check the box for Camp change.
- **Out of State:** If moved out of state, notate the state; she will be removed.
- **Unknown Address:** If the Secretary has without success made every effort to contact the moved individual by phone, email, letter, or social media, notate "moved, address unknown." She will be removed.
- **New Camp Needed:** The individual or a Camp officer may contact the 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 she pays her ISDUP dues.
- **Unknown Member or Associate:** Make every attempt to make contact and welcome her to the Camp. Complete the Internet search described above to rule out if the unknown person has passed away.
- **Legacy:** To **receive or not receive** the *Legacy* by mail is designated in 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.
- **Virtual Camps** are available in all North American time zones. Check the website for leader information.