

Camp and Camp Board Purposes and Responsibilities



Purposes and Responsibilities

A Camp within the DUP organization is the foundational entity for Member and Associate activity, organized to carry out the historical objectives and functions within an assigned Company.

Camp Monthly Meetings

Monthly Camp meetings provide a time for Members and Associates to honor pioneers through lessons, histories, songs, and artifacts. The Camp monthly meetings are typically held September through May. Each Camp establishes the date and time at the beginning of the year. Some Camps meet at the same location and other Camps rotate venues or homes each month.

The Camp meeting follows a basic agenda:

- Meeting Called to Order (1 minute): Camp Captain
- Thought and Prayer (2 minutes): Camp Chaplain
- Quote and Pledge (2 minutes): Camp Parliamentarian
- Theme Song (3 minutes) “Daughters of Utah Pioneers,” (*Pioneer Songs*, p. 158), “Salute to Our Utah Pioneers,” (*Pioneer Songs*, p. 321), or “Utah Pioneers,” (*Pioneer Song Contest Collection*): Camp Music Leader
- Read and Approve Minutes (3 minutes): Camp Secretary
- Financial Report (1 minute): Camp Treasurer
- Announcements and Business (3 minutes): Camp Captain
- Outreach Minute (1 minute)*
- Pioneer or Locality History (10 minutes)**
- Pioneer Song for the Month (3 minutes): Camp Music Leader
- Artifact or Museum Story (3 minutes)***
- Lesson Presentation (25 minutes)
- Adjourn

*The Outreach Minute is a brief one-minute report on an outreach activity that provides awareness about pioneers and/or DUP.

**The pioneer or locality history provided are histories of pioneers who left their home and refugee encampments and started across the plains, including those who died on the way and arrived the State of Deseret/Utah Territory between July 24, 1847, and May 10, 1869. Histories can include records of a locality, city, landmark, or man-made structure as built by or used by a pioneer.

*** The artifact or museum story provided is an item used or made by a pioneer. Items should be dated prior to 1900. An exception would be an item (i.e., a plate, pin, etc.) that is tied to a commemorative event such as the 1947 Pioneer Day Centennial, the 150th anniversary of your community, or an event honoring a community building such as a rock church, etc.

It is important to follow the agenda and stay within the allotted time. Camps may want to print or email announcements so time spent on these items can be minimized. The Parliamentarian may keep track of time as assigned and provide a signal when the allotted time has been used.

Some Camps have an opening social, a holiday party, and/or closing social. It is recommended that the agenda be followed and the monthly lesson be provided; however, adjust length as time allows. Camp Officers should help Members and Associates be engaged and feel welcome at Camp meetings.

There are a number of ways monthly Camp meetings can be planned. Below is an example of how Camps may choose to organize the year. This sample planning sheet is found in the Camp Captain responsibilities and can be adapted to meet Camp needs. Not all Camps will need to use all of these columns because they do not rotate all assignments listed.

Camp Monthly Meeting Planning Sheet/Sign-Up Sheet (Suggested)							
Camp Name:			Meeting Date: (for example third Thursday)			Time: (for example at 1:00 p.m.)	
Month	Date	Location/Host Meeting	Refreshments (optional)	Outreach Minute	History	Artifact	Lesson
September							
October							
November							
December							
January							
February							
March							
April							
May							

Camp Officers and Camp Board Meetings

The Captain appoints non-elected Board Members and all Committees as needed with the approval of the Camp Executive Board. She delegates responsibilities as needed. Below are the elected positions, appointed positions, and other possible positions. Appointed positions have no term limits.

Elected Positions*	Appointed Positions**	Possible Other Positions**
Captain	Chaplain	Outreach Leader
1 st Vice-Captain	Parliamentarian	Museum Director (if applicable)
2 nd Vice-Captain	Music Leader	Accompanist
Secretary	Lesson Leader	Legacy Reporter
Treasurer		Computer Specialist
Registrar		Scrapbook Leader
Historian		

*The Camp Executive Board consists of these elected officers.

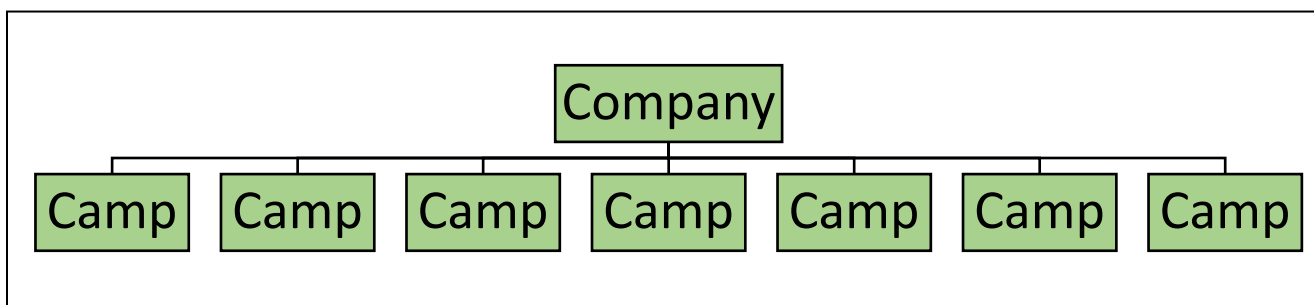
**Appointed and possible other positions may be combined and/or assigned to the 1st and 2nd Vice-Captains.

- Responsibilities for officers on the Camp Board are found at: ISDUP.org → Leadership tab → Camp Officer Information.
- The Camp Board meets as often as deemed necessary by the Camp Captain and Camp Executive Board. Most Boards meet at the beginning of the year and then one or two additional times if needed.
- Meetings of the Camp Executive Board and other appointed committees meet as often as the Captain/chairperson deems necessary.

- The Camp Captain develops the agenda for Camp Board meetings. A sample Camp Board Meeting Agenda can be found at: ISDUP.org → Leadership tab → Camp Captain.
- The Camp Board meeting includes the reading of minutes from the previous Board meeting. Minutes serve as a reminder to follow up on assignments and on-going business.
- The Camp Board meeting should include a financial report by the Camp Treasurer.

Relationship of Camps to Company

- Daughters of Utah Pioneers are organized with local Camps. The Camps are organized under a Company.
- The Company Board provides leadership, training, assistance, communication, and coordination to Camp Boards.
- Camps support and attend Company activities such as the annual Leadership Training Seminar, annual Jubilee, and biennial District Convention.
- Each Camp submits a Camp Annual Financial Review and Camp Annual Statistical Report to the Company. The Company utilizes data from these two Camp reports for District Conventions and reports submitted to ISDUP.
- Camps with jurisdiction over a DUP cabin or museum submit a Satellite Museum Annual Financial Review to the Company Treasurer when the museum funds are tracked separately either by account or ledger from the Camp funds. In cases where the funds are included with the Camp funds, the submitting of the Camp Annual Financial Review will suffice.
- A Company Board member is assigned as a Company Sponsor to each Camp. She attends at least two Camp meetings in a year. She assists the Camp and relays information from the Company.



Activities Camp Members Are Invited to Attend (Sponsored by the Company or ISDUP)

Company Leadership Training Seminar

- Information from the ISDUP Seminar is provided to Company Boards.
- The Company Board utilizes this information in training for Camp Boards.
- The Company Board conducts an annual Camp Officer Leadership Training Seminar for Camp Boards, typically in August.
- The Company Board provides information and assistance to Camps throughout the year.

District Convention

- District Conventions are held every other year.
- All Members and Associates are invited to attend.
- The primary purpose of this meeting is for Company Officers to give an accounting to the Members the financial, statistical, and activity data from the last completed DUP year (operational and fiscal) and to announce future plans.
- A representative from the ISDUP Board attends the District Convention, conducts training for the Company and Camp Boards (typically held one hour prior to the General Meeting), provides information and guidance from ISDUP, and speaks in the General Meeting.

Company Jubilee

- The annual celebration in honor of Brigham Young's birthday, June 1, 1801, is known as the Jubilee.
- The Jubilee celebration may take place on any date chosen by the Company.
- All Camp Members and Associates are invited to attend.
- The Company provides leadership for the Jubilee, but may ask Camps to be involved in the planning.

ISDUP Seminar/Convention

- ISDUP holds an annual Seminar/Convention typically in June.
- The Seminar is a training for Company leaders.
- Members and Associates are invited to attend the ISDUP Convention portion which follows the ISDUP Seminar. Along with a provided program, this meeting facilitates a forum for ISDUP to report to its Members the financial, statistical, and activity data from the last completed DUP year (operational and fiscal).

Forms and Information Relating to the Camp Board

Below is a list of forms and information used most often by the Camp Board:

Camp Elections

- Camp Election Policy and Procedures (*Flowchart, Sample Ballot, Camp Election Information*)

History Forms

- Camp Historian Submission Log
- Pioneer History Title Page
- Pioneer History Request Form
- Locality History Title Page

Membership Application/Registrar Forms

- Membership Application
- Membership Application Instructions
- Camp Registrar Tracking Sheet
- Associate Record – also under Membership Dues
- Associate Record and Dues Instructions

Membership Dues

- Camp Membership Dues Instructions
- Corrections to Membership/Associate Information on Camp Roster
- Camp Membership Dues Summary Sheet
- Camp Roster - distributed by ISDUP in July to Company President who then passes it on to Camps
- Associate Record
- Associate Record and Dues Instructions
- Dues Chart Easy Calculator

Secretary Forms

- Attendance Roll
- Camp Meeting Minutes (handwritten or fillable options)
- Camp Annual Statistical Report
- Record Change Form
- Camp Officer List
- Camp and Company Reports and Routing

Treasurer Forms

- Camp Annual Financial Review
- Satellite Museum Annual Financial Review
- Treasurer Financial Record
- Camp and Company Reports and Routing
- Record Change Form (Late Dues)

Materials and Information Needed Annually for Camp

The Camp Captain will work with Camp Officers to obtain the following information annually:

- List of songs and audio files (ISDUP.org → Leadership tab → Music)
- Lesson book (ISDUP.org → Shop → Order Form or obtain in person at the Pioneer Memorial Museum)
- List of lessons and accompanying photos (ISDUP.org → Leadership tab → Lessons)
- Parliamentary Quotes (ISDUP.org → Leadership tab → Parliamentary Quotes)
- Chaplain Thoughts (ISDUP.org → Leadership tab → Chaplain Thoughts)

Date: _____

1. **Meeting Called to Order** (1 minute): Camp Captain _____
2. **Thought and Prayer** (2 minutes): Chaplain _____
3. **Quote and Pledge** (2 minutes): Parliamentarian _____
4. **Theme Song** (3 minutes) *Daughters of Utah Pioneers*, pg. 158, *Salute to Our Utah Pioneers*, pg. 321, or “*Utah Pioneers*,” (Pioneer Song Contest Collection): Camp Music Leader _____
5. **Read and Approve Minutes** (3 minutes): Secretary _____
Approved as read _____ Approved with corrections _____
6. **Financial Report** (1 minute): Camp Treasurer _____
7. **Announcements and Business** (3 minutes): Camp Captain _____

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

- Page 6

Camp Board Meeting Agenda - Sample



Camp: _____

Date: _____

1. **Call to Order** - Camp Captain
2. **Prayer** - Chaplain
3. **Minutes** - Camp Secretary
4. **Financial Update** - Camp Treasurer
 - a. Checking account balance
 - b. Budget items
 - c. Camp Annual Financial Review (end of DUP fiscal year)
 - d. Satellite Museum Annual Financial Review (if applicable)
5. **Announcements** - Camp Captain
 - a. Company Leadership Training Seminar
 - b. Company and ISDUP items
 - c. District Convention
 - d. Jubilee
 - e. Museum, cabin, cemetery, and marker announcements/assignments (if applicable)
 - f. Company Sponsor visits and information
6. **Camp Business** - Camp Captain
 - a. Calendar and goals
 - b. Monthly Camp meetings
 - Standing date and time each month; possibly opening/closing/holiday socials
 - Location(s)
 - Lesson
 - History
 - Artifact
 - Refreshment assignments
 - c. Camp Roster, Dues, Statistical Report, Financial Review(s) (Camp and Satellite Museum) deadlines
 - d. Elections - Camp elections in even numbered years
 - e. Recruitment of new Members and Associates
7. **New Members** - Camp Registrar
8. **New Histories Submitted** - Camp Historian
9. **Outreach** - Camp Outreach Leader
10. **Other Business** - Camp Captain/Board Members
11. **Adjourn** - Camp Captain