

Instructions for Establishing a New DUP Camp



Establishing a new Camp is a celebrated, historic event.

Establishing a New Camp

- Communication with both the Company President and the ISDUP Membership Department is necessary. The establishment should be in Company minutes as an historic record.
- A minimum of ten active Members is the foundational requirement. Those ten Members are known as charter Members. A Camp Charter (certificate) may be ordered and completed to document the Camp establishment and its charter Members.
- When a new Camp is established in an area with no active units, the Camp will become a One-Camp Company. The ISDUP Membership Department makes that determination and establishes the Company name. Officers will serve as Camp and Company officers. Company leader responsibilities and Company operations differ in scope from the Camp level.
- The core of a new Camp may be a few Members who have experience within the organization. Members-at-Large may transfer in. Some individuals may be in the membership application process. Potential Associates may be among those interested.

Organizational Plans

Organize the first Camp meeting. Follow the Camp Monthly Meeting Conducting outline. Items of business include:

- Reviewing the Objectives of the International Society Daughters of Utah Pioneers.
- Electing Camp officers.
- Selecting and voting on a Camp name.
- Recording the foundation date as part of minutes.
- Establishing meeting dates, times, and locations.
- Establishing a Camp checking account and an annual Camp budget.
 - Banking institutions usually require proof of Camp establishment before opening accounts. Minutes provide that documentation. The bank will require an EIN number.

Financial Guidance

Unique guidance for new Camps is given in the **first fiscal year** to establish funds for a checking account:

- For new applicants, the \$5 application fee is paid to ISDUP with their paperwork. The \$20 International dues are retained in the Camp to establish a checking account.
- For Members, Members-at-Large, and Associates who are now joining this new Camp, the International dues collected are retained in the Camp to establish a checking account.
- For Members and Associates who transfer in from another Camp such as a Camp being divided, funds will follow each paid/active Member and Associate as a percentage of total in the former Camp's checking account.
- Camp and Company dues are a local decision.
- Captains and Treasurers communicate and coordinate these fund transfers.

Resources

- A Camp Roster will be provided by the ISDUP Membership Department reflecting that Members and Associates are organized within the Camp and Company.
- Responsibility instructions for Company and Camp officers are found at: ISDUP.org → Leadership tab → Company or Camp Officer Information.
- Checking account and Camp budget guidelines are found at: ISDUP.org → Leadership tab → Camp Officer Information → Treasurer.
- Membership application instructions are found at: ISDUP.org → Home tab → Join DUP/Application.