

Company Membership Dues Instructions



1. Obtain the processed Camp Rosters from each Camp.

The Camp Rosters are distributed from the ISDUP Membership Department to the Company President typically in June or July with correction and dues processing instructions. The Company then forwards Camp Rosters and instructions to Camp Captains.

2. Know all materials needed to process membership dues for the Camps and Company.

These resources are found at: ISDUP.org → Forms tab → Membership Dues.

Camp:

- ☐ Camp Membership Dues Instructions
- ☐ Corrections to Member/Associate Information on Camp Roster
- ☐ Camp Membership Dues Summary Sheet
- ☐ Dues Chart Easy Calculator

Company:

- ☐ Company Membership Dues Instructions
- ☐ Company Membership Dues Summary Sheet
- ☐ Dues Chart Easy Calculator

3. Receive the following from the Camp Treasurers by October 15:

- **Camp Roster** - lists all Members and Associates in the Camp by name, address, phone numbers, email address. Corrections, *Legacy* options, and dues collected are to be notated.
- **Camp Membership Dues Summary Sheet** - summarizes the total of paying Members and paying Associates from each Camp including dues paid to the Company and to ISDUP.

4. Review the Camp Rosters for completeness, accuracy, and legibility.

- Check the math on the Member and Associate count and the dues subtotals and totals.

5. Follow these steps to process Company membership dues:

- Complete the Company Membership Dues Summary Sheet with combined information and totals from the Camp Membership Dues Summary Sheets. Calculate, then double check totals to avoid overpayment or underpayment of dues.
- Keep Company dues.
- Keep a copy of the processed Camp Rosters and Company Dues Summary Sheet.
- Send Company Dues Summary Sheet, processed Camp Rosters, and **one** Company check payable to ISDUP for all Camp ISDUP dues. Venmo is also accepted. See guidelines found at: ISDUP.org → Forms tab → Treasurer Forms → Venmo Guidelines.
- Do not send the Camp Membership Dues Summary Sheets to ISDUP.
- Mail by **October 31** to: ISDUP Membership Department
300 N Main St
Salt Lake City, UT 84103-1699

6. Submit late dues via a Record Change Form to ISDUP as received from Camps.

7. For questions, contact the ISDUP Membership Department at 801-532-6479, ext. 1-204, or preferably by email to membership@isdup.org.