

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.