

## Corrections to Member/Associate Information on Camp Roster

These guidelines are provided to officers for preparing the **Camp Roster** for submission with dues in October or for corrections submitted on the **Record Change Form** anytime throughout the year. We encourage Camp secretaries to be vigilant 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 remain permanently in the ISDUP hardcopy and digital database files.

- **Inactive:** A Member or Associate is inactive when not current on dues or not attending Camp meetings. Inactive Members and Associates remain on the Camp Roster for leaders to provide watch care.
- **Remove from Roster:** A Member or Associate may choose to have no further involvement with DUP and that status change is made upon **her request**. Notate on the Camp Roster: "Member Requested Removal from Roster." That individual will be changed to inactive status in the database and her name will no longer appear on the Camp Roster.
- **Member-at-Large:** A Member may choose to become a Member-at-Large, a status change made upon **her request**. She would no longer be associated with a Camp and would receive a yearly mailing for sending International dues directly to ISDUP. If a Member has moved out of a Camp to an area where no Camp is active, a letter will be sent from ISDUP offering Member-at-Large status.
- **Deceased:** If a Member or Associate has passed away and the death date is known, notate it on the Camp Roster or submit a Record Change Form and 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 complete current information – full address with zip code 4-digit extension, cell and home phones, and email. 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:** An address correction should be submitted naming the care center and address. If still local, the name should remain on the Camp Roster as a reminder for Members and leaders to be in touch and aware of her situation.
- **New Address:** If moved outside the Camp area, every effort should be made to obtain and report the new address. If an address is found and written on the Camp Roster or Record Change Form, the database will be updated; she will be removed from the Camp Roster. Check the box for Camp change:  yes  no.
- **Out of State:** If moved out of state, notate the state; she will be removed from the Camp Roster.
- **Unknown Address:** If the Secretary has without success made every effort to contact the moved individual through the known phone number(s), email, letter, or social media, notate "moved, address unknown." She will be removed from the Camp Roster.
- **New Camp Needed:** The individual or a Camp officer may contact the ISDUP 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 her membership is and that is 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 already passed away.
- **Legacy:** The choice to **receive or not receive** the *Legacy* by mail is designated in a box within 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. **Note:** Printing, paper, and postage costs have risen exponentially. Announce in Camp meetings that if *Legacy* recipients are comfortable reading the online version and for cost savings, mark the "X" in the opt-out box.