Camp and Camp Board Purposes and Responsibilities

Camp Monthly Meetings
Monthly camp meetings are held September through May. It is important to establish the date and time of the monthly meeting at the beginning of the year. Some camps meet at the same location and other camps rotate each month. It is important to keep to the agenda and stay within the allotted time. Help members be engaged and feel welcome. Below is the order of business for a camp meeting outlined in the ISDUP Constitution and Bylaws:

- Call to Order/Welcome (camp captain)
- Invocation (chaplain)
- Pledge of Allegiance to the Flag for US members. - Daughters of other countries may honor their flag as is appropriate. (parliamentarian)
- Song “Daughters of Utah Pioneers”, page 158 or “Salute to Our Utah Pioneers” by Ruth Gatrell, page 321 (music leader)
- Minutes, Read and Approve (secretary)
- Roll Call/Silent Roll (secretary)
- Announcements and Business (camp captain)
- Pioneer History Given, 10 -15 minutes
- Artifacts or Museum Story presented, 3-5 minutes
- Pioneer Song (music leader)
- Lesson Presented, 25 minutes, (lesson leader)
- Adjournment

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.

The parliamentarian is to keep track of time. She may provide a signal when the allotted time frame for the agenda item has been used.

Camps may want to print or email announcements so time spent on announcements can be minimized.

Below is an example of how camps may choose to organize their monthly meetings. This form may be found at ISDUP.org. and can be adapted to meet camp needs.

<table>
<thead>
<tr>
<th>Camp Monthly Meeting Planning Sheet/Sign Up Sheet (Example)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Name:</td>
</tr>
<tr>
<td>Month</td>
</tr>
<tr>
<td>September</td>
</tr>
<tr>
<td>October</td>
</tr>
<tr>
<td>November</td>
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<tr>
<td>December</td>
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<td>February</td>
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<tr>
<td>March</td>
</tr>
<tr>
<td>April</td>
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<tr>
<td>May</td>
</tr>
</tbody>
</table>
An Outreach Minute is now part of the monthly camp meeting outline—a Daughter shares how she raised awareness of our pioneers: a game played with family, a history shared, constructing a rag doll, a family recipe, making butter, etc. Find a two-page list of ideas at ISDUP.org → Home → President’s Packet → International → Outreach. The two-page document is also available at ISDUP.org → Home → President’s Packet → Camp → Outreach Leader.

**Camp Board Meetings**

- The captain appoints non-elected board members and all committees as needed. She delegates responsibilities as needed. Below are the elected positions, appointed positions and other approved positions:

<table>
<thead>
<tr>
<th>Elected Positions (Executive Committee)</th>
<th>Appointed Positions*</th>
<th>Possible Other Positions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Captain</td>
<td>Lesson Leader</td>
<td>Outreach</td>
</tr>
<tr>
<td>1st Vice Captain</td>
<td>Parliamentarian</td>
<td><em>Legacy Reporter</em></td>
</tr>
<tr>
<td>2nd Vice Captain</td>
<td>Music Leader</td>
<td>Computer IT</td>
</tr>
<tr>
<td>Secretary</td>
<td>Chaplain</td>
<td>Scrapbook</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Artifacts</td>
<td>Accompanist</td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historian</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Appointed and possible other positions may be combined and/or assigned to the 1st and 2nd vice-captains to meet needs of camp and utilize strengths of camp board members.

- The camp board meets as often as deemed necessary by the camp captain and executive committee. Some boards meet monthly while other board meet three to four times a year.
- Meetings of the executive committee and other appointed committees meet as often as the captain/chairperson deems necessary.
- The captain develops the agenda for camp board meetings.
- The camp board meeting includes the reviewing, amending and approval 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 is organized with local camps. The camps are organized under a company.
- The purpose of company board is to provide leadership, training, assistance, communication and coordination to camp boards.
- Camps support and attend company activities such as annual leadership training seminar, Jubilee and district convention.
- Each camp submits financial and statistical reports to the company. The company utilizes data from the Camp Statistical Report for district conventions and reports submitted to ISDUP.
- A company board member is assigned as a 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 Leadership Training Seminar is provided to company boards.
- Company board utilizes this information in training for camp board.
- Company board conducts an annual camp officer leadership training seminar for camp boards, typically in August.
- The company board provides information and assistance throughout the year.

#### District Convention
- District conventions are held once a year.
- The district convention is a meeting where the company reports on the status of the company to the camps.
- The company president reports on the activities of the company and the treasurer reports on the financial status.
- All Members and Associates are invited to attend the district convention.
- Officer training for all camp-and company boards occur in conjunction with the district convention, typically one hour prior to the convention.

#### Company Jubilee
- The annual celebration in honor of Brigham Young’s birthday, June 1, 1801, is known as the Jubilee. The company provides an activity for the camps.
- The Jubilee is to celebrate the year’s accomplishments.
- All camp Members and Associates are invited to attend.
- The company may ask camps to be involved in the planning.

#### ISDUP Convention
- ISDUP holds an annual convention. All DUP Members and Associates are invited to attend.
- The purpose of the convention is to report on the status of the organization.
- In odd years elections are held and delegates from each company have an opportunity to vote for International Society Daughters of Utah Pioneers executive committee.
Forms and Information Relating to the Camp Board
Copies of information utilized by the camp board are found at ISDUP.org and are outlined in the ISDUP Camp Instructions and Procedures in the President’s Packet. Below is a list of forms used most often by camp board:

Camp Captain Forms
- Camp Board Meeting Agenda Sample
- Camp Board Meeting Agenda Template
- Camp Meeting Agenda Sample
- Camp Meeting Agenda Template
- Camp Monthly Meeting Planning Sheet/Sign Up Sheet
- Camp Board Planning Guide
- Camp Report/Form Routing

Secretary Forms
- Camp Meeting Minutes
- Record Change Form
- Camp Semi-Annual and Camp Annual Statistical Report
- Camp Officer List
- Memorial Donation
- Membership Number by Year
- Camp Report/Form Routing

Treasurer Forms
- Associate Roster
- Camp Membership Dues Summary Sheet
- Camp Membership Dues Instructions
- Camp Annual Financial Review
- Treasurer Financial Record
- Camp Report/Form Routing

Registrar Forms
- Registrar Tracking Sheet
- Membership Application
- Membership Application Instructions

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

Election Forms
- Election of Officers
- Installation of Officers
The camp captain is responsible for ensuring camp board has the following information updated annually:

- List of songs for current year and music CD (ordered from ISDUP on-line store)
- Lesson book and information (ordered from ISDUP on-line store)
- Thoughts for parliamentarians (in International section of President’s Packet at ISDUP.org.)
- Thoughts for chaplains (in International section of President’s Packet at ISDUP.org.)
## Camp Officer Responsibilities At A Glance

Note: Please see the Camp Instructions and Procedures in the President’s Packet for detailed information for each camp office. The information below is only a very brief overview.

### Camp Captain
1. Know ISDUP Constitution and Bylaws, procedures, and information.
2. Organize monthly camp meetings.
3. Provide leadership and management to the camp board.
4. Create camp budget, oversee financial matters, and sign reports.
5. Attend meetings sponsored by the company.
6. Use only current forms and information found at ISDUP.org.

### Camp Vice-Captain(s)
1. Provide leadership and management to activities and programs as directed by the camp captain such as:
   a. Provide outreach activities.
   b. Send Legacy articles through company to ISDUP.
   c. Maintain camp scrapbook.
   d. Provide leadership to the museum (if applicable).
   e. Fulfill duties of other non-elected offices.
2. Perform other duties as assigned by the camp captain.
3. Use only current forms and information found at ISDUP.org.

### Camp Treasurer
1. Know essential dates and deadlines
2. Assist in developing and maintaining camp budget as determined by camp captain and executive committee.
3. Oversee camp DUP bank accounts under the direction of the camp captain.
4. Develop Camp Financial Reports.
   - Membership dues
   - Annual Financial Review
5. Know IRS and tax guidelines
   - If a camp operates a museum, cabin or historical site
   - Contributions and raffles
6. Perform other duties as assigned by the camp captain.
7. Use only current forms and information found at ISDUP.org.

### Camp Secretary
1. Maintain list of camp officers and camp members.
2. Provide communication for the camp as directed by the camp captain.
3. Take minutes of camp meetings.
4. Develop and submit membership dues and statistical reports.
5. Archive important camp records.
6. Perform other duties as assigned by the camp captain.
7. Use only current forms and information found at ISDUP.org.

### Camp Registrar
1. Assist interested women in correctly completing and submitting DUP membership applications.
2. Ensure the Certificate of Membership from ISDUP is presented to the new member.
3. Maintain the Registrar’s Tracking Sheet showing applications sent and certificates received.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.

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Camp Officer Responsibilities At A Glance, Continued
### Camp Historian
1. Encourage that histories be written and submitted with completed title pages.
2. Submit histories with title pages to the company historian.
3. Perform other duties as assigned by the camp captain.
4. Use only current forms and information found at ISDUP.org.

### Camp Lesson Leader
1. Prepare and provide lessons for the monthly camp meetings using ISDUP lesson materials.
2. Use tips and information from ISDUP in preparing and giving lessons.
3. Perform other duties as assigned by the camp captain.
4. Use only current forms and information found at ISDUP.org.

### Camp Parliamentarian
1. Present a quote then lead the Pledge of Allegiance at camp meetings.
2. Understand the basic rules of parliamentary procedure and advise when corrections are needed.
3. Keep monthly camp meetings on schedule, acting as a time keeper.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.

### Camp Music Leader
1. Lead the music at camp meetings.
2. Prepare by listening to the music CD provided and share the song background before singing.
3. Announce which song book camp members are to bring to the next month’s meeting.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.

### Camp Chaplain
1. Obtain list of ISDUP thoughts for camp meeting (September through May) at ISDUP.org
2. Give thought then prayer at camp meetings and other functions.
3. Perform other duties as assigned by the camp captain.
4. Use only current forms and information found at ISDUP.org.

### Camp Artifact Leader (Note: ISDUP no longer provides annual Stories from the Museum to be used for artifact presentation materials.)
1. Give opportunities to camp members to share a personal artifact and its history.
2. Present artifacts found in ISDUP Artifact or Sampler books - available at ISDUP on-line store.
3. Obtain artifact information from any DUP museum.
4. Use artifact document found in the president’s packet.
5. Perform other duties as assigned by the camp captain.
6. Use only current forms and information found at ISDUP.org.

### Camp Outreach
1. Provide leadership and support regarding the Outreach Minute which is given in each monthly meeting
2. Engage in the community by representing and honoring the pioneer era to increase the awareness, understanding and appreciation for the lives of pioneers.
3. Organize presentations for school(s).
4. Utilize social media.
5. Promote activities and awareness.
6. Perform other duties as assigned by the camp captain.
7. Use only current forms and information found at ISDUP.org
## Camp Officer Responsibilities At A Glance, Continued

### Camp Legacy Reporter
1. Know the purpose *Legacy* and understand *Legacy* article submitter process and guidelines.
2. Write and submit articles from your camp using ISDUP *Legacy* guidelines and suggestions.
3. Submit articles from the camp to the company board who approves and forwards to ISDUP.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.

### Camp Scrapbook
1. Take photos at events of speakers, members, and officers.
2. Keep copies of programs, important agendas and pertinent newspaper articles.
3. Organize these materials into the camp scrapbook. Digital format may be used.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.

### Camp Information Technology (IT)
1. Establish and maintain camp website where applicable.
2. Assist with any database needs in the camp.
3. Provide other IT support as needed.
4. Perform other duties as assigned by the camp captain.
5. Use only current forms and information found at ISDUP.org.
<table>
<thead>
<tr>
<th>Event:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve venue:</td>
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<tr>
<td>Get keys to building:</td>
<td></td>
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<tr>
<td>Establish a set-up time:</td>
<td></td>
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<tr>
<td>Recruit men to set up and take down chairs/tables:</td>
<td></td>
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<tr>
<td>Assign someone to introduce ISDUP visitors:</td>
<td></td>
</tr>
<tr>
<td>Assign classrooms for seminars:</td>
<td></td>
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<tr>
<td>Label classrooms:</td>
<td></td>
</tr>
<tr>
<td>Secure US flag:</td>
<td></td>
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<tr>
<td>Secure piano:</td>
<td></td>
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<tr>
<td>Secure microphone and podium:</td>
<td></td>
</tr>
<tr>
<td>Establish Board arrival time:</td>
<td></td>
</tr>
<tr>
<td>Identify table sizes (round? oblong?):</td>
<td></td>
</tr>
<tr>
<td>Identify number of serving tables:</td>
<td></td>
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<tr>
<td>Identify number of display tables:</td>
<td></td>
</tr>
<tr>
<td>Secure tablecloths:</td>
<td></td>
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<tr>
<td>Secure centerpieces:</td>
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<tr>
<td>Put out salt and pepper:</td>
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<tr>
<td>Create event theme:</td>
<td></td>
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<td>Estimate attendance:</td>
<td></td>
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<tr>
<td>Prepare invitations:</td>
<td></td>
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<tr>
<td>Distribute invitations:</td>
<td></td>
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<tr>
<td>Prepare printed programs (or words to songs):</td>
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<tr>
<td>Assign camp sponsors to remind captains:</td>
<td></td>
</tr>
<tr>
<td>Identify door greeters:</td>
<td></td>
</tr>
<tr>
<td>Identify special musical number:</td>
<td></td>
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<tr>
<td>Identify someone to buy thank you gifts:</td>
<td></td>
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<tr>
<td>Identify someone to present artifact:</td>
<td></td>
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<tr>
<td>Identify someone to present special recognitions:</td>
<td></td>
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<tr>
<td>Identify someone to submit article to local paper or to Legacy:</td>
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<tr>
<td>Identify menu:</td>
<td></td>
</tr>
<tr>
<td>Assign camps’ part of the meal:</td>
<td></td>
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<tr>
<td>Identify someone to buy food:</td>
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<tr>
<td>Identify someone to buy paper products:</td>
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<tr>
<td>Identify someone to bring ice:</td>
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<tr>
<td>Identify someone to secure water pitchers:</td>
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<tr>
<td>Identify someone to bring serving trays:</td>
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<tr>
<td>Assign a kitchen committee:</td>
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<tr>
<td>Determine need of special cookers or extension cords:</td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td>Critique the event:</td>
<td></td>
</tr>
</tbody>
</table>

Adapted from the Davis Heritage Company