Company Scrapbook Responsibilities

Introduction
The company may want to document their yearly activities by keeping a scrapbook. The scrapbook can contain copies of programs, photos and newspaper articles. Company scrapbooks or history books are for the benefit of the company. The purpose of the scrapbook should be determined by the company. It may be used to build unity and remembrance of past events. It may be displayed at meetings, socials, or as desired by the camp or company. Keeping previous scrapbooks is at the discretion of the camp or company officers. When discarding scrapbooks, shred personal information such as names and addresses. Digitizing the books may be an option. Company scrapbooks are not retained at the ISDUP.

Summary of ISDUP Constitution and Bylaws
This is an appointed position.

Responsibilities
1. Take Photos at Events
   • Take photos of speakers, members and officers at each company event.
   • Take photos during events of historical significance.

2. Keep Copies of Programs and Important Agendas
   • Maintain programs of events.
   • Collect other items of importance such as informational documents and agendas.
   • At the discretion of the president add these items to the company scrap book.

3. Obtain Newspaper Articles
   • Include newspaper articles when the company is featured in the newspaper.
   • Photo copy the newspaper article for archival purposes.
   • Include information posted on line of DUP events.

4. Place Photos, Programs, Newspaper Articles and Other Items in Company Scrapbook
   • Organize information such as programs and newspaper articles in the scrapbook.
   • At the discretion of the president maintain a historical record of company events in the scrap book.

5. Provide Leadership and Training for Company Board and Camp Scrapbook Leaders as Directed

6. Other Duties as Assigned by the Company President

7. Use Only Current Forms and Information Found at ISDUP.org