Company Legacy Reporter Responsibilities

Introduction
As the company Legacy Reporter, you have a great opportunity to help your camps and company write and submit articles to the Legacy. You may also want to consider submitting articles about your activities and events to local publications, calendars and bulletin boards as an outreach to your community. By sharing what you are doing in your camps and companies your article just may inspire other camps and companies with a terrific idea! Please refer to the guidelines found in “Submitting Articles to the Legacy”. The goal is for Legacy is published quarterly. Depending on the nature of the submittal and timeliness of the information, submitted articles may also appear on the ISDUP website, or the ISDUP Facebook page.

The purpose of the Legacy newsletter is to:
1. Inform camps and companies of and raise awareness for the DUP-sponsored activities and events happening throughout the United States and Canada.
2. Increase the communication between ISDUP headquarters and camps and companies.
3. Build a stronger and more unified DUP community.

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

Responsibilities

1. Know the Purpose of Legacy and Understand Legacy Article Submitter Process and Guidelines

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<tr>
<th>DUP CAMP Legacy Reporter</th>
<th>COMPANY Legacy Reporter</th>
<th>ISDUP Legacy Editor</th>
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<tbody>
<tr>
<td>• Review ISDUP Legacy guidelines.</td>
<td>• Review title page, article and photo for appropriateness, completeness, content and grammar with board.</td>
<td>• Date stamp article.</td>
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<tr>
<td>• Write article.</td>
<td>• Approved by board.</td>
<td>• Review/edit article for timeliness, content, appropriateness and grammar.</td>
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<td>• Fill out the Legacy Article Cover Sheet and attach to submittal.</td>
<td>• E-mail article to <a href="mailto:legacy@isdup.org">legacy@isdup.org</a>.</td>
<td>• Publish article or hold for future issue.</td>
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<tr>
<td>• Submit Legacy Article Cover Sheet, article and photo to Company Legacy Reporter/company board.</td>
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ISDUP president reviews all articles and content for publication in the Legacy, website, and Facebook.

2. Provide Encouragement and Assistance for the Writing and Submittal of Articles at the Camp and Company Level

• Provide assistance in writing an article for Legacy using the Submitter Guidelines and Cover Sheet.
• Consider the following suggested topics for Legacy articles from or visit the Legacy web pages at ISDUP.org for ideas and suggestions to share with camp and company leaders:
  • Membership recruitment success stories including associate membership recruitment.
  • Outreach activities and events by camps, companies, museums and cemeteries.
  • Community events DUP is involved in or hosting/co-hosting.
  • Speaking engagements at clubs, genealogy and historical societies.
  • Camp/company anniversaries, celebrations, outings, recognitions/awards/pins, visits, events, etc.
• Museum and marker events.
• DUP sponsored fundraising events designated for a DUP donation. (markers, cemeteries, pioneer museum and satellite museums.)

• Submit DUP newsworthy articles as:
  • An outreach to community
  • Publications such as:
    o Event calendars
    o Newspapers
    o Newsletters
    o Postings and social media

• Ensure the Legacy Article Cover Sheet, article and photo are complete before sending to legacy@isdup.org.
  • Assist members in digitizing photos, if needed.
  • Articles do not require photos.

3. **Review All Articles Being Submitted to the Legacy With the Company Board**
   • Aware of the following instructions regarding Legacy:
     • After company board approval, the company Legacy leader e-mails article to ISDUP
     • All articles are date stamped and published on a first come, first used basis.
     • Depending on space, timeliness and coinciding ISDUP events and announcements the article may be published later in the year.
     • Due to space limitations Jubilee and Pioneer Day event articles are listed in the Legacy. The complete article is published on the ISDUP website at ISDUP.org.

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<th>Legacy Submittal Schedule</th>
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<tr>
<td>Issue</td>
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<tr>
<td>Spring</td>
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<tr>
<td>Summer</td>
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<tr>
<td>Fall</td>
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<tr>
<td>Winter</td>
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5. **Provide Leadership and Training to Company Board and Camp Legacy Reporters as Directed**

6. **Perform other Duties as Assigned by the Company President**

7. **Use Only Current Forms and Information Found at ISDUP.org**
   - Legacy Submittal Guidelines
   - Legacy Article Cover Sheet
   - Legacy Reporter information in International Section of the President’s Packet
Legacy Submittal Guidelines
(For articles submitted to Legacy)
Please submit all articles to legacy@isdup.org
Or mail to: International Society Daughters of Utah Pioneers, Attention: Legacy Editor, Pioneer Memorial Museum, 300 North Main, Salt Lake City, Utah 84103-1699

SUBMITTAL CHECKLIST

Electronic submittal
What to Include in the e-mail (Please limit submittals to one article/year/camp and one article/year/company):

☐ Legacy Article Cover Sheet which includes:
  ▪ Contact person’s name and phone number.
  ▪ Title of the article.
  ▪ Camp and company name of person in article, event, celebration, etc.
  ▪ Town/city, state or province.

☐ Article as an attachment or written in the body of the e-mail. Limit article to approximately 250 words.
  ▪ Content should focus on DUP and answer the questions of who, what, when, where and why.
  ▪ No pdf files, newspaper articles, obituaries, or personal histories.

☐ Digital image: Prefer color but black and white is acceptable.
  ▪ When sending a document file with a photo inserted into the document, please include with the e-mail a separate file of the photo in the acceptable format.
  ▪ Acceptable photo formats are: .tiff, .bit, or .jpg.
  ▪ No screen captures from Internet, copyrighted images, or photos.

☐ Cite all sources or quotes, where applicable.
☐ Any other useful instructions or information.

Paper Submittal
What to include in the packet (Please limit submittals to one article/year/camp and one article/year/company):

☐ Legacy Article Cover Sheet which includes:
  ▪ Contact person’s name and phone number.
  ▪ Title of your article.
  ▪ Camp and company name of person in article, event, celebration, etc.
  ▪ Town/city, state or province.

☐ Article typed or hand-written. Limit article to approximately 250 words. Include full names and titles where applicable.
  ▪ Content should focus on DUP and answer the questions of who, what, when, where and why.
  ▪ No newspaper articles, obituaries, or personal histories.

☐ Photo must be printed on glossy or matte finish photo paper. Prefer color but black and white is acceptable.
  ▪ Photos are not returned.
  ▪ No photocopies or other copyrighted pictures or photos.

☐ Any other useful instructions or information.
☐ Drop off or mail to: International Society Daughters of Utah Pioneers, Attention: Legacy Editor, 300 North Main, Salt Lake City, Utah 84103-1699
Legacy Article Cover Sheet

Date: __________________________

Submitter’s Name: ______________________________________________________________

Phone Number: ______________________ Cell Number: ____________________________

E-mail Address: ________________________________________________________________

Title of Article: ______________________________________________________________

Camp and company name of person in article, event, celebration, etc..

Camp Name: ______________________ Company Name: _____________________________

Town/City, State or Province: __________________________________________________

Submittal of this article gives permission to the International Daughters of Utah Pioneers (ISDUP) to use any or all content and photos.

Additional Information: