Responsibilities of the ISDUP Corresponding Secretary

1. Prepare and manage correspondence
   a. Check and respond to email
   b. Write letters
   c. Maintain files (hard copy and/or electronic) of letters received and copies of replies.
2. Transmit notification of meetings and remind with follow up email and/or calls as directed.
3. Manage the Memorial Donation program
4. Maintain mail and email contact lists of ISDUP board members, region representatives, volunteers and docents
5. Other duties as assigned

Memorial Donation Questions

1. Does a Memorial Donation need to be made to have a Daughter’s name included in Legacy?  
   No. Just submit a Deceased Member form.
2. Do we need to send a Deceased Member form when a Memorial Donation form is used?  
   No. A separate form is not needed.
3. How much should be donated?  
   Whatever amount is desired. Amounts have been received ranging from $5.00 to $500.00.
4. Who can be memorialized?  
   Any person – a member, an associate, or a husband. They do not have to be a DUP member.  
   However, only member’s names are listed in Legacy. Some obituaries have included the statement, “In lieu of flowers, please send donations to Daughters of Utah Pioneers.”
5. How is the donation acknowledged?  
   Thank-you letters are sent both to the camp or company and to the deceased person’s family.
6. How are donations used?  
   For restoration and/or cleaning of paintings and photographs, and for restoration of newly found paintings or artifacts, as examples.
7. How do I locate the form for submitting the Memorial Donation?  
   The Memorial Donation form is found at ISDUP.org under Membership → Forms and Applications → Administrative Forms → Memorial Donation Form.

Information for Company and Camp Secretaries

1. Company and camp secretary responsibilities are outlined, and forms are available at ISDUP.org on the homepage under the President’s Packet → Instruction/Procedures. All secretary forms have been updated; please do not use old forms.
2. A second path to find secretary forms from the ISDUP.org homepage is under Membership → Forms and Applications → Administration Forms and/or Secretary Forms.