Camp Legacy Reporter Responsibilities

Introduction
As the camp Legacy Reporter, you have a great opportunity to write articles to be submitted to your company and then to the Legacy. You may consider submitting articles about your activities and events to local publications, calendars and bulletin boards. Please refer to the guidelines found in “Submitting Articles to the Legacy.” The goal is for Legacy is published quarterly. Submitted articles may appear on the ISDUP website, or the ISDUP Facebook page.

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**

<table>
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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>1. Review ISDUP Legacy guidelines.</td>
<td>1. Review title page, article and photo for appropriateness, completeness, content and grammar with company board.</td>
<td>1. Date stamp article.</td>
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<tr>
<td>2. Write article.</td>
<td>2. Approve by board.</td>
<td>2. Review/edit article for timeliness, content, appropriateness and grammar.</td>
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<td>3. Fill out the Legacy Article Cover Sheet and attach to submittal.</td>
<td>3. E-mail article to <a href="mailto:legacy@isdup.org">legacy@isdup.org</a>.</td>
<td>3. Publish article or hold for future issue.</td>
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<td>4. 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. **Write and Submit Articles From Your Camp Using ISDUP Legacy Guidelines and Suggestions**

- Consider the following suggested topics for Legacy articles or visit the Legacy web pages at ISDUP.org for ideas:
  - a. Success stories of membership recruitment and associate recruitment.
  - b. Outreach activities and events by camps.
  - c. Community events involving DUP.
  - d. Speaking engagements about DUP.
  - e. Camp anniversaries, celebrations, outings, recognitions, awards, events, etc.
  - f. DUP museum and marker events.
  - g. Ensure the Legacy Article Cover Sheet, article and photo are complete before sending to legacy@isdup.org.
    1. Assist members in digitizing photos, if needed.
    2. Articles do not require photos.

- Submit DUP newsworthy articles as:
  - An outreach to community
  - Publications such as:
    - Event calendars
    - Newspapers
    - Newsletters
    - Postings and social media
3. **Submit Articles From the Camp to the Company Board Who Approves and Forwards to ISDUP**
   - Articles are date stamped and published in order of receipt and are included as space allows.
   - Due to space limitations Jubilee and Pioneer Day event articles are listed in the *Legacy*. The complete article is then published at ISDUP.org.

<table>
<thead>
<tr>
<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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<td>Summer</td>
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<td>Fall</td>
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<tr>
<td>Winter</td>
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4. **Perform other Duties as Assigned by the Camp Captain**

5. **Use Only Current Forms and Information Found at ISDUP.org**
   - Legacy Submittal Guidelines
   - Legacy Article Cover Sheet
   - Legacy information in the 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,
300 North Main, Salt Lake City, Utah 84103-1699

SUBMITTAL CHECKLIST

Electronic Submittal
What to include in the e-mail (limit submittals to one article per year per camp and one article per year per 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, country.
☐ Article as an attachment or written in the body of the e-mail. Include full names and titles where applicable. Limit article to approximately 250 words.
  ▪ Content should focus on DUP and answer the questions of who, what, when, where, why and how.
  ▪ 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 (limit submittals to one article per year per camp and one article per year per 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, country.
☐ 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, why and how.
  ▪ 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 individuals in article, event, celebration, etc.

Camp Name: __________________________ Company Name: __________________________

Town/City, State or Province, Country: ____________________________________________

Submission of this article implies permissions for ISDUP to use any or all content and photographs as it deems appropriate.

Check:

☐ Do not publish on Facebook
☐ Do no publish on Website

Additional Information: