

Camp and Company Reports and Routing



Camp Reports and Routing

Deadline	Report/Form	Prepared By	Sent To	Destination
Available Mid-June	Lesson Book available at Online Store or Museum			Camp Lesson Leader
June-May	Camp Meeting Minutes	Camp Secretary	N/A	Camp Records
June 15	Camp Annual Statistical Report	Camp Secretary	Company Secretary	Company Secretary
June 15	Camp Officer List	Camp Secretary	Company Secretary	Company Secretary
June 15	Camp Annual Financial Review	Camp Treasurer	Company Treasurer	Company Treasurer
June 15	Treasurer Financial Records	Camp Treasurer	Give to Successor	Camp Treasurer
Sept-May	Attendance Roll	Camp Secretary	N/A	Camp Records
Sept-May	Camp Meeting Minutes	Camp Secretary	N/A	Camp Records
June-15	Satellite Museum Annual Financial Review (for camps where applicable)*	Museum or Camp Treasurer	Company Treasurer	ISDUP Treasurer
October 15	Camp Membership Dues Summary Sheet, Camp Roster, and Dues	Camp Secretary Camp Treasurer collaborate	Company Treasurer	ISDUP Membership
As Needed	Headstone Medallion Order Form	Individual	ISDUP	ISDUP
As Needed	Record Change Form	Camp Secretary	ISDUP Membership; Copy to Company Recording Secretary	ISDUP Membership
As Needed	Record Change Form - Late Dues	Camp Treasurer	Company Treasurer	ISDUP Membership
As Needed	Memorial Donation Form	Individual	ISDUP Secretary	ISDUP Secretary

Company Reports and Routing

Deadline	Report/Form	Prepared By	Sent To	Destination
June-May	Company Meeting Minutes	Company Secretary	N/A	Company Records
June 30	Company Annual Statistical Report	Company Secretary	ISDUP Membership	ISDUP Membership
June 30	Company Annual Financial Review*	Company Treasurer	ISDUP Treasurer	ISDUP Treasurer
June 30	Treasurer Financial Record	Company Treasurer	Give to Successor	Company Treasurer
June 30	Satellite Museum Annual Financial Review (for <u>Camp and/or Company</u> where applicable)*	Museum or Company Treasurer	ISDUP Treasurer	ISDUP Treasurer
Oct 31	Company Membership Dues Summary Sheet, Camp Rosters and Dues	Company Treasurer	ISDUP Membership	ISDUP Membership
Biannual	Company Sponsor's Camp Meeting Evaluation Report	Company Sponsor	Company President	Company President

*If any of the Camps in your Company are responsible for a museum, cabin, cemetery, marker, or artifact collection, send a copy of that Camp Annual Financial Review to the Company Treasurer. If museum funds are tracked separately from the camp funds, a copy of the Satellite Museum Annual Financial Review is sent to ISDUP for those camps in lieu of their Camp Annual Financial Review. The Company Treasurer will send to ISDUP Treasurer along with Company Annual Financial Review.