

Polish Legion of American Veterans, U.S.A.



Internal Operations

Section 8

ADDRESS DATABASE AND MEMBERSHIP CARDS

OBJECTIVES

- It is the Objective of the Polish Legion of American Veterans, U.S.A. National Department:
 - To maintain and provide an up-to-date mailing list of all PLAV members
 - To maintain a compatible and up to date database system of reporting Posts and Chapters membership addresses.
 - To print computerized PLAV membership cards using the National Database.

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DEFINITIONS:

- **National Membership Database:** A computer file of all members of the National Department and Auxiliary of the Polish Legion of American Veterans U.S.A.
- **Database Program:** A computer database program needed to maintain an orderly file of all Polish Legion of American Veterans members
- **Microsoft Access v2.0 for Windows:** A commercial database program used by the Coordinators to maintain the membership records.
- **Access Program:** A collection of all objects - tables, queries, forms, reports, macros and modules - related to the National or State memberships.
- **Access "Table":** A file in the Access program that holds the data to be managed.
- **Regional Database Coordinator:** The person designated by the National Membership and Database Director to maintain the state membership database.

REFERENCES:

- IBM Compatible Computers will be used as the Hardware for maintaining the National Department's Database.
- Microsoft Windows v3.1 or later will be used as the operating format.
- Microsoft Access v2.0 for Windows will be used as the database program.

REPORTING PROCEDURES:

- Regional database reporting dates:
- Up-to-date membership tables from each Regional database shall be sent to the National Membership and Database Director prior to November 1st of each year for the Christmas mailing newsletter.
- Up-to-date membership tables from each Regional database shall be sent to the National Membership and Database Director prior to February 15th of each year for the Easter mailing newsletter.
- Up-to-date membership tables from each Regional database shall be sent to the National Membership and Database Director prior to April 15th of each year for the National raffle. This table shall include all Post and Chapter members residing at the same addresses.
- These dates can be changed by the National Membership and Database Director as required to complete his or her responsibilities.

REGIONAL DATABASE COORDINATOR RESPONSIBILITIES:



- Record and maintain changes in name and addresses of members sent to the Regional Database Coordinator from the State Department or individual Posts.
- Send a copy of the Regional Database to the National Membership and Database Director when required. The table in the State Database MUST contain the standard fields described in Section IX. National Database Fields.
- A Regional Database Table may include additional fields, which are not required by the National Membership and Database Director. If the Regional Database Coordinator does not wish to send these additional fields, an "Action Queries, News Mailing Table" can be used to copy the address data without the additional fields into a new table.
- Send an Address List Report for updating to each Post and Chapter in September and February for the PLAV News letter mailings.

MAILING LIST OR ADDRESS LISTS

- Mailing List or Address List are sent to each Post and Chapter every September so they can be updated and checked with each Post and Chapter records. Any and all changes must to be reported to the Regional Database Coordinator for updating.

Any and all address changes during the year should be sent to the regional Coordinators for updating.

Below is a sample of the Mailing List:

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Polish Legion of American Veterans Department of Illinois Zone 3 Database Coordinator 1234 Eugene Lane Helen, Illinois 99999-9999</p> </div>  <div style="font-size: small;"> <p>PNC - Past National Commander PSC - Past State Commander PPC - Past Post Commanders PNP - Past National President PSP - Past State President PCP - Past Chapter President</p> </div> </div>									
ILP999			Not a Post #999				Mailing List		
Last Name	First Name	Address	Address 2	City	State	Zip	Phone	Joined	Comments
Johnski	Richard S.	3 Different Avenue	c/o Helen Smith	Stanley Park	IL	99999-9999	555-555-5555	1999	Commander
Koldwalsky	Frank D	2 Another Road	Apt 10	Pulaski Heights	IL	99999-9999	555-555-5555	1999	Vietnam Vet
Obaraski	Ronald X.	1 Any Street	Lot 10	Poland Lake	IL	99999-9999	555-555-5555	1999	Honorary
* Totals:		3							
<small>* Totals include Honorary members and members who owe dues which are not counted by the State Department</small>									

MAILING LABELS

- Mailing Labels are supplied to the National Department for the PLAV News Letter and National Raffle. Any other National mailings must be approved by the National Department at a NEC Meeting.
- State Departments may request Mailing Labels for their State Department mailings if approved by the State Commander and must be for State official business. Any other requests must be approved by the National Department. All expense incurred by the Regional Coordinator must be paid by the State Department.
- Post and Chapters may request Mailing labels for their Post or Chapters and must be for official Post or Chapter business. Any other request must be approved by the National Department. All expense incurred by the Regional Coordinator must be paid by the Post or Chapter requesting the Labels.

NATIONAL MEMBERSHIP AND DATABASE DIRECTOR'S RESPONSIBILITIES:

- Check all database tables received from the Regional Database coordinators for correct fields.
- Forward all state database tables received from the Regional Database Coordinators to the proper authority for mailing labels processing.

BACKUP PROCEDURES

- The National Membership and Database Director shall keep the latest state database disk received from the Regional Database Coordinators as a backup..
- The Regional Database Coordinator shall maintain a backup copy of his or her database on a 3 1/2" disk and backup this disk monthly.

PLAV MEMBERSHIP CARDS

The National Department shall issue a yearly membership card, which will be valid from September 1st to August 31st for each fiscal year.

- **Responsibility**
 - The National Membership and Database Director shall be responsible for maintaining the Membership Cards Databases, which will print on the PLAV Membership Cards, all updated information maintained in the Regional Address database.
- **Printing Information**
 - All information printed on the PLAV Membership cards will be supplied by the Regional Database Coordinators. An up-to-date database table will be supplied to the National Membership and Database Director and this table will be used to supply the database field information required to print the PLAV Membership cards.
- **Data Fields**
 - Data fields required on the Regional Database Tables are: First Name and Middle Initial - Last Name – Address – City – State – Zip Code – Telephone Number – Post Name – State Department - Year member joined PLAV and if he or she is a Life or Regular Member.
- **Distribution**
 - The National Membership and Database Director shall send the new PLAV membership cards to the State Membership Officer or Finance Officer unless he is directed to send them elsewhere by the State Commander
- **Membership Cards Stubs**
 - The PLAV Membership Cards are supplied with a membership card stub. This stub has the latest information supplied by the Regional database Coordinators. These Membership Card stubs should be checked by the Post for accuracy and sent with the dues and M200 Membership Report to the State Department.

The State Membership Officer shall send the Membership Card Stubs to their Regional Database Coordinator for updating. (If the Regional Database Coordinator is maintaining a dues paid report, then a copy of the M200 Membership Report should be sent with the stubs)

The PLAV Membership Card Stubs should not be sent to the National Membership and Database Director. The National Membership and Database Director should only receive the M200 Membership forms.

- **Changing Data Information**

- If there are any changes, corrections, or omissions to the database information, they can be changed by sending the changes to your Regional Database Coordinator.

PLAV DATABASE MEMBERSHIP INFORMATION

Below is a sample of the PLAV Database Membership Information form #M-600

- This form is to be used for requesting address changes to the database.

P.L.A.V. DATA BASE MEMBERSHIP INFORMATION						PLEASE TYPE OR PRINT.
CIRCLE ONE:	NEW MEMBER	ACTIVE	LIFETIME	DEATH	HONORARY	
CIRCLE ONE:	CHANGE	DEATH	DELETE	REINSTATE		
TRANSFER:						
FROM: ZONE: _____ STATE: _____ POST _____ CHAPTER _____ TO: ZONE: _____ STATE: _____ POST _____ CHAPTER _____						
ZONE: _____ STATE: _____ POST # _____ CHAPTER # _____						
NAME _____						
FIRST MIDDLE LAST						
NAME CORRECTION: _____						
FIRST MIDDLE LAST						
FORMER ADDRESS: _____			NEW ADDRESS: _____			
CITY _____			CITY _____			
STATE _____ ZIP _____			STATE _____ ZIP _____			
REVISED BY: _____						DATE: _____

FORM # M-600

PLAV Membership Card

The following is a sample of the database generated PLAV membership cards:

- The below sample contains three (3) PLAV membership cards.
 - On the right side of the form is your PLAV Membership Card.
 - On the left side of the form is the PLAV Membership Card Stub. The database will print the information recorded on the input fields in the PLAV Address database.
 - Under the printed fields there is a line for corrections. This is the area where all corrections are recorded before sending the stubs to your State Department or Regional Coordinator.

P.L.A.V. Database Membership Information 1999
 Life Member **12759**
 Post **Not a Post #999** Member Since 1999
 Name **Johnski Richard S.**
 Name Correction: _____
 Address **3 Different Avenue**
 Address Correction: _____
 City **Stanley Park** St **IL** Zip **99999-99**
 City/State Correction: _____
 Phone **555-555-5555**
 Phone Correction: _____
 Circle one: Change Death Delete Reinstate New
 Check the above information for any changes and return stub to
 your State or Zone Database Coordinator



**Polish Legion of American
 Veterans U.S.A.** 1999
 Unity with Heritage Chartered by Congress
Richard S. Johnski
 Life member in good standing
Not a Post #999
Department of Illinois
 Member Since 1999
12759 Post Adj/Fin Sec

SIGNATURE REQUIRED

P.L.A.V. Database Membership Information 1999
 Regular Member **12760**
 Post **Not a Post #999** Member Since 1999
 Name **Koldwalsky Frank D**
 Name Correction: _____
 Address **2 Another Road**
 Address Correction: _____
 City **Pulaski Heights** St **IL** Zip **99999-99**
 City/State Correction: _____
 Phone **555-555-5555**
 Phone Correction: _____
 Circle one: Change Death Delete Reinstate New
 Check the above information for any changes and return stub to
 your State or Zone Database Coordinator



**Polish Legion of American
 Veterans U.S.A.** 1999
 Unity with Heritage Chartered by Congress
Frank D Koldwalsky
 Regular member in good standing
Not a Post #999
Department of Illinois
 Member Since 1999
12760 Post Adj/Fin Sec

SIGNATURE REQUIRED

P.L.A.V. Database Membership Information 1999
 Regular Member **12761**
 Post **Not a Post #999** Member Since 1999
 Name **Obaraski Ronald X.**
 Name Correction: _____
 Address **1 Any Street**
 Address Correction: _____
 City **Poland Lake** St **IL** Zip **99999-99**
 City/State Correction: _____
 Phone **555-555-5555**
 Phone Correction: _____
 Circle one: Change Death Delete Reinstate New
 Check the above information for any changes and return stub to
 your State or Zone Database Coordinator



**Polish Legion of American
 Veterans U.S.A.** 1999
 Unity with Heritage Chartered by Congress
Ronald X. Obaraski
 Regular member in good standing
Not a Post #999
Department of Illinois
 Member Since 1999
12761 Post Adj/Fin Sec

SIGNATURE REQUIRED