

In our meeting with the ACBA on 12/6/2018, we were asked for specifics on what data to clean up in the ParishSOFT desktop application prior to moving to the new software system. Implementation into the new software system will begin in January 2019 and must be completed by September 1st 2019 for all Parishes.

Today, we are going to ask you to look at names and addresses for your membership. We are adopting the United States Postal Service (USPS) standards when it comes to names and addresses of your members. If you would like to know more about the USPS standards for names and addresses, this link will provide more than enough information on what the standards are.

<https://pe.usps.com/text/pub28/welcome.htm>

In looking at addresses, we are seeing a few things that we would like to suggest get back into the USPS standard. These suggestions are ...

<u>Issue</u>	<u>Incorrect Address</u>	<u>Correct Address</u>
Period	123 Main St.	123 Main St
Apostrophe	123 O'Malley Ave	123 OMalley Ave
Spelled out	123 Main Drive	123 Main Dr
Abbreviation	123 S Main St # 9	123 S Main St STE 9

Names are another standard the USPS would like us to put in a standard format. A few suggestions based on what we know are below.

<u>Issue</u>	<u>Incorrect Name</u>	<u>Correct Name</u>
Hyphenate	Johnson/Smith	Johnson-Smith
Apostrophe	O'Malley	OMalley
Space in Name	Van Sample	VanSample
Period	Mr. Roy Verstegen	Mr Roy Verstegen

Correcting names and addresses has value for you when it comes to sending mailings. It will prevent your mail from getting kicked out and not delivered to your member should the name or address be unrecognizable by the USPS.

This is the start of suggestions for cleaning up the membership data. I will continue to suggest additional clean communications in the near future. If you have any further questions, I can be reached through email (rverstegen@gbdioc.org) or by phone (920) 272-8251. God Bless!

Roy Verstegen