

# BSA MEMBERSHIP VERIFICATION PROGRAM

## 12/02/2004

**PURPOSE:** This ScoutNet value-added program will receive a file of membership records from a local council's Order of the Arrow lodge and verify whether the OA members submitted are BSA members.

**INPUT:** The input file presented will be a comma-delimited file containing one record for each dues-paid OA member in the lodge. Each record will contain the following data elements in the order shown:

- BSA PERSON-ID 15N left-justified, no leading zeroes
- LODGE RECORD-ID 6N
- FIRST-NAME 35A
- MIDDLE-NAME 35A
- LAST-NAME 35A
- SUFFIX 6A/N
- DATE-OF-BIRTH 10A/N (MMDDYYYY or MM/DD/YYYY)
- GENDER 1A ("M" or "F")

**PROCESSING:** The program will compare on BSA PERSON-ID, LAST-NAME, DATE-OF-BIRTH, and GENDER to determine the set of records that are currently registered BSA members in their local council. The program will accept both "standard" and Access DATE-OF-BIRTH formats and will convert them to "standard" prior to the comparison. Based on the BSA membership status determined, the program will attach a return code to the end each record. NOTE: If a person is registered on a regional or national board and are not registered in the local council, they will not match (these registrations are maintained outside of the local council data in ScoutNet). Verification of these registrations must be handled manually.

**OUTPUT:** The program will return three files to the local council. Each file will contain the same records (in the same sort order and format submitted) except the files will be tab-delimited and will contain the following:

- BSA Registered: These records have valid match fields and are currently registered BSA members. A "1" return code will be added to these records.
- Not BSA Registered: These records have valid match fields but are not currently registered BSA members. A "2" return code will be added to these records.
- Not Matched: These records have invalid match fields. A "3" return code will be added to these records.

At this point the local council ScoutNet coordinator can output each file to a hard and/or softcopy to return to the lodge membership coordinator for further processing in their lodge membership system. Records in the lodge membership system that do not meet both the OA dues paid and BSA membership paid criteria, must not be included in the lodge's recharter numbers or any eligibility lists until they have been restored to "members in good standing".