August 4, 2014 message from Shari Temple to DPCA Leadership on guidelines for the Last Verified Date (LVD):

It’s August 4 – President Obama’s birthday and 3 months from the midterm elections.  As we know, we must finish our part of the GOTV work well before that.  As we head into the heavy phone banking season, the IT team is offering some guidelines and help for you.   The detailed information has already been sent to all you country admins.

***Included in this email:***

1.      Current LVD counts by country

2.      Update on the Phone Reformatting and Congressional District projects

3.      Guidelines for setting Last Verified Date (LVD) and deleting members

4.      New service offering from IT team for uploading members’ data

5.      Google form for collecting members’ data

**Current Membership Count based on LVD**

Below is the current membership count by country based on a Last Verified Date of  later than 2013-01-31.   This is a small percentage of our total membership count.   I’ve also attached it as an excel file in case you want to sort or play with it.  Although it might be inappropriate to say – GO Germany!!

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Austria

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| **Count of Members with Last Verified Date (LVD) > 2013-01-31** |
|  |  |  |  |  |  |  |  |
| Country | Net Count |  | Country | Net Count |  | Country | Net Count |
| Canada | 1376 |  | Japan | 127 |  | South Africa | 31 |
| Germany | 960 |  | Denmark | 102 |  | Chile | 28 |
| United Kingdom | 778 |  | Greece | 101 |  | Indonesia | 28 |
| France | 70 2 |  | EMEA | 95 |  | Panama | 28 |
| Switzerland | 496 |  | Guatemala | 91 |  | United Arab Emirates | 28 |
| Italy | 405 |  | Asia-Pacific | 82 |  | Taiwan | 19 |
| Mexico | 399 |  | Cambodia | 74 |  | Vietnam | 17  |
| Thailand | 256 |  | Israel | 73 |  | Colombia | 16 |
| Czech Republic | 249 |  | Costa Rica | 70 |  | Portugal | 16 |
| Belgium | 227 |  | Singapore< /o> | 64 |  | South Korea | 16 |
| Luxembourg | 226 |  | Hong Kong | 61 |  | Turkey | 15 |
| Spain | 225 |  | Peru | 61 |  | Russia | 12 |
| Dominican Republic | 199 |  | New Zealand | 51 |  | Argentina | 11 |
| Australia | 192 |  | Hungary | 47 |  | Egypt | 6 |
| Ireland | 185 |  | Philippines | 47 |  | Nigeria | 5 |
| 183 |  | India | 45 |  | Ukraine | 5 |  |
| Netherlands | 182 |  | Americas | 35 |  | Lebanon | 4 |
| Sweden | 178 |  | United States | 33 |  | Afghanistan | 2 |
| Norway | 128 |  | Brazil | 32 |  | Zambia | 1 |

As you do your phone banking the key members to target will be those with a LVD before 2013-01-31.   In addition to LVD, you may want to use the VFA 2014 tag to see which members have not used VFA yet this year. Remember than anyone who uses VFA this year to request their ballots will have their LVD updated, so the GOTV and phone banking efforts converge towards the same goal.

**Phone Reformatting Project**

We will be reformatting all of the current phone numbers in the membership database to have a common format +XX YYYYYYYYYYY – where XX is the country code and YYYYYYYY is the phone number based on rules for your specific country.  We are using a special routine for global phone formats to get them into the correct format.   For those countries that asked to review the lists, we have added special logic where needed to meet your country rules.  The first countries are in progress now.  We will notify you as your country is completed.  Our target is to complete the project within the next few days.  Thanks to Rick Graves for leading this project.

**Congressional Districts**

For those members that have their full voting address, we will be updating the Congressional District based on the current zoning.   We will let you know as soon as this is complete.  Our target is to complete this by next weekend.  Thanks to Dennis Gray for leading this project

**Guidelines for Setting Last Verified Date (LVD) and Deleting Members**

We have outlined some guidelines to help you decide when it is appropriate to update the Last Verified Date (LVD) and when to delete a member.   There are completely different criteria for both.  The LVD should only be set when you have **confirmed** they still live in your country and their contact information is correct.  A member should **never be deleted** unless you are 100% sure they have returned to US (and do not want to be an alumni), they died, they are not a US citizen, or they specifically requested to be removed (not just opt out).   So if you are unsure about anyone, simply leave them on your membership list.

You can also find the guidelines on the Wiki on [this page](https://www.democratsabroad.org/sites/all/modules/civicrm/extern/url.php?u=224482&qid=24670117).   If this is still not clear or you might base your LVD/delete decisions on some other scenario, please send that to us so that we can possibly add it to the guidelines for further reference.

**New Service Offering for Importing Membership Data**

The IT team is offering to help you with importing changes you make to your membership information including the LVD and deletion.  Note this only concerns updates for current members.  New members will still need to use VFA or the Join Form.

You can also find the instructions for using this service on the Wiki on [this page](https://www.democratsabroad.org/sites/all/modules/civicrm/extern/url.php?u=224482&qid=24670117).  The key thing to note is that the import is **dependent on you using the pre-defined global Export Template** for your phone banking.  It is All\_Phonebank – USE THIS – which is the first opt ion in the export dropdown list.

**Google Form for Collecting Members’ Data**

We will be sending out a global email to allow members to use a google form to update their contact data. Will or one of us will give you a heads up before this mail goes out.  So until then  there is no need for you nationally to send out a Google Form type message. Thanks to the LVD Team (Will Bakker, Merrill Oates, Gail Fagen, Rick Graves, and Shari Temple) for their help on the LVD project.

If you have any questions about the above, please send to IT\_Help@democratsabroad.org and one of us will get back to you.

Best regards,

Shari

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