VERSION 2.2

MAY 14, 2019

ADDRESS VERIFIER

FELLOWSHIP ONE

PRESENTED BY: **JEFF RICE**

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OBJECTIVE

The Church Champions Address Verifier tool can automatically verify your primary addresses in FellowshipOne (F1) using the built in verification logic already present. Unfortunately, F1 cannot verify many addresses at one time but the Church Champions tool can.

Furthermore, it understands what the F1 verifier logic is looking for in most cases in order to get the address to verify successfully. It will move pieces of the address around, convert abbreviations to full text, and try several other things known to work in order to get F1 to successfully verify the address. It ensures information is not erased or lost in the process as can happen if you are not watching carefully.

Lastly, <u>every</u> Primary household address is compared to the National Change of Address database maintained by the United States Postal Service (USPS). If they have a more current address for a family, the new address is saved as the new Primary address along with the month & year of their move, while the old one is marked as a Previous address.

BENEFITS

F1 will save an unverified address but there are several benefits to having as many as possible verified.

STANDARDIZATION

A verified address is automatically transformed into a standard format in the following ways:
- The capitalization of the Street, City, State and Apartment text is corrected.
- A misspelled Street will be corrected if it is "close enough"
  - Spaces are added or removed between words to make it match the official Street name
- A standard abbreviation for Street, Road, Lane, Trail, etc. is used
  - If this street type is missing, it is added.
  - When the wrong one is used, it is corrected.

- Any apartment or suite number is moved to the second line if it was appended to the first line
  - The correct label is used such as Apt, Unit, Suite, Trlr, etc. depending on the address
  - This label will be added if it is missing
  - In some cases, a missing apartment number can be found and added
- The zip code is expanded to the full 5 + 4 value for that address
  - The zip code will be corrected if it is wrong
  - One will be added if it is missing
  - Spaces and hanging dashes are removed
- The correct County for the address is inserted
- In some cases, it will look up and fill in the State or City if it is missing
- In some cases, it will correct the City if it is wrong

MOVED ADDRESSES ARE UPDATED

Each address is compared to National Change of Address database maintained by the US Postal Service. If a family has moved in the last 4 years, the new address is saved in F1 as the *Primary* while the old one is marked as *Previous*. The month & year the family moved is also stored in the address comments area.

GOOD ADDRESSES ARE VERIFIED

Every address that is identified as good will be marked as *Verified* in F1 with a green check mark. If an address is already verified and they did not move, nothing is changed and there is no charge. F1 reports allow you to retrieve only the Verified addresses in order to avoid returned mail due to a bad or nonexistent address.

BAD ADDRESSES ARE MARKED

When the USPS indicates that an F1 address is invalid for a family, it will be automatically marked as *Mail Returned / Incorrect* before you waste any postage trying to deliver mail to them. The reason why the address is invalid is also stored in the address comments field for your reference in case additional information comes in clarifying what the address should be.

INCREASED CONFIDENCE

Throughout F1 there are many pages/screens that indicate when an address as been verified. Seeing that lets each user know that address is confirmed good when working with that person's information. When it's not there, they can know for certain that they should ask the person about if they have the opportunity. This gives each user confidence in what they are seeing can be trusted or should be suspected. Without verification, they don't know whether any address is solid or not.

VISIBILITY

These are some of the places a verified address can be seen in F1.

SEARCH RESULTS

Search By	INDIVIDUAL	MEMBER/ENVELOPE #	DATE OF BIRTH	+ ADD HOUSEHOLD

NAME

Jeff Rice

Smith, John -or- Smith -or- John Smith

ADDRESS

1234 Main St., Dallas, TX

PHONE, EMAIL, OR WEB ADDRESS

214-555-5555, email@example.com, 214

☑ INCLUDE INACTIVE   ☑ INCLUDE DECEASED

⟩ Additional Options   **SEARCH**

SEARCH RESULTS   •••

	Name	DOB	Address	Email	Phone	
	Jeff Rice Attendee	4/13/1964 Age 55	7304 Ellis Rd ✓ Fort Worth, TX 76112-4304 map	jrice@churchchampions.com	817-917-5215	•••

|◀ ◀ ① ▶ ▶| 25 ▾ items per page   1 - 1 of 1 items

INDIVIDUAL PROFILE

Jeff Rice
Attendee
4/13/1964 · Age 55
HEAD

✎ EDIT INDIVIDUAL	👁 VIEW HOUSEHOLD	••• MORE ACTIONS

⌄ **INVOLVEMENT**

Jeff has no attendance or assignments in a 6 month range.
You can...

Create an assignment

Displaying Last 6 Months   ALL ATTENDANCE AND ASSIGNMENTS →

⌄ **GROUPS**   + ADD

No groups found

⌄ **NOTES - 0**   + ADD

⟩ HOUSEHOLD - 5   •••

⟩ PROFILE   ✎ EDIT

⟩ COMMUNICATION   ✎ EDIT

⌄ ADDRESSES   + ADD

Household

PRIMARY 🛡
7304 Ellis Rd
Fort Worth, TX 76112-4304
map

HOUSEHOLD PROFILE

Jeff Rice
HOUSEHOLD

✏ EDIT HOUSEHOLD	+ ADD INDIVIDUAL	+ ENTER CONTACT FORM

⌄ HOUSEHOLD OVERVIEW					› COMMUNICATION ✏ EDIT

Household Members	Notes	Contacts	Attributes	Groups
Jeff Rice Attendee 4/13/1964 · Age 55 HEAD	0	0	0	0
Paull Rice Non-Attender OTHER	0	0	0	0

⌄ ADDRESSES + ADD

Household

PRIMARY ✅
7304 Ellis Rd
Fort Worth, TX 76112-4304
map

MATCHING SCANNED CONTRIBUTIONS

Match Contribution   Unmatched: 34 remaining

Skip this item ➡

Date 10/04/15   Envelope No. 62

God Our Father — Christ Our Redeemer — Man Our Brother

Reid Temple African Methodist Episcopal Church, Inc.
11400 Glenn Dale Blvd.   Glenn Dale, MD 20769
(301) 352-0320

☐ M E M B E R

Name Cleoda Brown
Address
CITY   STATE   ZIP
Phone

My commitment:
Tithes ----------- $ 15.00
General Offering ---- $
Missionary --------- $
TOTAL ----------- $ 15.00

☐ V I S I T O R

AmericanChurch.

Individual	Household		👤 Change or unmatch

Cleoda G. Brown   2000 Monroe St NE   202-832-0354
Active > Glenn Dale   Washington, DC 20018-2820
                           ✔ map

View Batch   Next item ➡