

Report Definitions

Chapter Roster Report:

The chapter roster report lists all 'active' members of a chapter with the exception of prospective members.

New and Transferred Members Report:

The new and transferred members report lists the new members who joined during the selected month as well as members who transferred into an active membership. A transferred member may or may not be a new member to SMPS. This report includes the following member types: Regular New, New Student, and Regular Transfer.

Renewed Members Report:

The renewed members report lists all members who have renewed in the selected month. This report includes the following member types: Regular Renew, Reinstatement, Interim, and Renewing Student.

Expire Reports: (4 reports)

Members Expiring Next Month Report:

This report lists all members with an expiration date in the following month. If, for example, you select the August report then the expiration date for these members will be 9/30. There is a 60-day grace period from the time a membership expires until the unpaid member is actually dropped or made 'inactive.' Use this report to contact these members to remind them that their membership is about to expire in 30-days. They have 90-days before their membership is made 'inactive.'

Members Expiring This Month Report:

This report lists all members expiring in the month you select. If, for example, you select the August report then the expiration date for these members will be 8/31. There is a 60-day grace period from the time a membership expires until the unpaid member is actually dropped or made 'inactive.' Use this report to contact these members to remind them that their membership expired this month and they have 60-days to renew before their membership is made 'inactive.'

Members Expired Last Month:

This report lists all members that expired during the previous month. If, for example, you select the August report then the expiration date for these members was 7/31. Use this report to contact these members to remind them that their membership expired last month and they have 30-days to renew before their membership is made 'inactive.'

Members Dropped (expired 60-days ago) Report:

This report lists all members whose membership expired 60-days prior to the month you selected. If, for example, you select the August report then the expiration date for these members was 6/30. These members have passed the 60-day grace period and have already been dropped or made 'inactive.' Use this report to contact these members to remind them that their membership expired 60-days ago and they are no longer an active SMPS member.

*** You may also notice members on this report with a different expiration date, or a member with an expiration date in the future. In most cases this happens because the membership was transferred to someone else.

Change Report:

This reports lists any changes that have occurred to a member's record during the month selected. During a month members submit 'Change of Information' forms, e-mails, and/or call us with record changes. Please use this report to update your database every month. You may also see on this report along with address, e-mail, and phone # changes, a change of chapter affiliation. A member can, at any time, contact us to change the chapter they're affiliated with. An example of how it will appear on your change report is: DC>VA. If you notice that your chapter member total decreased or increased and you had no new or transferred members and no drops then check your Change Report because a member may have left your chapter.

Prospects Report:

This report lists individuals that have been added to our database from various resources (individuals who have contacted the national office regarding membership information, returned recommendation cards from members, hot prospect lists from chapters, etc...). We give them an overview of what SMPS has to offer and add them to our database as a 'Prospective' member. We send them a packet of information on SMPS and a membership application. You can use this report to follow up with these prospects about the benefits of joining SMPS.