

Guidelines for Last Verified Date Setting and Deleting Members

General Guidelines

Last Verified Date

Verification implies that you can confirm the member is still living in the country. The Last Verified Date is the date that they or you last confirmed they are still a DA member living in your country. It does not mean that you are confirming that all their contact information is correct although that is desirable.

Delete Member

Deletions implies the member is no longer a member of Democrats Abroad anywhere in the world. A member should only be deleted if (1) they asked to be removed completely from DA, (2) they died, (3) they moved back to US and do not want to be a member of the US Alumni group, (4) they are a duplicate of a member already in the database, or (5) it is determined they are not a US citizen.

Example Scenarios	OK to Verify	OK to Delete	Comments
Snail Mail sent and not returned	No	No	The person may have died but family still lives there. The person may have moved and the new resident just trashed the email. Postage was not paid for returned mail.
Snail Mail sent and returned	No	Depends	Delete if their email is on-hold AND there are no working phone numbers; e.g., their phone number has been disconnected or clearly belongs to someone else..
An email does not bounce	No	No	A working email does not imply that the person still lives in the country.
Receive email with country contact info in the signature	Yes	No	
Receive email (or other indication) that they have returned to USA	No	Depends	Check first to see if they would like to remain on the US Alumni group and receive global emails before deleting. If yes, then ask Global Admin to move them to US.
Respond to an email	Depends	Depends	If the response implies they are still in country, then OK to verify. If the response is they want to be deleted as a member, then delete.
If answering machine answers and includes the person's name	Yes	No	
If answering machine answers and does not include the person's name	No	No	
Complete Robo Call where the member verified they were a member by their response	Yes	No	
Person wrote that they moved to another Abroad country	Yes	No	Notify Global Admins to move their membership country
You know the person and that they live in your country	Yes	No	
The person attends a DA meeting or event	Yes	No	
The person put a "I plan to Return" date when they joined that has passed	No	No	Many people stay beyond their planned return date so should still contact them
You read or hear about their death	No	Yes	Assuming it is from a reliable source
You have no working email, no valid address, no working phone number, and cannot find anything current about them on Google	No	Yes	If there is no way that DA can contact a person, they should be deleted
They asked to stop receiving emails	Depends	Depends	If their email says they moved back to US, delete them. If they opt-out, ask if they are willing to receive phone calls or letters. If they want no communication from us, delete them. If they still want to be a member, just no emails, and confirm they still live in your country, then OK to verify them.