Form 65A instructions for Form 65
2/25/20
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Background:
The excel document shown in form 65 is a replacement for 2 other submittals to SIRinc:
1. a Branch Roster
2. an email list

As time went by and new methods came into use the Branch Roster submittal operation became more and more onerous both for the branches and for SIRinc

A workable solution, the Branch Membership List. combines both into one simple spread sheet submittal that includes all the members but only a minimum of data.

Process:
Here is Form 65, Branch Membership List.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch</td>
<td>Last</td>
<td>First</td>
<td>Middle</td>
<td>Nick Name</td>
<td>Partner</td>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Phone</td>
<td>Email</td>
</tr>
</tbody>
</table>

You may already have an existing spread sheet that contains these or similar fields and maybe other none related fields. Your fields may be in a different order. We can handle that and it saves you time to use something you already have. You may be using something other than excel. See “Technical” following.

Here is a sample with 2 test entries;

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch</td>
<td>Last</td>
<td>First</td>
<td>Middle</td>
<td>Nick Name</td>
<td>Partner</td>
<td>Street</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>1</td>
<td>Plovecz</td>
<td>T</td>
<td>Bone</td>
<td>Bone</td>
<td>Mable</td>
<td>169 la Masa Dr</td>
<td>Burlingame</td>
<td>CA</td>
<td>94010</td>
<td>650-234-8597</td>
<td><a href="mailto:Dwight.SALE@COMCAST.NET">Dwight.SALE@COMCAST.NET</a></td>
</tr>
</tbody>
</table>

Text may be all caps

A detailed explanation of the fields follows on the next page.
Branch  Your branch number.
Last  Member’s last name.
First  Member’s first name.
Last-First  May be combined into one field in your data. If it is show combined text in “Last”
Middle  You may not keep track of “Middle”. If so keep blank
Nick  SIRinc will use “nick name” when we correspond. If none and left blank we will insert the “First” name.
Partner  We are now using “Partner” for “Spouse” as it is a “fits all” for the various relationships that may exist.
Street  Be sure to include the appropriate suffix like Ave, Cir, Blvd, Dr etc.
City  Obvious
State  Used because some members live in Nevada. You may default to “CA” and only use “NV” where appropriate.
Zip  The five digit zip code. If your data includes the +4 extension we can use it.
Phone  We will add the Area Code if none shown but please give us a clue so we can insert
Email  Be careful. Typos abound. Misinterpretations like (r n) when together (rn) looks like an (m). All caps avoids most of these problems

Submit your “Branch Membership List” by email as an attachment to the Data Base Manager:
Currenty-Dwight Sale
DWIGHT.SALE@COMCAST.NET
650-685-6971

He would be pleased to also discuss any questions you may have.
Technical:

Branch Membership List (Form 65)

Possible Branch Conditions & Suggested solutions:
1. Microsoft type Spreadsheet or Database with all data elements
   o Extract data elements into Form65 format
2. Microsoft type Spreadsheet without all data elements
   o Extract data elements into Form65 format and add necessary elements manually.
3. Non-Microsoft type Spreadsheet (e.g. Apple Numbers)
   o Extract data elements into Form65 format and add necessary elements manually.
4. Electronic File (e.g. Word or other text format)
   o Transcribe data elements into Form65
5. Non-electronic format
   o Transcribe data elements into Form65

For technical assistance feel free to contact the Chief Administrative Officer:
Currently-Dean Steichen
DJSTEICH@COMCAST.NET
925-820-3573

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