

## STATUS CODE DEFINITIONS

There are Status Codes that are assigned to both members and applicants in LCL.net. This procedure is written to explain what the member and applicant status codes are and what action must be taken to change the status of the member or applicant.

### MEMBER STATUSES

**ACTIVE** – This status is displayed when the “**Members**” tab is selected in LCL. These member’s dues are current (not yet expired). These members should appear in a list under the “**Members**” tab of LCL when the **Active** tab is selected. The members displayed under this status are used by Moose International to determine the current Active membership in the fraternal unit. The active membership counts can be found on the “**FRU Information**” tab in LCL.

**INACTIVE** – This status **tab** in LCL indicates that the members contained within this list are **inactive** (their dues are **NOT** current). There are many specific statuses that are contained under the tab entitled “**Inactive**”.

**EXPIRED** – The member is currently past due on their dues. This member is considered to be a member **NOT** in good standing. The member will appear in a list under the **Inactive** tab of LCL. Members will stay in an **Expired** status until Moose International updates their dues. Dues for these members must be forwarded to the Moose International Lockbox (DUES PROCESSING CENTER, MOOSE INTERNATIONAL, PO BOX 88065, Chicago, IL 60680-1065). After 12 months if these member’s dues are not updated they will move to a **Dropped** status.

**DROPPED** – The member is currently over 12 months past due on their dues. The member will appear under the **Inactive** tab of LCL with a status of **Dropped**. The member has the option to reinstate into the fraternal unit by paying 2 years dues. With a reinstatement the member keeps their years of service to the fraternity so it is important to explain why they should reinstate versus re-enrolling. If the member is not concerned about their years of service they have the option to Re-Enroll into the fraternal unit. The sponsor of a re-enroll applicant will get credit for “re-signing” the member, but the member will lose all of their years of service to the fraternity and a new enroll date will be populated on their member record. They cannot reinstate or transfer to another fraternal unit while in a **Dropped** status. If they want to transfer to another unit they must first pay to bring their dues current and then they can request to transfer to another unit. The member must submit an application and pay two years dues to bring their dues current. Reinstatements are entered into LCL at the fraternal unit level. Reinstatements will be billed to the fraternal unit based on the transmission of the applicant record. After 24 months if these members do not reinstate into the fraternal unit they will be moved to a **Terminated** status.

**TERMINATED** – The member is currently over 24 months past due on their dues. The member will appear under the **Inactive** tab of LCL with a status of

**Terminated.** Members will be required to **reapply** for membership in the fraternity. The member can **reapply** to another fraternal unit; they do not have to **reapply** to their original fraternal unit. The member must submit an application and pay the required fees and dues at the current fraternal unit rate. A **Re-Apply** is entered into LCL at the fraternal unit level. A **Re-Apply** is billed to the fraternal unit based on the transmission of the applicant record.

**DECEASED** – When a member is recorded as being **Deceased** it should mean that information was provided to Moose International that this member has passed away. This status can be set by the fraternal unit or by Moose International. If this status has been erroneously recorded on a member's record it must be reported to Moose International personnel so that they can make a correction to the member's record. A change cannot be initiated at the fraternal unit level in LCL.

**COMP MAIL** – These are individuals that a fraternal unit can add to their LCL database even though they are **not** members of that fraternal unit. These individuals would be added so that a label could be produced for sending information to the individual regarding that fraternal unit's events without the need for them to be a member of the fraternal unit. Examples would be Regional Managers, Deputy Grand Regents, etc.

**TRANSFERRED** – This status indicates that this member is no longer a member of your fraternal unit because a **transfer** was initiated by another fraternal unit. If you were not contacted regarding the transfer, as per the general laws of the order, you can contact Moose International to determine what fraternal unit initiated the transfer and then try and resolve the issue with the fraternal unit.

**DUPLICATE** -- This status is used to identify a member who was inadvertently entered into LCL twice and subsequently had to be marked as a duplicate member. This happened during the initial deployment of LCL when someone entered an applicant twice without realizing that they were already showing as a member of their fraternal unit.

**UNKNOWN** – This status is used when there is some type of problem with the member's record or when the status is currently not known. Sometimes the **Member Notes** tab will display a message indicating where there might be a problem. These members need to be researched by the fraternal unit and resolved with the assistance of Moose International Call Center personnel.

**EXPELLED** – This status indicates that the member has been **Expelled** from the fraternity. Moose International personnel set this status.

**RESIGNED** – This status indicates that the member has **Resigned** from the fraternity. This status can be entered in LCL.

## APPLICANT STATUSES

**ACTIVE** – This status indicates that the applicant record is **Active** in the fraternal unit database and has **NOT** yet been transmitted to Moose International through the **Application Transmit** function in LCL. Applicants who show as **Active**, but do not appear in the **Application Transmit** screen may be missing vital information (i.e., Fees Paid button not checked, etc.).

**TRANSMITTED** – This status indicates that the applicant record was **transmitted** to Moose International using the **Application Transmit** function in LCL. Another transmit has not been performed to “release” them from the **Transmitted** status. (Remember you must wait 24 hours to transmit again and update the record). This can be done by going to the **Application Transmit** function on the **Go To** menu and selecting the middle tab in the screen entitled “**Transmitted Applications**” and then clicking the “**Transmit**” button. This should release the applicants showing in a **Transmitted** status. If it does not, call a Moose Trainer for assistance.

**ACCEPTED** – This status indicates that the applicant record has been **accepted** by the Moose International computer. These records will remain in the **Applications** list until they are moved to another status (i.e., **Enrolled**, **Inactive**, or **Deleted**). These applicants are ready to be enrolled as soon as they attend an enrollment ceremony and their record is updated to indicate that they have been **Enrolled**. It is the responsibility of the fraternal unit to update the record to enter the **Enroll Date** which will update the record to show that the applicant has been enrolled. **NOTE:** For the WOTM a Chapter Night is also required to enroll an applicant who is in an **Accepted** status. Action must be taken in LCL to enroll an applicant that is in an **Accepted** status. Or action must be taken to change their status to **Inactive** or **Deleted**.

**REJECTED** – This status indicates that the applicant’s record was **rejected** by the Moose International computer because something is wrong with the applicant record. *This status does not indicate that the applicant has been rejected for membership in the fraternity.* It is the responsibility of the person entering the applicant record into LCL to try and determine the error on the record so that it can be corrected and resubmitted. The reason that the application was rejected by the Moose International computer will be displayed on the “**Notes**” tab of the **Application Record**. Selecting the **Application Transmit** from the **Go To** menu in LCL and then selecting the **Received Applications** tab is another place where these reasons are displayed.

**OTHER** – This is a tab on the **Applications** tab in LCL. The statuses that appear in this tab are provided below.

**ENROLLED** - This status indicates that the fraternal unit has updated the applicant record to show that the applicant has been **enrolled** in the fraternal unit. These applicant records move to the “**Other**” tab after enrollment information is entered by the fraternal unit. The record will remain in the “**Other**” tab until another **Application**

**Transmit** is performed and the member's record is updated to reflect that they are **Active** in the **Members** tab with a current dues expiration date.

**INACTIVE** – This status indicates that the fraternal unit has updated the applicant record to show that this applicant is **inactive**. In other words they applied for membership in the fraternal unit but never showed for an enrollment. Some fraternal units will put an applicant in this status after trying to get them to attend an enrollment ceremony numerous times. The fraternal unit may elect to move them here for an additional few months just in case they do appear for an enrollment ceremony within the next few months. They may decide to delete them after a year has passed.

**DELETED** – This status indicates that the fraternal unit changed the applicant record to a **deleted** status. When a fraternal unit sets an applicant record to **deleted** they will move to the “**Other**” tab in the **Applications** tab of LCL until the next **Application Transmit** is performed. At that time the record will be deleted during the **Transmit** and a message will appear listing the applicant record numbers that were deleted. **NOTE:** Once an applicant record has been **Deleted** it cannot be retrieved by the fraternal unit. If it is determined that the applicant record needs to be retrieved it must be **reentered** by the fraternal unit.