

## Merge File Headings

<i>Heading</i>	<i>Description</i>
<b>OALM_ID</b>	Only brotherhood conversions will have an existing OALM ID, leave blank for new ordeal members
<b>Title</b>	This field is utilized for “adults” only (i.e. Mr. Mrs. Ms., Dr.); leave blank for individuals under 21
<b>First_Name</b>	This field is for the first name of the member
<b>Middle_Name</b>	This field is for the middle name or initial (or multiples); leave blank if not applicable
<b>Last_Name</b>	This field is for the last name (hyphenated names are entered here)
<b>Suffix</b>	This field is utilized as necessary (i.e. Jr, Sr, II, III, etc.); otherwise leave blank
<b>Nickname</b>	This field is utilized as necessary, otherwise leave blank
<b>Street_Address_1</b>	Enter the full street address without abbreviations
<b>Street_Address_2</b>	Enter apartment number, etc. as necessary, otherwise leave blank
<b>City</b>	Enter the full city name
<b>State</b>	Enter the standard two-letter abbreviation
<b>Zip_Code</b>	Enter the zip code or zip+4 code (XXXXX-XXXX) using 0000 of last 4 are unknown
<b>Phone_Number</b>	This should be the <b>Primary</b> phone number for the individual. Enter the area code and 7-digit number (XXX-XXX-XXXX); otherwise leave blank
<b>Phone_Extension</b>	If there is an extension for this number enter the extension here; otherwise leave blank
<b>Phone_Type</b>	This field is either “home”, “mobile”, or “business”
<b>Email_Address</b>	Enter a single e-mail address (preferably one that is read); otherwise leave blank
<b>Date_Of_Birth</b>	Format MM/DD/YYYY (Forms without this field completed will NOT be entered)
<b>Gender</b>	M (male) or F (female)
<b>Unit_Type</b>	This field is either “troop” or “team” for youth ordeal candidates; For adults” troop”, “team”, “district”, or “council” are permitted entries For brotherhood conversions “crew”, “ship” and “pack” are also acceptable
<b>Unit_Number</b>	Enter the unit number or district number for district Scouters
<b>Chapter</b>	This field represents the chapter the member belongs; it may or may not be the same as the reporting chapter above
<b>BSA_Person_ID</b>	This number is found on the BSA membership card; this is required to confirm membership in BSA
<b>Ordeal_Date</b>	Format MM/DD/YYYY, this is the date of the ordeal ceremony for new ordeal member forms For brotherhood conversion enter the date of their ordeal if known or if not know at least the month and year (use 15 for the day)
<b>Ordeal_Council</b>	Enter the name of the Council where the ordeal ceremony was completed For brotherhood conversion enter council where the ordeal was completed if known or if not know leave blank
<b>Brotherhood_Date</b>	Format MM/DD/YYYY, this is the date of the brotherhood ceremony for brotherhood conversion forms
<b>Dues_Year</b>	This field represents the year dues are being paid (current year for Spring Events next year for Fall Events) format for entry is YYYY
<b>Report_Chapter</b>	This field represents the name of the chapter submitting the induction or conversion form (it may not be the same and the chapter name below)