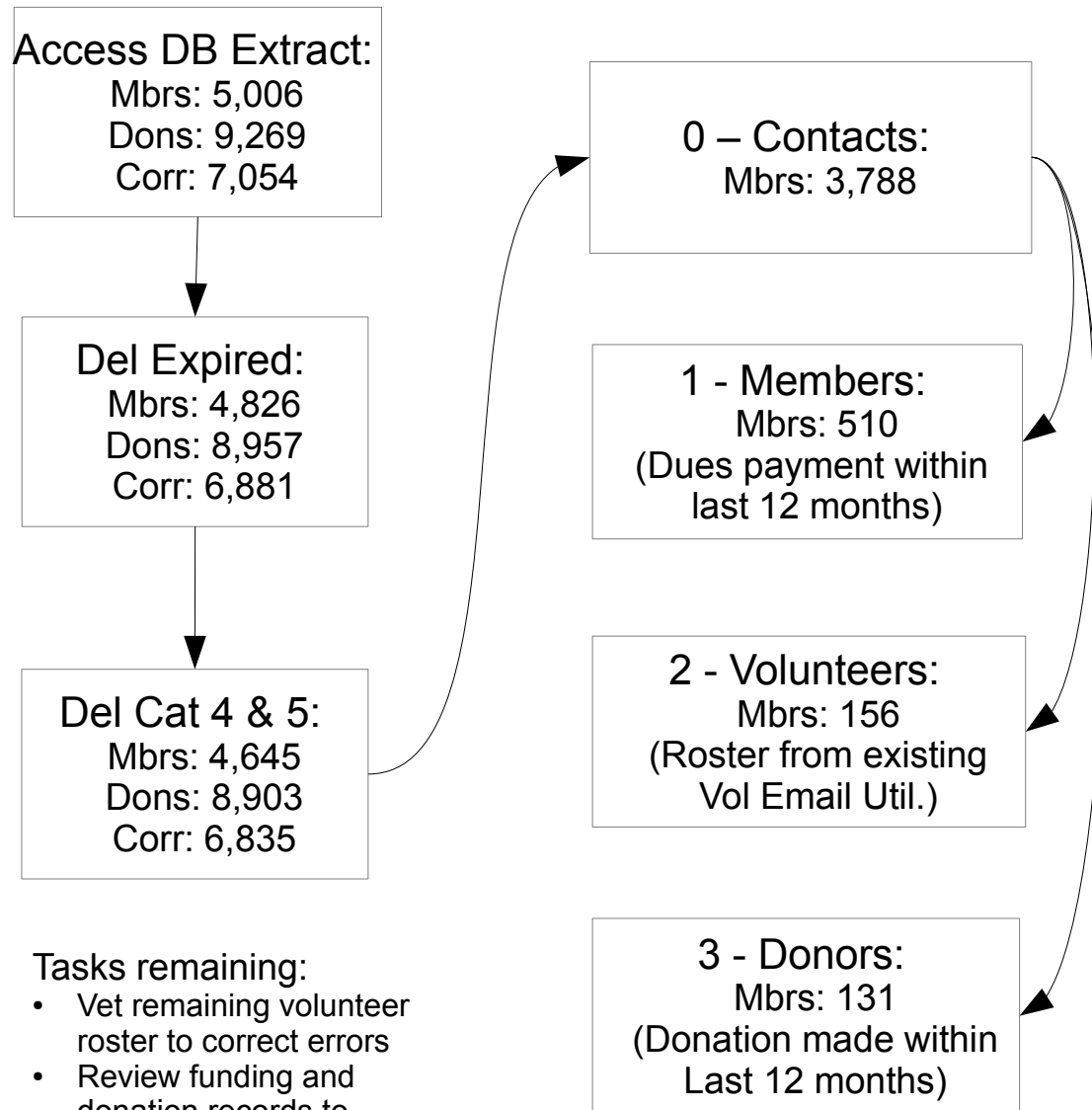


Database Conversion



Methodology

1. Extract all member, donation and correspondence records from Access database into a series of spreadsheets.
2. Format spreadsheets adjusting column names/values and adding new columns.
3. Set status of all records = 0.
4. Import spreadsheets into database.
5. Run database utilities to evaluate funding records to determine status values of 1 and 3.
6. Run database utility to merge vol email roster to determine status value of 2.

Tasks remaining:

- Vet remaining volunteer roster to correct errors
- Review funding and donation records to determine classifications