



- Volunteer Chapter Leaders can access various reports about their Chapter or Club's membership by accessing the **Membership Reports** button from the top of the Chapter Leader Resource Page (CLRP).
- Each report can be downloaded into an Excel document or viewed "On Screen" as a webpage. You can select either option from the **Report Delivery Method** dropdown.
- Some reports require you to enter a specific start and end date to download the requested information.
- All reports contain private information which should not be shared outside of your Board of Directors or published. All information in the reports is for Chapter/Club operations only. Please see the MPI Data Privacy Policy for complete information.
- Reports are not for personal use.
- Data changed by MPI Global on the member's record may take up to 30 minutes to update in Membership reports.
- There is a significant amount of logic which runs these reports. Numbers can vary based on the fluidity of your members.

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## List of Reports

Report Name	Brief Description	Use(s)
Current Membership Roster (All Active Members)	Displays an up-to-date list of all current members in your Chapter/Club.	Total Current Population. Do not publish.
New Members	Displays new members who joined during a specific date range.	Welcome calls, New Member Orientation invites, Chapter Buddy/Mentor
Memberships Due for Renewal	Using a start and end date, you can pull a list of members who are due for renewal in a specific period. Search a specific date range in the future to show members who are approaching their renewal date, or search in the past to show members who are past due.	Retention calls, Referred by calls
Renewals	Using a start and end date, this report shows you any members who renewed within the date range you select.	Thank you for renewing
Reinstates	This displays members who were reinstated after their membership was cancelled.	Welcome back calls/emails.
Cancellations	This includes members cancelled due to not renewing their membership. These individuals have passed the 60-day extension (or "grace period") given after their expiration date.	Survey to cancelled members to collect data on why they left
Membership Transfers	Members in your Chapter/Club who have transferred their membership to someone else.	
Chapter Transfers	Members who have transferred their membership into or out of your Chapter/Club.	Outreach to new Chapter/Club members
Current Lifetime/Honorary Members	Current lifetime or honorary members	
Current Student Members	All current student members in your Chapter/Club.	Mentoring Program, Volunteer Opportunities, Shadowing
Currently Delinquent Members	These members have a membership past due and are in jeopardy of being cancelled. The membership may have 0-60 days until it is officially cancelled.	Retention
Public Chapter Roster	List of members for public directories. Anyone who has opted to NOT have their information published has been removed from this roster.	Printed or online directories

Modified Member Records	List of members who have modified their contact information, mailing address, etc. Each data change will be reflected with this symbol: =>. A member may be listed multiple times.	To update Chapter records
Community Report	A list of active members that provides details on tenure, member type, and engagement in special interest groups or communities on mpi.org	
Community of Honorees	The Community of Honorees is comprised of all past MPI award winners, founders, charter and lifetime members and past presidents and chairs of MPI and the MPI Foundation.	
Essential Members	A list of Essential Members in your local area.	Event Invitations, Chapter Recruitment
Renewing Member Contact	A list of members who are within their renewal window including the date they were last contacted and whether they have renewed or not.	Renewal reminder calls/emails; Thank you calls to those who have renewed

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