# Address Standards

Purpose: Standards used when entering an address in Raiser’s Edge.

| Tab/Module | Task |
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| **Raiser’s Edge/****Constituent Record - Addresses** | 1. When entering an address for an individual or organization in Raiser’s Edge, the standards outlined below need to be followed to ensure consistency and data integrity.
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| **Address Entry Standards** | 1. Punctuation **should not** be included in addresses (e.g., do not enter a street as St. or PO Box as P.O. Box). Exceptions to this rule are fractional addresses (123 1/2 Main St) or hyphenated addresses (Box 19-1A).
2. The street suffix should always be abbreviated, without punctuation.

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| **Street Suffix Abbreviations** |
| Avenue | Ave |
| Boulevard | Blvd |
| Bypass | Byp |
| Circle | Cir |
| Court | Ct |
| Drive | Dr |
| Expressway | Expy |
| Freeway | Fwy |
| Highway | Hwy |
| Lane | Ln |
| Parkway | Pkwy |
| Place | Pl |
| Road | Rd |
| Route | Rte |
| Square | Sq |
| Street | St |

1. Ordinals should be used where appropriate. These are the two characters included after the number in a numerical street name. For example, 1st Ave should be entered, not First Avenue.
2. Secondary unit designators describe more detailed address information, such as an apartment number or building. In the case of an apartment or unit, remove “#”, “Apt”, “Lot” or “Unit” and enter the number or letter only. Other secondary unit designators should be abbreviated, without punctuation. Enter designators on the same line as the main part of the address.

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| **Secondary Unit Designators** |
| # | [remove] |
| Apartment | [remove] |
| Building | Bldg |
| Department | Dept |
| Floor | Flr |
| Office | Ofc |
| Post Office Box | PO Box |
| Suite | Ste |
| Unit | [remove] |

1. Directionals should always be abbreviated in the main address line, without punctuation. This is the case regardless if the directional is before or after the street name (e.g., N County Rd 30 or County Rd 30 SE). If a direction designation is part of the name of a street (e.g., 123 E North Bay Ave) leave it unabbreviated.

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| **Directional Abbreviations** |
| North | N |
| Northeast | NE |
| Northwest | NW |
| South | S |
| Southeast | SE |
| Southwest | SW |
| East | E |
| West | W |

1. City names should not be abbreviated or include punctuation (e.g., enter Fort Collins, not Ft. Collins).
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