### **Bible Correspondence Course Record Keeping System**

Steven Rudd www.bible.ca

#### SETTING UP THE "SNAPSHEETS", THE "BINDER" AND THE "TIME FILE"

- 1. Make 50 copies of the SNAPSHEET on letter size paper. Cut according to the crop marks. 50 photocopies will produce 200 SNAPSHEETS.
- 2. Make 50 photocopies of this STUDENT DATA SHEET on legal size paper and fold down the bottom flap to letter size to create pouch. Three hole punch all the copies.
- 3. Place one MASTER STUDENT LIST at the front of a BINDER followed by 50 copies of the STUDENT DATA SHEET. Number the STUDENT DATA pages 1-50 in the "Student #" section to correspond to the MASTER STUDENT LIST.
- 4.To making the revolving 31 day TIME FILE, buy a recipe box and place 31 dividers in it. Number the dividers 1-31 to correspond with the days of the month. This is where the SNAPSHEETS will be stored for active enrollees who have not yet returned the first lesson.

### USING THE SNAPSHEETS, BINDER AND TIME FILE:

- 1. Fill out a SNAPSHEET at the time of enrolment and send them lesson one. Put the snapsheet in the TIME FILE. Phone them up personally if they haven't returned lesson one by the time their SNAPSHEET comes due in the TIME FILE. Try to set up a one-on-one Bible study. If unsuccessful try get to continue in the course, remailing them another lesson if necessary.
- 2. When they return the first lesson, find their SNAPSHEET in the TIME FILE and assign them a "Student #" by entering their name on the MASTER STUDENT LIST
- 3. Turn to their corresponding STUDENT DATA sheet according to their "Student #". Glue the SNAPSHEET to the back of their STUDENT DATA sheet above the pouch. Save everything the student sends you (letters, notes etc.) in this little pouch for future reference.
- 4.On the STUDENT DATA SHEET, fill in all of the DATA section and the section which corresponds to the lesson worksheet (test) they have just returned. Simply copy all the required information directly from their worksheet including questions and comments they may have made.
- 5. It will be helpful for you to record any questions they got wrong. If they got True or False #1 wrong simply enter "1" in the "T or F" section. If they answered multiple choice #5 wrong by answering "c" when the correct answer was "b", simply enter "5c" in the "Multi" section.

ENROL NAME DATE SOURCE Tele poster handbill news Bcall ZIP PH # AGE Guess Actual BEST TIME DATE **NOTES & EXCUSES** DENOMINATION COMMITMENT Weekly Sporadic **MARITAL STATUS** Married Separated SPIRITUAL INTEREST Seeker Indifferent None NH=not home, T=talked to ??, WSI=will send in, NG=never got, R=remailed another

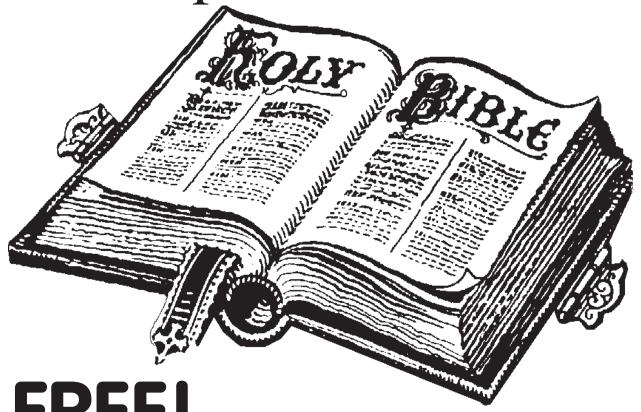
The Snapsheet

STUDENT DATA SHEET				
DATA	NAME  ADDRESS  CITY ZIP  PHONE # AGE  CHURCH AFFILIATION:	STUDENT #:  Enrol Date:  Source: Email Poster Handbill Newspaper Personal:		
THE BIBLE	PLEASE ENCLOSE WITH MY NEXT LESSON  A list of 60 Bible prophecies A unique daily Bible reading schedule. Ten commandments for husbands & wives. Answer my question  MAY WE ASK?  1. Attend every week with a local church? YES NO 2. If you died, would you go to heaven? UNSURE YES NO	DATE: THEIR INCORRECT ANSWERS: T or F: Multi: MARK:		
D	PLEASE ENCLOSE WITH MY NEXT LESSON  Bible passages that show Jesus to be the divine creator.	DATE:		
THE LOR	What does the Bible teach on heaven and hell? A unique daily Bible reading schedule. Answer my question  MAY WE ASK?  1. Is Jesus happy with your present level of commitment to Him? UNSURE NO YES  2. How would you describe the way you presently follow Jesus? COMMITTED SO SO NON-CHRISTIAN	THEIR INCORRECT ANSWERS: T or F: Multi: MARK:		

MASTER STUDENT LIST				
#	NAME OF STUDENT	#	NAME OF STUDENT	
1		26		
2		27		
3		28		
4		29		
5		30		
6		31		
7		32		
8		33		
9		34		
10		35		
11		36		
12		37		
13		38		
14		39		
15		40		
16		41		
17		42		
18		43		
19		44		
20		45		
21		46		
22		47		
23		48		
24		49		
25		50		

## BIBLE STUDY

Correspondence Course



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NAME	PHONE #
ADDRESS	Age
CITY	ZIP