

# 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.

The  
Snapsheet

NAME _____			<b>ENROL DATE</b>		
ADDRESS _____			<b>SOURCE</b>		
CITY _____ ZIP _____			Tele poster handbill news Bcall Personal:		
PH # _____			<b>Guess AGE Actual</b>		
<b>DATE</b>	<b>BEST TIME</b>	<b>NOTES &amp; EXCUSES</b>	<b>DENOMINATION</b>		
			<b>COMMITMENT</b> (Attendance Habits)		
			Weekly Sporadic Rarely		
			<b>MARITAL STATUS</b>		
			Married Separated Single		
			<b>SPIRITUAL INTEREST</b>		
			Seeker Indifferent None		
NH=not home, T=talked to ??, WSI=will send in, NG=never got, R=remailed another					

# STUDENT DATA SHEET

DATA	NAME _____	<b>STUDENT #:</b>
	ADDRESS _____	<b>Enrol Date:</b>
	CITY _____ ZIP _____	<b>Source:</b> Email Poster Handbill Newspaper
	PHONE # _____ AGE _____	Personal: _____
CHURCH AFFILIATION: _____		

THE BIBLE	<b>PLEASE ENCLOSE WITH MY NEXT LESSON...</b>	<b>DATE:</b>
	<input type="checkbox"/> A list of 60 Bible prophecies <input type="checkbox"/> A unique daily Bible reading schedule. <input type="checkbox"/> Ten commandments for husbands & wives. <input type="checkbox"/> Answer my question _____	<b>THEIR INCORRECT ANSWERS:</b>
	<b>MAY WE ASK?</b>	T or F:
	1. Attend every week with a local church? <input type="checkbox"/> YES <input type="checkbox"/> NO 2. If you died, would you go to heaven? <input type="checkbox"/> UNSURE <input type="checkbox"/> YES <input type="checkbox"/> NO	Multi:
		<b>MARK:</b>

THE LORD	<b>PLEASE ENCLOSE WITH MY NEXT LESSON...</b>	<b>DATE:</b>
	<input type="checkbox"/> Bible passages that show Jesus to be the divine creator. <input type="checkbox"/> What does the Bible teach on heaven and hell? <input type="checkbox"/> A unique daily Bible reading schedule. <input type="checkbox"/> Answer my question _____	<b>THEIR INCORRECT ANSWERS:</b>
	<b>MAY WE ASK?</b>	T or F:
	1. Is Jesus happy with your present level of commitment to Him? <input type="checkbox"/> UNSURE <input type="checkbox"/> NO <input type="checkbox"/> YES 2. How would you describe the way you presently follow Jesus? <input type="checkbox"/> COMMITTED <input type="checkbox"/> SO SO <input type="checkbox"/> NON-CHRISTIAN	Multi:
		<b>MARK:</b>

FACTS & FAITH	<b>PLEASE ANSWER MY QUESTIONS...</b>	<b>DATE:</b>
	<input type="checkbox"/> Is Bible baptism sprinkling pouring or immersion? <input type="checkbox"/> How can I be absolutely sure about my own salvation? <input type="checkbox"/> Where did all the hundreds of denominations come from? <input type="checkbox"/> What exactly is the Bible blueprint of doctrine and worship? <input type="checkbox"/> Answer my question _____	<b>THEIR INCORRECT ANSWERS:</b>
	<b>THE CHOICE IS YOURS!</b>	T or F:
	<input type="checkbox"/> Yes! I am interested in another Bible study. <input type="checkbox"/> No. I am not interested in further Bible study.	Multi:
<b>STUDENT'S COMMENTS:</b> _____		<b>MARK:</b>
		<b>RESULTS:</b>

# 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



**FREE!**

Learn about  
**GOD**

To Recieve lesson one send your name and address to:  
Bible Course, 33 Highcliffe Ave. Hamilton, Ont. L9A 3L3  
Or phone 905-575-8437

# Learn The Bible For Free

- Bible medicine for hurting homes in a wicked world
- Learning to praise our divine savior Jesus Christ
- Study in your own home by mail
- Free...and no obligation
- Based directly upon the Bible
- Completely Non-Denominational



To receive lesson one  
Phone 905-575-4564

Or mail this coupon to  
Bible Course  
33 Highcliffe Ave.  
Hamilton, Ont L9A 3L3

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ Age \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_