



Data Collection/INPUT Form

<input type="checkbox"/> New Information <input type="checkbox"/> Updated Information <input type="checkbox"/> Transfer to _____	
Required GlobalFile Information	
Last Name (including suffix, i.e., Jr., II, III, etc.) _____	
Main/Home Phone () _____	
Main/Home Address (Street address or PO Box)	City State Postal Code Country
Family Alternate Address	City State Postal Code Country
Birthdate MM/DD/YYYY	Gender Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed Mail Status
Required Membership Information	
Baptismal Number (if known) _____	
Relationship to Congregation: <input type="checkbox"/> Member <input type="checkbox"/> Friend <input type="checkbox"/> Miscellaneous Name	
Recommended GlobalFile Information	
Business Address	City State Postal Code Country
Temporary Address (summer, winter, college)	Dates: From _____ To _____ City State Postal Code Country
Business Phone () _____	Fax () _____ Email Address
Relationships: Is this person the Head of House? <input type="checkbox"/> Yes <input type="checkbox"/> No Relationship to Head of House: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Spouse's Name Child's Name Full Name: _____ Child's Name _____ Profiles (See user guide for more information)
Recommended Membership Information	
Envelope # _____	Pledge with Spouse? <input type="checkbox"/> Yes <input type="checkbox"/> No Organizations (See user guide for more information)
Optional Information	
Previous Address	City State Postal Code Country
Cellular Number	Pager Number Web Address
Employer	Position Occupation
Other Relationships: Name: _____	
<input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Non-Custodial Parent <input type="checkbox"/> Foster Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Child	

Default address, should be where mail is delivered

Enter Required Life Events on other side

Building Relationships: Head of House is the family member to whom all other members are connected.