

KEEPING IN TOUCH AT REDLAND QUAKER MEETING - INPUT FORM

Use this form to create a new entry for the list of members and attenders at Redland.

Guidance notes can be found overleaf.

Your surname

Your forenames

Today's date (as: 6 Oct 2016)

Signed:

Address and contact details

Your postal address

tick to include in printed contact details

postal address

phone 1

phone 2

email 1

email 2

Children's details

Names

Dates of birth (as: 6 Oct 2016)

Sign up

Tick to receive electronically:

weekly notices

Redland newsletter

minutes of local meeting for business

Sharing Circles

If you would like to go into a particular circle, say which:

KEEPING IN TOUCH AT REDLAND QUAKER MEETING – GUIDANCE NOTES

Input form is overleaf.

Redland Meeting keeps a database of the contact details and some other information about its members and attenders. It maintains information about members of the Society of Friends indefinitely, but retains attenders' details only so long as they are regularly coming to Meeting.

An excerpt from the database is published once or twice a year as a *contact list* for the Meeting. The contact list does not include children under 18, nor members who are not currently attending. The list is in alphabetical order of surname (then first name), with one entry per person and no indication given of relationships. Each entry consists of a name and one or more items of contact information (postal address, up to two phone numbers, up to two email addresses). The contact list is prefaced with a page giving basic contact data for the Meeting and the names of various role holders.

You can use the form overleaf to create a **new** entry on the database and thereby in the contact list. (If you want to change or delete an entry, contact the list keeper directly - details at foot of page.) You can include the names of any children that come with you to Meeting. You can also use the form to sign up to receive some regular publications, and to express a preference for a sharing circle.

Enter your surname and forenames in full at the top of the form. The first of your forenames will be printed in the contact list; underline other forenames if you want them printed instead; if you are known by a name that is not one of your forenames, put it in parentheses after your forenames and underline it. Sign and date the form to give your permission that we can include your details in the database.

Write your postal address in the box indicated, and specify up to two phone numbers and up to two email addresses in the boxes to the right. In the tick boxes in the middle, you can say which contact items you want included in your entry on the contact list. It's fine to tick all or just some of them. If you don't want to be in the contact list at all, leave them all blank (but still supply the information, for the database).

If there are children who come with you to meeting, please tell us their names and dates of birth, for the database. They will not be included in the contact list.

You can use the form to sign up to receive electronic versions of the weekly notices, our monthly newsletter, or minutes of our meetings for business: just tick the appropriate boxes.

As a regular attender, you will be invited to join a sharing circle. If you are not in one yet, but you know the one you would like to join, you can express your choice at the bottom of the form.

The database and contact list of members and attenders at Redland are maintained by Esther Giles in the Administration Hub. Send queries or requests to:

pollyjmg@yahoo.co.uk (Esther) or noticesclerk@gmail.com