

Proposal for Bar Coding Attendance Software

The issue:

- We are currently looking to some streamline our attendance check-in procedures in the Kids Ministry area, as well as keep more accurate records.
- With an understaffed office support team, we are constantly looking for ways to be more efficient.
- We'd like to be able to assign each family unit a number and then have that number correspond with all children and their respective classes.
- Our current church database program is outdated and we are maximizing its current features.

How the attendance system would work in the IMPACT area?

Sunday Morning

Each child in our preschool classes on Sunday morning would continue to receive an id tag which he/she wears around their neck during the class. The family number on the front of the tag allows workers to ensure child leaves with a family member. Each card would have a bar code on the back. Once a child leaves, the worker simply puts the id tag in a designated bucket. That's it!

In our elementary areas, we would go to the same sort of id tag system, with each child having a bar code on the back of the card. At check-in, children would each find and wear their id tag. At the end of the service, they would place them in a designated bucket.

Monday morning, Mary Lou takes all the tags, scans them at her computer, and the attendance is done!! Or, even better, a volunteer comes in and scans the cards!!

Sunday Night/Wed. Night

Instead of the bar-coded cards, we would continue to use the class rosters. Instead, next to the name of each student would be printed their bar code. Each teacher would still take their attendance on the roster. However, all Mary Lou would need to do is simply scan the bar code next to each child's name, and the attendance is done! No need to key in anything!!

What's hardware & software is needed?

Basically, we need to purchase the database program, the bar code plug-in, and a scanner for Mary Lou's computer. Prices are as listed:

Item Name	Function/Description	Price
N-Spire Children's Module	Database program to keep track of kids ministries attendance, volunteers, & events	\$199.00
Attenda Plus add-on	Plug-in to N-Spire that allows bar-code capability for printing on rosters, custom id cards, etc.	\$199.00
Bar code scanner	To allow office to scan bar codes directly into Attenda Plus (attendance database)	\$139.00
Total Cost for Children/Startup:		\$537.00

Would this fit in with the current church attendance program?

No. The bar code capability is not possible with Church Partner, our current database program. However, youth and children modules of N-Spire could be purchased as follows to put the entire church database system in N-Spire. If Church Partner can export information in .csv format, our current info could be imported into N-Spire, eliminating the need to re-key anything.

Item Name	Function/Description	Price
N-Spire Youth Module	Database program to keep track of youth ministries attendance, volunteers, & events	\$199.00
N-Spire Adult Module	Database program to keep track of youth ministries attendance, volunteers, & events	\$199.00
Total Cost for Youth/Adults:		\$398
Total Cost to Set-up Church-wide		\$935

What are the benefits of going to this system?

- Cost! Very affordable!! Cost includes a network license, so the software only needs to be installed on the server, and then can be mapped to all the users drives.
- Time savings – bar-code scanning allows for quicker data entry, as well as the ability to have a volunteer enter the attendance (scan the rosters & cards), freeing office staff to work on other tasks.
- Export in .csv format, for importing into Microsoft Access if desired.
- Can be utilized church-wide.
- Ability to create bar-code id's for youth which they can "swipe" to check-in.
- Palm OS module being developed – so staff can download info on specific students or volunteers from N-Spire into pda.