

# Your Data Worksheet

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For each of these questions, be as *specific* and *detailed* as possible.

**1. What information do you collect from your members/base?**

**2. Who in your organization collects this information? When? How?**

Name \_\_\_\_\_

Organization: \_\_\_\_\_

- 3. How often do you update your information?**
  
- 4. List *all* the places where contact data/member information could be found. (i.e. paper, spreadsheet program, database, other & explain)**
  
- 5. List the people who can access your data and how they access it.**
  
- 6. Do you track how your members relate to each other and to other organizations? How do you capture it? (i.e. contact person for a union or other community organizing group)**
  
- 7. Do you track the activities your members participate in? How do you capture that?**
  
- 8. How many databases or different ways of capturing information do you have?**