

APPLICATION for REGISTRATION of a  
UNITED METHODIST HISTORIC SITE

GENERAL COMMISSION ON ARCHIVES AND HISTORY  
P.O. Box 127, Madison, NJ 07940; 973-408-3189

Name of Site: \_\_\_\_\_

Location of Site: \_\_\_\_\_

Authorized as a "United Methodist Historic Site"

By action of: \_\_\_\_\_  
(Annual, Central, or Jurisdictional Conference)

Meeting at: \_\_\_\_\_

City: \_\_\_\_\_

State (or equivalent): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of President/Chair, Conference Commission on Archives and History

\_\_\_\_\_  
Signature of Conference Secretary

\_\_\_\_\_  
Signature of Resident Bishop

❖ PLEASE ATTACH A COPY OF THE CONFERENCE RESOLUTION RECOMMENDING DESIGNATION OF SITE. ❖

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**DO NOT WRITE IN THIS SPACE - FOR GENERAL COMMISSION USE ONLY**

No. \_\_\_\_\_ Received by \_\_\_\_\_ Date \_\_\_\_\_

Additional Data Requested \_\_\_\_\_ By \_\_\_\_\_ Received \_\_\_\_\_

\$75 Registration Fee Received \_\_\_\_\_ Registered \_\_\_\_\_ By \_\_\_\_\_

Copies of this report sent to:

Conference Archives at \_\_\_\_\_

Jurisdictional Archives at \_\_\_\_\_

Marker sent to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Marker installed by \_\_\_\_\_ Date \_\_\_\_\_

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**Description:**

Please attach a brief description of the Historic Site and its significance in the history of the Conference, area, and/or general church (100 to 200 words).

**Supporting Data and Materials:**

If there are published or manuscript copies of articles, pamphlets, books, brochures, clippings, etc. related to the Site, please list these. Please enclose copies of evidence for the General Commission's files.

**Photographs of Site:**

*Please enclose black and white photos* of the Site. These should be large enough to discern significant details but not in excess of 8" x 10".

**Data on Historic Site:**

Date of Original Construction or Event \_\_\_\_\_

Architect (if any) \_\_\_\_\_

Builder (if any) \_\_\_\_\_

Original Owner \_\_\_\_\_

Present Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Approximate Value \_\_\_\_\_

Mortgage (if any) \_\_\_\_\_

Has owner been informed of pending Conference action? \_\_\_\_\_

What is the Owner's attitude toward visitors? \_\_\_\_\_

**Access:** Describe route to Site from a main road: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parking? \_\_\_\_\_

Handicapped access? \_\_\_\_\_

**Upkeep:** What provision has been or will be made for maintenance?

Caretaker Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Reception:** Is competent guide service available?

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Is there a charge for guide service? \_\_\_\_\_ Is a donation expected? \_\_\_\_\_

**Publicity:**

The designation "Registered United Methodist Historic Site" will be called to the attention of the following historical agencies:

Local: \_\_\_\_\_

State/Regional: \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

What has been or will be done to promote it to the public through:

Newspapers: \_\_\_\_\_

Radio: \_\_\_\_\_

Television: \_\_\_\_\_

Other media: \_\_\_\_\_

Publicity items (brochures, postcards, etc.) available: \_\_\_\_\_

What person or organization will be responsible for an ongoing program of publicity?

\_\_\_\_\_

From whom may publicity be obtained?

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Who will affix the "REGISTERED UNITED METHODIST HISTORIC SITE" marker?

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

When? \_\_\_\_\_

What public ceremony will mark the event?

\_\_\_\_\_  
\_\_\_\_\_

This report has been prepared by:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

To whom shall the marker be sent? (DO NOT use post office box address - shipped UPS)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

