



***Holston
Conference
of The
United
Methodist
Church***

MEMORANDUM

TO: Projects Requesting Conference Advance Status for 2013
FROM: Norma Smith, Chairperson
Advance Special Committee
RE: The Advance Forms

As chairperson of the Committee on The Advance of the Holston Conference Work Area on Missions, I am sending you the forms that must be completed for Conference Advance Recognition in 2013. The two enclosed forms (“Application for Continued Advance Status Only” and “Evaluation of Program”) are to be returned to me **BEFORE March 1, 2012.**

After the committee reviews and evaluates all applications, they will recommend to the Holston Annual Conference, for its approval, the list of Advances to receive priority among the churches of the conference in 2013. Being on this list should help you raise funds, but it does not assure that you will receive funds. We strongly encourage you to do your public relations work throughout the conference.

Please send completed forms to:

Mrs. Norma Smith
330 McFee Rd.
Knoxville, TN 37934
(865) 966-6253

Remember, I must have all forms in hand by March 1, 2012. If I do not receive them by that date, Advance recognition for 2013 cannot be recommended. **The completed application and evaluation are both necessary.**

Enclosures: *For current Advances:*
Application for Continued Advance Status
Evaluation of Program

Mailing Address:
Post Office Box 850
Alcoa, Tennessee 37701-0850

Street Address:
217 South Rankin Road
Alcoa, Tennessee 37701

865/690-4080
Toll Free 866/690-4080
Fax 865/690-3162

www.holston.org

Application for Continued Advance Status Only

**Holston Conference
The United Methodist Church**

SHORT FORM APPLICATION

This form may be used by applicants when there are no changes in the project/program or in the amount to be approved over the previous year. If you have changes, please use the long application form.

Project Name: _____ Conf. Project No.: _____

Administrative Agency: _____

Address: _____

Phone No.: _____

E-Mail: _____

EVALUATION OF PROGRAM

Submit this completed form with your application form at the second year and all subsequent years for Advance Approval.

1. How many persons were served in the past year? _____

2. List the kinds of services provided: _____

3. Is there an intentional witness to the Christian Faith, and if so, how is it communicated? _____

- a) Can you give an example or two? _____

4. Have you had opportunities to share the story of your project with area churches?
How many? _____ How many United Methodist Churches? _____
How many United Methodist Churches outside Holston Conference? _____

5. How many United Methodist Churches supported your program?
a) with financial gifts _____ total amount _____
b) with volunteer workers _____ total number workers _____

6. Please secure an evaluation of your program from at least one of the following:
a) A person served
b) A volunteer staff worker (if any)
c) A paid staff worker (if any)
d) A local United Methodist pastor
e) The United Methodist District Superintendent or Bishop in your area

7. Do you have other comments you would like to share concerning your program?

