



**Holston
Conference
of The
United
Methodist
Church**

MEMORANDUM

TO: Projects Requesting Conference Advance Status for 2018
FROM: Norma Smith, Chairperson
Advance Special
Committee
RE: The Advance Forms

Your committee on "The Advance" did the project evaluations for 2017 and discovered we were short several of what we would have like to have received. Our directive is to recommend to the churches of Holston Conference projects that are being good stewards of their gifts from our churches.

The 2017 evaluations for our 2018 recommendations to Annual Conference are due **BEFORE MARCH 1, 2018**, for your project to be on the list to Annual Conference in June 2018. We can no longer assume you are functioning effectively and efficiently. I am sending you the forms that must be completed for Conference Advance Recognition in 2018. The two enclosed forms ("Application for Continued Advance Status Only" and "Evaluation of Program") are to be returned to me, **BEFORE MARCH 1, 2018**

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

Additional copies may be found on the Conference website at <http://holston.org/ministries/missions/programs/advance/> or you may request copies from Charlotte Riggins at the Conference office at (866) 690-4080 or charlotteriggins@holston.org.

After the committee reviews and evaluates all applications, they will recommend to the Holston Annual Conference 2018, for its approval, the list of The Advance projects to receive priority among the churches of the conference in 2018. 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.

I must have all forms in hand by **March 1, 2018**. If I do not receive them by that date The Advance recognition for 2018 cannot be recommended. The completed application and evaluation are both necessary. Please be sure to make any corrections to your contact information on the Short Form Application.

For current Advances:

Enclosures: 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: _____

Website: _____

