

LLOYD W. SMITH
ARCHIVAL COLLECTION
**PRIMARY
SOURCE
SEMINAR**
ARCHIVES TUTORIAL

PRIMARY SOURCE SEMINAR ❖ REGISTRATION FORM

Seminar sessions will be held by appointment only. We will try to accommodate all seminar requests. Because we have a relatively small curatorial staff, we can only accommodate one seminar group (not to exceed twenty-five students) at one time.

Classes attending the Primary Source Seminar *must* be accompanied by at least one educator who has attended the teacher workshop.

Teacher's Name: _____
(first) (last)

School: _____

School Address: _____

School Corporation: _____ county: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ Fax: (_____) _____ Email: _____

Number of educators attending: _____ Number of students attending: _____ Course title: _____

Names of educators attending: _____ Date of Primary Source Seminar teacher workshop: _____

Preferred date(s) of attendance: _____ alternate date(s): _____



Teacher Signature: _____ **Date:** _____

Thank you for completing the Primary Source Seminar Registration Form. We will contact you to schedule your Seminar appointment using the contact information you have provided on the reverse. We will do our best to accommodate your preferred date of attendance.

You will receive a confirmation call approximately two weeks prior to your class' scheduled Seminar. If you find you need to reschedule your visit, please contact Jude M. Pfister.

***Information on the web at:** <http://www.nps.gov/morr/forteachers/index.htm>

Registration Fees - \$ 50 per visiting class. NOTE: Class size is set at 12-25 students. For larger groups please call to make special arrangements.

*Registration Fee includes the cost of registration, printed materials, seminar supply costs and guided tours.

Payment must be received at least three weeks prior to your scheduled visit.

Cancellations and Refunds: Registration fees will be refunded, less a \$5.00 administration fee, if cancellation is received in writing no later than two weeks before scheduled visit. After that date, registration fees are non-refundable. All refunds will be processed after scheduled Seminar. Substitutions are allowed.

PAYMENT METHOD

Please remit payment by Check in **U.S. funds** payable to: **Washington Association of New Jersey**

Please mail or fax completed registration form with payment to:

Jude M. Pfister
Primary Source Seminar
Morristown National Historical Park
30 Washington Place
Morristown, New Jersey 07960-4299

Contact Person: Jude M. Pfister, Chief of Cultural Resources, MNHP

Phone: (973) 984-2313

FAX: (973) 539-8361

Email: Jude_Pfister@nps.gov

THIS PORTION TO BE COMPLETED BY LIBRARY STAFF

Scheduled Seminar Date: _____ **PSS** **PSS & tour**

Confirmation **date:** _____ **initials:** _____ **Curator's signature:** _____
name date

