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 thc.texas.gov

Point of Contact for First Street Initiative Participation

This form documents the primary and back up points of contact for the community’s participation in the First Street Initiative—an educational effort administered by the Texas Historical Commission. The point of contact is expected to attend the quarterly meetings, complete assignments as necessary, compile and store notes for their community to reference, and complete the annual survey. By submitting this form, the point of contact, back up point of contact, and point of contact supervisor agree to these expectations.

Community name:	
Point of contact name:	
Point of contact phone number:	
Point of contact e-mail:	
Point of contact organization:	
Point of contact department:	
Point of contact office address:	

The back up point of contact (POC) who will represent your community in the First Street Initiative when the primary point of contact is unavailable.

Name of Back up POC	
Back up POC phone number:	
Back up POC e-mail:	
Back up POC organization:	
Back up POC department:	
Back up POC office address:	

The direct supervisor of the point of contact should be aware of the time commitment for participating in the First Street Initiative. The quarterly meetings will each be two (2) hours, with additional time spent by the POC on assignments and optional office hours.

Name of city manager/administrator:	
City manager/administrator phone number:	
City manager/administrator e-mail:	
City manager/administrator organization:	
City manager/administrator department:	
City manager/administrator office address:	

Signature instructions: After entering the information above, please print out the document for name, signature, and date below. When completed, please scan the document as a .pdf file and upload the file when prompted in the online First Street Initiative registration online platform.

Print name of Point of Contact	Signature	Date signed
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Print name of Back up POC	Signature	Date signed
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Print name of City manager/administrator	Signature	Date signed
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