

City of Box Elder Centennial Time Capsule

Memorabilia Submission Form

Thank you for helping preserve Box Elder's history! Please complete this form and submit it with your item(s).

Submitter Information

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Submission Category

(Select one.)

☐ 2026 Box Elder

☐ Culture & Arts

☐ Family History & Community Life

Item Information

Item Title/Name:

Date or Approximate Year:

Who created or owned this item?

Describe the item:

Why is this item significant?

Please explain why this item is important to Box Elder's history and why it should be included in the Centennial Time Capsule.

Photograph Information (if applicable)

Names of people shown:

Location:

Date Taken (or approximate year):

Additional Context:

Digital Submission (if applicable)

☐ This submission includes digital files.

Storage Device Type:

☐ USB Flash Drive

☐ Other: _____

Files Included:

☐ PDF

☐ JPG

☐ PNG

☐ MP4

☐ MP3

Brief Description of Digital Content:

Submitter Certification

I certify that I am authorized to submit this item to the City of Box Elder for consideration in the Centennial Time Capsule Collection.

I understand that:

- Submitted items become part of the City of Box Elder Centennial Time Capsule Collection and may not be returned.
- The City reserves the right to determine final inclusion based on available space, preservation needs, and historical significance.
- Submission of an item does not guarantee it will be placed in the time capsule.

Signature: _____

Date: _____

Next of Kin to be contacted upon opening the Time Capsule:

For City Use Only

Submission Number: _____

Date Received: _____

Received By: _____

Category: _____

☐ Accepted for Collection

☐ Selected for Time Capsule

☐ Not Selected

Notes: