

Pomeroy Foundation Marker Steps 5/22/19

1. State Coordinator selects up to 5 of the most important state suffrage sites.
 - a. Ensures the site is in the NVWT database.

https://docs.google.com/spreadsheets/d/1oQeqMKJrNYk0DYK1p0ZV_0QhAqOMi-C8vDdfRuleVw4/edit#gid=1292213976

- b. If not, upload Google Doc and enters it in NVWT database.

https://docs.google.com/forms/d/e/1FAIpQLSeIORueqDIBwzMnkvgcMop4XRZLYbyjnz6LlS9ROg9yF5_PA/viewform?c=0&w=1

2. State Coordinator recruits a local partner for each suffrage site.
3. State Coordinator with the help of the local partner asks property owner of site to sign a Land Use Permission letter. (See attached sample Land Permission Letter)
4. State Coordinator or local partner completes a Pomeroy Nomination Form, which includes information about the suffrage site, including draft language on what to include on the marker, as well as primary sources confirming the historical significance of the site and its location. Download the Nomination Form (See attached Sample of Nomination Form and description of accepted primary sources)
5. Once the Nomination Form is completed it must be submitted to the NVWT Advisory Board for approval. To submit, email the form to Judith Wellman, chair of the Advisory Board at historicalnewyork@me.com with the subject line **Pomeroy in (State)**. Once it is approved; NVWT Staff will submit online the Nomination Form to the Pomeroy Foundation.
6. Once the Pomeroy Foundation approves the Nomination Form, the State Coordinator or local partner will provide primary source documentation and Land Use Permission Letter to Christy Fuller at Christy@wgpfoundation.org . Christy will submit the Application along with the Land Use Permission Letter and Electronic Signature online to the Pomeroy Foundation.
7. After the Pomeroy Foundation approves the marker's final Application, the State Coordinator needs to cooperate with the local partner to install the marker, sponsor a marker unveiling ceremony and publicize the suffrage site in your state.