

## Pomeroy Foundation Marker Steps

**5/22/19. UPDATED 5/18/20.**

1. State Coordinator selects at least five (5) of the most important state suffrage sites.
  1. Ensures the site is in the NVWT database. See, [NVWT Database](#).
  2. If not, complete the Google form, [Votes for Women Trail Resource Survey](#).
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](#).
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 [Pomeroy Nomination Form](#). See also the [Description of Accepted Primary Sources](#). For a completed form example, please see [Pomeroy Sample Nomination Form](#).
5. Once the Nomination Form is completed it must be submitted to the NVWT Advisory Board for approval. To submit, email the form to Denise Ireton, Project Manager, NVWT, ([ireton.nvwt@gmail.com](mailto:ireton.nvwt@gmail.com)) with the subject line **Pomeroy in (State)**. Once it is approved; NVWT Research Team will request primary sources and the Land Use Permission Letter. The Research Team will also work with State Coordinators and local partners to revise marker text, historical significance statements, and add necessary primary sources.
6. Once the packet is complete, the NVWT Research Team will submit the Nomination Packet to the Pomeroy Foundation for approval.
7. After the Pomeroy Foundation approves the marker's final application, the NVWT Research Team will contact State Coordinator and local partner about ordering and delivery.
8. 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. The NVWT Research Team is available to help with publicity. Notify the NVWT Project Manager ([ireton.nvwt@gmail.com](mailto:ireton.nvwt@gmail.com)) at least three weeks prior to the unveiling ceremony, as we would like to attend if our schedules permit.
9. Once installed, please submit two photos of the new marker the NVWT Project Manager ([ireton.nvwt@gmail.com](mailto:ireton.nvwt@gmail.com)), so the NVWT and the Pomeroy Foundation can feature it on the marker maps. Include one close-up photo, where text is legible, and one perspective shot, where the marker is shown in its surroundings.