

# International Society Daughters of Utah Pioneers

## Marker Policy, Criteria, and Application Procedures



This *Marker Policy, Criteria, and Application Procedures* document will provide guidance to the Company or Camp in the application process. It is important that the local Company or Camp marker committee is familiar with this information. The following topics are included in this document:

1. Purpose of ISDUP Markers, Page 1
2. ISDUP Marker Policy, Pages 2—3
3. Criteria for Establishing a Marker, Pages 4—5
4. Marker Application Process, Pages 6—8
5. Steps in Establishing a Marker, Page 9

The local Company or Camp desiring to establish a marker is encouraged to communicate regularly with the ISDUP Marker Chair as the marker application is completed and submitted.

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## 1. Purpose of ISDUP Markers

The *International Society Daughters of Utah Pioneers Constitution and Bylaws* states that the purpose of historical markers is to pay tribute to Utah pioneers and help teach descendants and current and future generations about important historic places and events. ISDUP markers provide information about important locations, objects, or notable events. The *ISDUP Constitution and Bylaws* provide the following guidance.

### A. ISDUP Constitution

The objective of this organization shall be to perpetuate the names and achievements of the men, women, and children who were the pioneers in founding this commonwealth: by preserving old landmarks, marking historical places, collecting artifacts and histories, establishing a library of historical matter, and securing manuscripts, photographs, maps, and all such data as shall aid in perfecting a record of the Utah pioneers; by commemorating their entrance into the valley of the Great Salt Lake on July 24, 1847, and such other events and days as are important in the early history of this community; by publishing historical material; and by reviewing the lives of the pioneers; thus teaching their descendants and the citizens of our country lessons of faith, courage, fortitude, and patriotism.

*ISDUP Constitution and Bylaws, Article II*

### B. Summary of ISDUP Bylaws Regarding Markers

Official markers of ISDUP shall be numbered plaques bearing the logo of Daughters of Utah Pioneers and are inscribed with the history of important locations, objects, or notable events related to the pioneers on or near the site where markers are placed.

Application for an ISDUP marker shall be made to the International Board by a Company or Camp.

## 2. ISDUP Marker Policy

### A. Purpose

ISDUP markers are plaques which inscribe the history of an important location, object or notable event that occurred during the pioneer period of the community on or near the site where markers are placed.

### B. Application Policy

#### 1. Eligibility

A local DUP Company or Camp can apply for an ISDUP marker. The executive board of the Company or Camp establishes a marker committee of three individuals with one of the individuals serving as the marker chair. The marker committee works with the ISDUP Marker Chair and reviews all materials related to the *ISDUP Marker Policy, Criteria, and Application Procedures* and *ISDUP Marker Application* form. A Company can apply directly to ISDUP. A Camp works through its Company to apply to ISDUP. If a Camp applies, they must have the permission of the Company to apply for a marker and they work through their Company.

The Company or Camp applying for the marker is responsible for research, documentation, the draft inscription, the monument where the plaque is placed, and perpetual care of the marker. The marker must be within the geographical area where the Company or Camp is located.

#### 2. Criteria for Markers

All marker applications must meet the ISDUP marker policy. ISDUP marks important historical events, locations, or objects which date to the pioneer period. The pioneer period is between 1847 and 1900 and includes the colonization era (see definition at 3A). The marker must have important historical significance. Criteria for establishing a marker is discussed on Pages 4 and 5 of this document.

#### 3. Historical Documentation

The Company or Camp submitting the marker application conducts research, obtains historical information, and documents the accuracy of the historical information used in the marker inscription. The *Marker Application* must provide historical documentation with primary sources documenting historical accuracy of the draft inscription. Documentation must be complete and meet generally accepted standards for historical research. This includes the use of multiple sources (where possible) and reliance on primary source documents. *Wikipedia* is not considered a primary source document. Individual diaries and personal recollections should be corroborated from multiple sources to ensure accuracy.

ISDUP validates historical documentation submitted on the application. However, if ISDUP requires additional documentation from that submitted with the application, the Company or Camp is

responsible for obtaining the validation. ISDUP Executive Board reserves the right of final decision on both inscription and property of where the marker will be established. Additional details about historical documentation is found on Page 5 of this document.

#### **4. Financial Responsibility**

ISDUP pays for the cost of the standard-size plaque (see pg.6). If the Company or Camp desires a larger plaque or would like graphic work added, they pay the additional costs. The Company or Camp is responsible for the cost of a large rock, monument, or stand for mounting the plaque. A small stand for the plaque can be obtained through the vendor. The Company or Camp pays for the cost of transportation of the plaque from ISDUP.

#### **5. Number of Markers ISDUP Establishes Annually**

Based upon financial consideration, the ISDUP Executive Board may limit the number of markers approved within one fiscal year. If this restriction becomes necessary, a Company or Camp with sufficient funds may pay the cost of a marker with approval of the ISDUP Executive Board. Marker projects are considered in the order they are received. If ISDUP is not accepting applications for the current fiscal year, the ISDUP Marker Chair will work with the Company or Camp on steps in the marker application process until the new fiscal year when the application can be submitted.

#### **6. Maintaining Markers**

The local Company or Camp is responsible for the perpetual care of the marker. This means that annually the Company or Camp ensures the marker is not damaged, is readable, and the area around the marker is maintained. If a marker is being moved or becomes damaged or stolen and needs to be replaced, the Company or Camp should notify ISDUP. The responsibility to replace the stolen or damaged marker is held by the Company or Camp. If a Company or Camp disbands in subsequent years, the ISDUP Executive Board will determine assignments to oversee the marker. Information about cleaning markers is found at: [ISDUP.org](http://ISDUP.org) → Home tab → Markers.

#### **7. Location of the Marker**

The location of the marker is an important part of the application process. The marker needs to be accessible to the public and close to where the historic event or object was. The ISDUP Executive Board reserves the right of final decision on both inscription and property of where the marker will be established.

#### **8. Placement of Marker on Public or Private Property**

The Company or Camp must work with the property owner to obtain a written agreement to place the marker and monument.

1. Private property will require a notarized written lease agreement from the landowner.
2. Public property will require a notarized written agreement to establish the monument at the location. (Public property includes city parks, public recreation areas, roads, rest areas, US Forest Service, BLM, etc.)
3. Church property is private property and requires a written agreement to establish the monument at the location. If on the Church of Jesus Christ of Latter-day Saints Church property, the proposal and inscription will need approval by Church Headquarters.

## 9. Plaque Manufacturing

The plaques are manufactured by ISDUP's vendor in order to maintain the quality, style, and integrity of ISDUP markers. The marker bears the approved insignia of ISDUP.

## C. ISDUP Marker Chair and Marker Committee

The ISDUP Marker Chair and ISDUP Marker Committee work with the local Company or Camp in establishing the marker. The ISDUP Marker Committee is responsible for ensuring *ISDUP Bylaws* and *Marker Policy, Process and Application* criteria are met with each marker. The ISDUP Marker Committee will advise the ISDUP Executive Board in determining the viability of the application. Once the application is approved, the Marker Committee works with the ISDUP Executive Board and provides recommendations for approval of various aspects in the process of establishing new markers. The ISDUP Executive Board has ultimate authority and can accept or reject the establishment of the marker.

# 3. Criteria for Establishing a Marker

The Company or Camp applying for a marker should consider the following criteria.

## A. Pioneer Period

The marker must provide historical information within the pioneer period. The pioneer period generally begins in 1847 and ends at the conclusion of the colonization era which is 1900. The marker must relate to the original (Refer to By-Laws) pioneers.

## B. Historical Locations, Objects, or Notable Events During the Pioneer Period

The ISDUP marker must honor important historical locations, objects, or notable events which date within the pioneer period. ISDUP establishes markers to identify:

1. **Locations** of historical significance such as settlements established during the pioneer period,
2. **Objects** such as a building used as an early school, post office, or mill, or abandoned pioneer cemeteries with historical significance, or
3. **Notable events** that played an important role in the colonization of the area.

## C. Historical Accuracy

The application must provide documentation of historical accuracy for the inscription. Historical facts must be well documented and double-checked to assure accuracy. The documentation should be complete and meet accepted standards for historical research. This includes the use of multiple sources (where possible), and reliance on primary source documents. *Wikipedia* is not considered a primary source document. Individual diaries and personal recollections should be corroborated from multiple sources to ensure accuracy. The following can be considered when developing the inscription using historical documentation:

1. **For a pioneer building** — Provide documentation of historical significance, dates, purpose, and location.
2. **For a pioneer settlement or town** — Provide documentation of the historical significance. This information may include how the town received its name, the date the first settlers arrived, what the settlement was like, and what the early settlers did to establish the town. A long list of names of the first settlers should not be included in the plaque inscription. Names and dates of a first schoolteacher, postmaster, church leader, buildings, etc. may be included.

3. **The site of an historical event** — State why this location is historically important, giving dates and names of the first persons or events concerned.

#### **D. Historical Significance and Integrity**

Each marker must have relevant historical significance. ISDUP does not duplicate other markers that have been placed in the area regarding the same subject. The historical integrity of a site is considered when placing the marker.

#### **E. Appropriate Location of ISDUP Marker**

The location is important and should be readily accessible to the public. A signed lease or written agreement from property owners is required before the plaque will be manufactured. Consider the following:

1. The marker site must be accessible to the public.
2. Public property or church locations are better than private property.
3. The marker site must be near where the event took place or on a pioneer building.

#### **F. Projects That Do Not Fit ISDUP Criteria**

Below are projects to avoid because they do not fit ISDUP marker policy and criteria. Avoid a project which:

1. Honors a single person.
2. Recognizes an event or object that does not represent the pioneer period.
3. Duplicates information on another marker/monument already established in area.
4. Recognizes many individuals with a long list of people.
5. Is not accessible to the public.
6. Marks a pioneer cemetery that is still being actively used unless the cemetery and the settlement have momentous pioneer significance.
7. Honors specific places such as the first church, blacksmith shop, farm, doctor's office, etc. that are not marked (unless the inscription includes additional information about the location, object or notable event).
8. Honors a pioneer home (unless used for a Daughters of Utah Pioneer museum).
9. Provides historical facts that cannot be documented.
10. Honors a single family such as a family cemetery or home.
11. Honors an object which does not have historical integrity.

#### **G. ISDUP Marker Assurances**

The following assurances will be verified on the *ISDUP Marker Application* and reviewed in the approval process:

1. The local marker committee members have read this *ISDUP Marker Policy, Criteria and Application Procedures* document.
2. The local marker chair has been in contact with the ISDUP Marker Chair as this proposal has been developed.

3. The marker meets the pioneer period criteria as outlined in the *ISDUP Constitution and Bylaws and Marker Policy, Criteria and Application Procedures*.
4. The purpose of this marker meets the ISDUP Marker Policy of recognizing important locations, objects, or notable events related to the pioneers on or near the site where markers are placed.
5. Initial work has been conducted to seek permission to place the marker on public property, private church property, or private property.
6. The marker site is accessible to the public.
7. The historical information in the application has been researched, and documentation with primary sources is included with the application.
8. The marker does not honor an individual pioneer.
9. The marker does not include a long list of names of early settlers.
10. The marker is within the geographical area of the DUP Company.
11. The Company supports the application if a Camp is applying for a marker.

## 4. Marker Application Process

### A. Marker Committee and Review of Marker Application Materials

1. When a Company or Camp determines a marker is appropriate in an area, they discuss the project with their executive board and a marker committee is organized. The marker committee consists of three individuals.
2. The committee reviews the *ISDUP Marker Policy, Processes and Application* and *ISDUP Marker Application* form. The committee determines if the project meets ISDUP requirements including:
  - a. The project relates to the original Utah Pioneers and meets the pioneer period criteria ending in 1900.
  - b. The location of the monument will be readily accessible to the public.
  - c. The subject of the historic event, location, or object is as close as possible to the site where the monument will be.
  - d. Obtaining permission to place the monument in the planned location has been explored.
3. The committee communicates with the ISDUP Marker Chair about the proposal idea.
4. The committee gathers historical documentation and writes the draft inscription.

### B. Complete Application

The local committee will complete the *ISDUP Marker Application* form. The application includes the proposed title, location, purpose statement, contact information, and signatures. The application also includes the following attachments:

1. Draft Marker Inscription
  - a. The inscription is a rough draft at this point, giving a summary of the proposed marker. The inscription must have sourced historical documentation as described above.
  - b. For the standard 16" x 22" plaque, a general guideline for the length of the proposed inscription is approximately 250 words. The 250-word guideline can also be gauged by using a 12-point font and about 22 lines of text using about one-inch margins on the page of text. If the plaque is

larger, the inscription might be longer. The size of the graphic will change the number of words allowed.

- c. See information below in the “inscription” (pg.7) section for tips on writing the marker inscription.
  - d. The draft inscription will go through many editing steps, but this brief paragraph will be used initially to describe the marker as the application goes forward for approval to the ISDUP Executive Board.
2. Historical information and documentation
    - a. This can include photographs, references, and documentation of the history of the proposed marker.
    - b. The draft inscription will include footnotes throughout and attached source documentation.

### **C. ISDUP Review**

The application is sent to the ISDUP Marker Chair. The application is reviewed by the ISDUP Marker Committee. The review includes determination of the application meeting ISDUP marker criteria and a review of the historical documentation and accuracy. The application is then presented to the ISDUP Executive Board. The Company or Camp will be advised whether the application is accepted.

### **D. Financial Considerations**

1. If the marker is approved, ISDUP pays for the cost of a 16” X 22” marker or smaller. If the Company or Camp want to place a marker larger than the 16” x 22” size, they are responsible for the balance of the cost of the larger marker.
2. The mounting of the plaque, building of the monument, and any other expenses are paid by the Company or Camp initiating the application. A pedestal monument which holds the plaque can be purchased from the ISDUP vendor; however, most Companies or Camps obtain a large rock or have a structure constructed for the plaque to be mounted. The Company or Camp will consider possible building permits and other approvals needed for the location of the marker.
3. The Company or Camp pays the cost of the transportation of the plaque from ISDUP.

### **E. Initial Marker Inscription**

A draft inscription is submitted with the marker application. In developing the initial inscription, the following ideas may help the Company or Camp.

1. If a location (settlement, town, place or locality) is to be marked, consider the following:
  - a. Provide unique facts to make the message more interesting.
  - b. Include important dates such as when a pioneer arrived and the date the settlement was established.
  - c. Provide name(s) of first settlers (although long lists are not permitted). This might include people such as the first schoolteacher, postmaster, church leader, etc.
  - d. Include why the settlement is important.
  - e. Tell how the town received its name.
  - f. Provide names of buildings, irrigation systems, etc.
  - g. Provide information on first events.
2. If a pioneer event is to be marked, consider the following:
  - a. State why the event is historically important.

- b. Provide dates and names of the pioneers involved.
3. If a pioneer cemetery is to be marker, consider the following:
  - a. If the cemetery is still in use, the cemetery must have significant pioneer history.
  - b. Give complete/historic name of cemetery.
  - c. Name and date of the first burial.
  - d. List names of those buried therein if not too numerous.
  - e. Provide information regarding who donated the plot and other information.
  - f. Give reasons why cemetery use was discontinued.

It is important to double-check spellings, names, dates, and facts. Do not assume facts, accept family legends, or omit historical data. Do not use words such as “probably” or “about,” and do not begin a sentence with a date.

## **F. Length of Inscription**

The plaque generally is 16” high x 22” wide and it is important to have the inscription tell the most important facts; a general guideline for the length of the proposed inscription is approximately 250 words. This can also be gauged by using 12-point font and about 22 lines of text using about one-inch margins on the page. If the plaque is larger, the inscription might be longer. The size of the graphic will change the number of words allowed.

## **G. Historical Documentation**

Historical documentation is included in the application such as histories, pertinent pages out of books, photos, etc. These will be used in the verification of the inscription and will be placed in the ISDUP files. The additional historical information often helps in writing the inscription. Information about historical documentation is discussed on Pages 2 and 4.

## **H. Graphic, Photo, Drawing on Plaque**

The ISDUP Marker Chair will work with the Company or Camp and the ISDUP plaque vendor/manufacture on a graphic if this is desired on the plaque in addition to the inscription. Additional information regarding the options and associated costs can be obtained from the ISDUP Marker Chair. Historically ISDUP plaques are manufactured with gold writing and gold DUP logo with illustrations in silver. The ISDUP Marker Committee and ISDUP Executive Board will be involved in the final plaque design in collaboration with the Company or Camp.

As the marker application process moves forward, ISDUP will provide the Company or Camp additional guidance regarding:

- A. Inscription Editing, Layout and Graphic Options
- B. Lease Agreement
- C. Marker Dedication Guidelines
- D. Installation of the Plaque
- E. *Legacy* Newsletter Article and Summary of Project
- F. Upkeep of Markers



## 5. Steps in Establishing an ISDUP Marker



- **Step 1:** Company or Camp desiring to apply for a marker works with their Executive Committee and a marker chair is appointed. The local marker chair along with two other individuals will serve as the local marker committee. The marker committee obtains the *ISDUP Marker Policy, Criteria and Application Procedures* document and the *ISDUP Marker Application* form from the ISDUP Marker Chair. The Company or Camp marker committee reviews the information.
  
- **Step 2:** Company or Camp gathers historical documents for the project and verifies that all ISDUP criteria for markers are met. The Company or Camp seeks to obtain permission from landowner to establish marker. The Company or Camp communicates with the ISDUP Marker Chair to clarify questions. The *ISDUP Marker Application* is sent to the ISDUP Marker Chair. The application includes an initial draft inscription and historical documentation.
  
- **Step 3:** ISDUP Marker Chair and Marker Committee review application with the historical information provided. The historical accuracy is verified. The application is reviewed to ensure ISDUP policy and criteria are met.
  
- **Step 4:** ISDUP Marker Chair presents application to ISDUP Executive Board for approval. (The ISDUP Board meets once a month.) The Company or Camp is notified.
  
- **Step 5:** Company or Camp continues to seek lease agreement/authorization from landowner where marker will be placed.
  
- **Step 6:** Draft marker inscription is edited utilizing ISDUP Marker Chair and Committee, local Company or Camp marker committee, and ISDUP editing committee. Marker inscription is approved by local Company or Camp, ISDUP Marker Chair, and ISDUP President. *(The process of editing the inscription continues taking several weeks.)*
  
- **Step 7:** Edited marker inscription is sent to the vendor/manufacturer for suggested edits, layout, and design. Company or Camp marker committee, ISDUP Marker Chair and ISDUP President work to finalize the layout and make any last changes to the inscription. *(This last editing process can take several weeks.)*
  
- **Step 8:** Final design layout is reviewed and approved by local Company or Camp marker committee, ISDUP Marker Committee, and ISDUP President. Approval of all three members of the local marker committee is verified via email and documented.
  
- **Step 9:** Company or Camp sends ISDUP the notarized lease agreement/authorization from the landowner for placement of marker. This is received by ISDUP before the plaque will be ordered.

- **Step 10:** ISDUP marker vendor is given approval to proceed with the manufacturing of the plaque. (*Allow two to three months for the manufacturing of the plaque.*)
  
- **Step 11:** A marker dedication program outline will be sent to the Company or Camp marker committee to aid in the planning of the program. The dedication date must be coordinated with ISDUP Marker Chair. ISDUP Marker Chair or other designated ISDUP Board member will attend the dedication.
  
- **Step 12:** Marker is available for Company or Camp to pick up from ISDUP. If mailed, the Camp or Company pays the shipping costs. The local Company or Camp installs the plaque.
  
- **Step 13:** The new marker is dedicated. Company or Camp provides documents for the permanent ISDUP file and provides an article for the *Legacy* Newsletter. The Company or Camp is responsible for perpetual care of the marker. The marker will be added to online marker information.

Allow 12- 18 months for completion.