



American Legion Auxiliary  
Michigan  
Girls State

# CHECKLIST

ALA Girls State begins on Sunday, June 18, 2017 (Registration is from 9 to 11am)  
and ends after the Closing Awards Ceremony on Saturday, June 24, 2017

The Place: Michigan State University – East Shaw Hall  
591 N. Shaw Lane, East Lansing, MI 48825

All documents and important information needed to prepare yourself for ALA Girls State  
are available at [www.michalaux.org](http://www.michalaux.org), click on Girls State.

**ALL MANDATORY FORMS MUST BE TURNED IN ON REGISTRATION DAY!**

## Mandatory Forms and Required Reading

- Medical Form – **MANDATORY!**
- Parental Consent Form – **MANDATORY!**
- Review the MSU parent guide!**
- Govt. Questionnaire – **MANDATORY!**
- GS Loyalty Pledge – **MANDATORY!**
- Samsung Scholarship Application Must be Completed on-line by going to this website:  
[www.legion.org/samsung-scholarship-application](http://www.legion.org/samsung-scholarship-application)  
Follow the instructions carefully! The Application must be completed prior to Arriving at ALA Girls State!
- Check out the College Credits Information on your CD. These are optional at a reduced rate paid by the delegate.
- Cash Donations for Girls State's Special Project, **MI Wounded and Returning Warrior Program.** (Optional collection will be taken at Registration and during store hours)

## Contact Information

Beryl Robbins, ALA Girls State Chairman  
[berylrobbins@comcast.net](mailto:berylrobbins@comcast.net)  
Cell: 313-318-6845  
Rysta Brown, ALA Girls State Chairman  
[rystab@hotmail.com](mailto:rystab@hotmail.com)  
Cell: 989-820-0767

## Must Do's

**Cancellations:** If you are unable to attend the session, for any reason, ***PLEASE call or e-mail your sponsor immediately***, so an Alternate can be contacted and given the chance to attend.

If you do not know who your sponsor is, or can't reach them contact Beryl Robbins, preferably by email.

If Girls State has begun, call the **MSU Girls State Office at (517) 575-9348, or one of the Chairman listed below.**

**Late arrival:** If you know in advance that you are unable to arrive before 11:00 a.m. on Sunday, June 18th, please contact [berylrobbins@comcast.net](mailto:berylrobbins@comcast.net) and include the following information: Your name, phone number, and your estimated time of arrival.

If you experience a delay on your way to ALA Girls State that prevents you from arriving before 11:00 a.m. **call MSU Girls State Office at (517) 575-9348.** Do not attempt to call or email Beryl or Rysta, we will not have our phones or email activated during this time.

**Emergencies:** We would appreciate being notified ***first*** about any family emergency during Girls State; even if your daughter can be reached by cell-phone. This will ensure that someone will be with your daughter during a difficult time.

## Additional Contact Information

American Legion Auxiliary **Department Office**  
212 N. Verlinden Ave. Suite B, Lansing, MI 48915  
[info@michaloux.org](mailto:info@michaloux.org). Phone: (517) 267-8809.  
Ext. 21, Department Secretary, Denise Carter  
Ext. 19, Girls State, Heather Wilcox

**Girls State Office** at MSU opens at 8:00 p.m. on Friday, June 17th **(517) 575-9348** for questions, cancellations, and directions if needed. This phone is usually only activated during our Girls State session. Contact a Girls State Chairman or Committee member prior to June 17 and after June 25.

**Shaw Hall Address: 591 N. Shaw Lane, East Lansing, MI 48825.** Maps are available on our website if needed. Please make sure that all packages and mail you send reach Shaw Hall no later than Friday, June 23.

## Medical & Parental Consent Forms

**GS medical personnel must have this form** in case of illness or the need for emergency treatment. A copy of your school or sports physical dated **after May 1, 2016**, and signed by your physician is acceptable and must be stapled to our medical form. If a sports physical is not available, you must have your physician complete and sign our medical form.

It is very important that the Parent/Guardian Consent form with your daughter's insurance information is legible, fully completed and **signed** by a parent/guardian. **These two forms must be turned in on Registration Day. You cannot attend Girls State without them!**

## Packing

**Daytime wear:** Modest (**not skimpy, no short-shorts**), casual clothes, shorts, slacks and simple dresses are acceptable. COMFORTABLE SHOES are a must, we do lots of walking! A light-weight jacket, umbrella and/or rain wear are recommended.

**Special clothing:** Citizens are asked to wear a dress, suit, blouse & skirt, or blouse and nice slacks for our opening and closing ceremonies, and city pictures on Wednesday. Although it is not mandatory, we encourage Citizens to wear navy or black shorts or slacks to Capitol with their Girls State Shirt (available for purchase at Girls State for \$10).

**Necessities:** Personal toiletries, blow dryer, curling iron, prescription medicines, slippers, and an alarm clock. Rooms are not air conditioned - so bring a **FAN(s) it's usually the hottest week of the summer!** A flashlight in case we lose power is a good idea (has never happened yet, don't worry ☺)

**The government staff requires that you bring a calculator, 3-hole spiral notebook, paper, pens, and pencils.**

**Of course your cell phone can provide you with a calculator, alarm clock, camera and flashlight, however, THEY CANNOT BE USED DURING CLASS TIME FOR TEXTING AND/OR PHONE CALLS!**

**Optional:** Pillow, comforter or bedspread, stuffed animals, pictures of family and boyfriends, anything to make you feel "at home." Vending machines are available, but you can pack your own snacks. **DO NOT** bring microwave popcorn! Microwaves are not available for your use.

MSU provides sheets, a pillow, blanket, and towels. Wash cloths or a scrubby are a must as MSU no longer provides wash clothes.

**Spending Money & Banking:** Personal checks are *not* accepted! \$25-\$40 in cash will allow you to pay your City Tax (usually \$7), vending machine items, a T-shirt and other items you might want. Special tip: have your parents buy the items at registration, and bank your money for the rest of the week for a trip to the ice cream store, or the MSU Book Store!

**The Girls State Bank** provides safe keeping of your money. It is highly recommended that you deposit your extra money. Girls State is not responsible for any money not banked. The bank is conveniently opened daily during lunch & dinner (except for Wednesday evening).

**Talent show:** Bring special music, instruments, electric keyboards (a piano is no longer available for our use), baton, costume, tapes, tape player and props if you want to take part in the Girls State Friday night talent show. Each City enters one talent.

**Choir:** Love to sing? Bring your voice and join the choir. They perform at the State Capitol on Thursday, and at our closing ceremony.

## Citizen Regulations

**Driving:** If you are driving yourself, the counselors will shuttle you to a free parking lot. Please make sure not to leave valuables or charging cords in your vehicle! When you arrive at Girls State, park in the Shaw Hall Parking structure and make sure you let your counselor know you drove yourself. Once your vehicle has been moved to the free lot **you are required to turn your keys into the Auxiliary Girls State office.** Keys will be kept in a secure place until your departure. Parking tickets issued to you, for any reason, are your responsibility to settle. Your vehicle will not be ticketed where the counselors take you to park.

Each of the items below must be turned in on the last day to avoid MSU charges. All charges must be paid before departure.

**Meal Card Key:** If you lose it, MSU will charge you \$10.00 to replace it.

**Shower Key:** If you lose it, MSU will charge you \$30.00 to replace it.

**Room Key:** If you lose it, MSU will charge you \$75.00 to replace the lock.

**Linens:** Your towels and linens (except your pillow, blanket and mattress pad) must be dropped off in the designated area, usually in the lower level of Shaw Hall.

**Valuables:** Are your responsibility! We are not responsible for the loss or damage to any of your valuables. Please make sure your room is always locked when you are not in it! Laptop computers, tablets and phones allowed at your own risk.

**Cell phones:** ALL cell phones and tablets must be turned off or silenced during all meetings and ceremonies unless you are using them for classroom purposes. Please be considerate of your roommates when using your phone. **No phone calls or text messaging is permitted during class time. All phone use ends at lights out!**

**“Lights Out”:** Means quiet throughout the dormitory. You must be in your own room with the door **locked.** **The days are long and you will need all the rest you can get.** MSU and Auxiliary Staff members do hall checks after “lights out” and throughout the night.

**Walking:** Have a health issue which prevents you from walking to the meetings hall? Report this need to

your counselor or to the Nurse at registration. We will provide transportation to and from Wells Hall.

Report any **special dietary needs, ALL allergies (let us know if they are severe or airborne) when you register with MSU.** While at GS Report illness, accidents, or other problems to your counselor.

Daily meals, flag raisings and retreats are mandatory.

**Dress code:** See packing. No need to buy all new clothes, just use your best judgment!

**Rules:** Citizens must stay with their City group and counselor, except when attending political meetings, with your counselor’s knowledge. **Citizens must remain in the area of the Michigan State University campus designated for Girls State. This rule is for your safety and insurance purposes.**

**No visitors are allowed while you are at Girls State.**

MSU is a SMOKE FREE CAMPUS and enforces that **no-smoking** policy. Hover boards are also prohibited!

### Government Manual

The GS government manual is available at [www.michalaux.org](http://www.michalaux.org), click on Girls State. It provides a fundamental program review and is the basis for the lawyers Bar Exam you will take on Monday morning. Studying this manual in advance will give you an advantage. Passing it qualifies you to be a member of the American Legion Auxiliary Bar Association, and a chance to run for a judicial position.

*If you need to leave Girls State for any reason before the program ends, only the parent or guardian that signed the Parental Consent form can sign you out of Girls State. If that is not possible, then we will need a signed permission slip from that person faxed to MSU Attention: **GIRLS STATE** at this number: 517.432.2980. This permission slip must indicate the reason for your departure, who will be picking you up, and when they will arrive. You must report to the Girls State office prior to leaving! **Note: to qualify for the college credits, obtain your certificate and pin, and win awards, you must stay for the entire program which ends at approximately 4:30pm Saturday, June 24, 2017.***