



**PLEASE READ THIS SECTION
CAREFULLY! IT GIVES YOU ALL THE
INFORMATION YOU NEED FOR THE
REGISTRATION PROCESS!**

RESERVATION AND SPONSORSHIP FEE:

- The fee is now \$350.00, and is still **NOT** refundable – **NO Exceptions!**
- Reservations will be accepted at the Department office beginning October 1, 2017. Send your payment early, you don't need to wait until you find a Delegate.
- A **fully completed RESERVATION FORM** must accompany your check. Please write legibly, and make the check payable to ALA DEPARTMENT OF MICHIGAN.
- You can now include additional funds with your reservation form to pay for your Delegate(s) T-Shirts. You can also send a donation that will be designated to a fund for sponsoring our Alternates.
- **Have the funds to sponsor a Delegate, but can't find one? Contact Beryl Robbins and she will select a delegate for you from the Alternate applications she receives.**
- **Don't have enough funds to sponsor a delegate? Consider pairing up with one or more Units in your District (2 Units would pay \$175 each, 3 Units about \$117)!**
- Poppy funds **cannot** be used to send delegates to ALA Girls State.

THE APPLICATION PROCESS:

- Recruit early! High School juniors are very active these days, so contact your schools in the fall and ask them to get the word out that you're looking for applicants. Make sure they have updated Application forms and informational materials. Take copies with you!
- The application form is a ***wonderful tool for your Unit to use for your selection process***. It can be used in conjunction with other application methods such as requiring them to write an essay or scheduling personal interviews. **Please note that the Delegate Application Form NEVER gets mailed to the Department Office.**
- If you receive **Application Forms from your Alternates**, or additional girls you do not have the funds to sponsor, **send them to Beryl Robbins**, who will match them up with a sponsor, or put them on the list to be called to cover cancellations and no-shows. **Any girl that applies to ALA Girls State that has a strong desire to attend deserves to go!**

GETTING YOUR DELEGATES AND ALTERNATES REGISTERED FOR ALA GIRLS STATE:

- Once the Department office receives your Reservation Form and Sponsorship Fee they will assign you a Reservation Number for each Delegate you are sponsoring.
- **For each paid reservation you will receive:**
 - one (1) *Delegate Reservation Letter*,
 - one (1) *Girls State Checklist* (will explain everything they need to know and do)
 - one (1) *Alternate Letter and Alternate Registration Form*.
- **Sponsors will be responsible for getting the Delegate Reservation Letter and Checklist to their Delegate(s), either directly, or as an alternative, to the school counselor who can help with the registration process.**