



ATTENTION ALA GIRLS STATE SPONSORS!

This section is a two page, step-by-step, guide of our reservation, application, and registration processes!

KEEP IT HANDY, AND REFER TO IT OFTEN!

RESERVATION AND SPONSORSHIP FEE:

- The fee is \$375.00, and is **NOT** refundable – NO Exceptions!
- Reservations will be accepted at the Department office beginning October 1, 2018. 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.
- 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 \$187.50 each, 3 Units would pay \$125 each!)
- Poppy funds **cannot** be used to send delegates to ALA Girls State.
- Want to donate towards sponsoring a delegate? Send in the registration form with your contact information and a note that your donation be grouped with others for a sponsorship.

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 are looking for applicants. Make sure they have the updated application forms and informational materials. Take copies with you!
- The delegate 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 your delegate applications NEVER get 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!**
- The first twenty (20) Alternate Applications received by Beryl are guaranteed attendance at ALA Girls State. They will be sent a delegate letter with instructions for registering with CampDoc.

GETTING YOUR DELEGATES AND ALTERNATES REGISTERED FOR ALA GIRLS STATE:

- Once the ALA 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 Letter*;
 - one (1) *Girls State Checklist* (explains everything the delegate needs to know and do)
 - one (1) *Alternate Letter* and *Alternate Registration Form*.
- **Sponsors will be responsible for getting the delegate letter and checklist to their delegate(s), either directly, or as an alternative, to the school counselor who can help with the registration process.**
 - The letter will inform them that they have been selected to attend ALA Girls State.

- It will contain their **reservation number** assigned by our ALA Department office. They cannot register with CampDoc without that reservation number.
 - **It is the sponsor's responsibility to make sure the sponsor information portion of the form is completed before you give it to your delegate. Please provide them with the sponsor name, contact person, address, phone number and email. They will need this information to register with CampDoc, and when they send you a thank you after their ALA Girls State experience! Make sure you keep a record of your reservation numbers. Those numbers are important when you need to fill a spot with an alternate!**
 - Contains complete instructions for **mandatory on-line registration with CampDoc at their cost of \$25**. This will guarantee them an ALA Girls State t-shirt, backpack and cover the cost of their "City Tax" of \$7.00 (for city decorations, pizza/birthday parties.)
 - The **CHECKLIST** is a brief summary of the what they need to bring to ALA Girls State, what to wear, where to go, and instructions to visit the ALA Girls State page on the ALA Department website where they can obtain detailed information. There will also be an Orientation PowerPoint Presentation in case they cannot attend a live presentation.
 - **Please stress the importance of reviewing this material early, not 2 days before ALA Girls State. The earlier they receive this information, the better prepared they will be!**
- **Sponsors will also be responsible for getting the alternate letter to their alternate(s), either directly, or through their school counselor.**
 - Their letter will give them notice to remain prepared to attend; they could be called as late as the week before the session begins. Encourage them to review the information on the website, and let them know they have an excellent chance to attend.
 - **Sponsors are required to complete their registration form that includes the reservation number that is linked to a paid delegate, attach their delegate application and mail, or email both documents to Beryl Robbins, 14683 Shenandoah, Riverview, MI 48193, berylrobbins@comcast.net. Remember, the first 20 she receives will be sent a delegate letter with the news they are attending ALA Girls State and will be notified who their new sponsor will be at a later date.**
 - As other alternates are called to fill a spot Beryl will coordinate with ALA Department Headquarters to send them a delegate registration letter and their Checklist.
 - **Make sure you tell your alternates to plan on attending, and not to make other plans! STAY IN TOUCH WITH THEM – KEEP THEM INTERESTED!**
 - All the information they need will be posted on the Department's ALA Girls State webpage. Encourage your alternates to view that information early, and attend an orientation so they can be prepared to attend.
 - **Alternates CANNOT register with CampDoc until they receive a delegate letter with their new registration number!**
- **The ALA Girls State delegate will be responsible for registering on-line with CampDoc, using the information contained in their Delegate letter. PLEASE MAKE SURE THEY GET IT!**
 - There is a **\$25 Registration Fee** that the delegates are responsible for paying at the time of their registration with CampDoc. If the sponsor wishes to cover the \$25 registration fee, **DO NOT** send this \$25 to Department with your reservation money, your options are:
 - Provide your delegate(s) with a pre-paid credit card;
 - Reimburse the delegate(s) directly once they have registered; or
 - Present the delegate(s) the reimbursement as a gift when they attend one of your meetings to give their report on their ALA Girls State experience.