



American Legion Auxiliary
Michigan
Girls State

CHECKLIST

ALA Girls State begins on Sunday, June 16, 2019 (Registration is from 9 to 11am) and ends after the Closing Awards Ceremony on Saturday, June 22, 2019

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

Documents and important information needed to prepare yourself for ALA Girls State are available at www.michalaux.org, click on Girls State.

Registration and Required Reading

- ✓ You MUST register through CampDoc prior to attending ALA Girls State. The link to register is provided at the bottom of your Delegate letter.
- ✓ There is a \$25 fee to Register with CampDoc.
- ✓ Your medical record, parental consent form and ALA Girls State Loyalty Pledge are now completed in CampDoc, eliminating the need to bring forms on Registration Day.
- ✓ You are able to upload a Sports Physical form dated after May 1, 2018, and signed by your physician, when registering with CampDoc.
- ✓ **Review the materials available on www.michalaux.org, click on Girls State!**
- ✓ **OUR 2019 SPECIAL PROJECT:** Make your own thank-you cards that will be distributed to our Michigan Veterans. Bring them with you on Registration day, or make them while you are at ALA Girls State. Thank a Veteran for their service and your freedom.

Contact Information

Beryl Robbins, ALA Girls State Chairman
berylrobbins@comcast.net

Cell: 313-318-6845

Rysta Brown, ALA Girls State Chairman
rystab@hotmail.com

Cell: 989-254-7252 or Home: 989-739-1360

Scholarship Opportunity

Are you related to a Veteran? Then you are eligible to apply for the Samsung Scholarship. The Application must be completed on-line, for additional information, frequently asked questions and the link to the application, check out this website: <https://www.legion.org/scholarships/samsung>. **Follow the instructions carefully! The Application must be completed and submitted by midnight on June 15, 2019.**

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 cannot reach them, contact Beryl Robbins, preferably by email at berylrobbins@comcast.net.

If Girls State has begun, and you are unable to attend, contact Ms. Robbins at 313-318-6845 or Ms. Brown at 989-254-7252. **That is important information we need to know!**

Late arrival: If you know in advance that you are unable to arrive before 11:00 a.m. on Sunday, June 17th, please contact berylrobbins@comcast.net and

include the following information: Your name, phone number, reason for arriving late 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. contact: Ms. Robbins at 313-318-6845 or Ms. Brown at 989-254-7252. Someone in our ALA Girls State office located at MSU, will be monitoring those phones during registration.

EMERGENCIES – ATTENTION PARENTS:

We would appreciate being notified *first* about any family emergency that occurs during ALA Girls State; even if your daughter can be reached by cell-phone. **PLEASE**, don't just show up to pick her up without contacting one of our staff members first. We want to avoid having her receive any bad news in a group setting. Let us get her to a private location so she can call you, and if necessary, arrangements can be made if she needs to leave ALA Girls State. We can locate your daughter any time, day or night, in less than five minutes.

Additional Contact Information

American Legion Auxiliary **Department Office**
212 N. Verlinden Ave. Suite B, Lansing, MI 48915
info@michalaux.org. Phone: (517) 267-8809.
Ext. 21, Denise Carter, Department Secretary

ALA Girls State Office at MSU opens at 8:00 p.m. on Friday, June 15th for questions, cancellations, and directions if needed. Contact Ms. Robbins at 313-318-6845 or Ms. Brown at 989-254-7252 for assistance.

Shaw Hall Address: 591 N. Shaw Lane, East Lansing, MI 48825. Maps are available on our website at www.michalaux.org, click on Girls State. Please make sure that all packages and mail you send reach Shaw Hall no later than Friday, June 21st.

Packing and Dress Code

Daytime wear: Modest (**not skimpy**), 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. Use your best judgment!

Special clothing: Citizens are asked to wear a dress, suit, blouse & skirt, or blouse and nice slacks for our opening on Sunday, city pictures on Wednesday, and our closing awards ceremony on Saturday. Although it

is not mandatory, we encourage Citizens to wear dark colored shorts or slacks to the Capitol with their Girls State Shirt that each delegate will receive when they arrive at ALA Girls State. Additional shirts can be purchased for \$10 at the ALA Girls State Store.

Necessities: Every delegate is responsible for bring their own personal care items such as toiletries, blow dryer, curling iron, prescription medicines, slippers, and an alarm clock. Dorm 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.

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: Feel free to bring a pillow, comforter or bedspread, stuffed animals, pictures of family and boyfriends, anything to make you feel "at home." Vending machines are available, but you are allowed to 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 cloths in their linen packs.

Spending Money & Banking: Personal checks and credit cards are *not* accepted! \$25-\$40 in cash will come in handy for the vending machine items, ALA Girls State merchandise, and other items you might need. Hint – have your parents buy the items at registration!

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: Each City enters one talent to represent them at the Friday night talent show. If interested in auditioning, bring special music, instrument, electric keyboard (a piano is no longer available for our use), baton, costume, your ideas and props if you want to take part in the Girls State talent show.

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

Each of the items below must be turned in on the last day to avoid MSU charges. You will receive an invoice if you do not turn in one or more of these items!

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.

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 long distances? We can provide transportation to and from meetings at Wells Hall.

Report ALL **special dietary needs and allergies (especially if they are severe or airborne) when you register with CampDoc. Report illness, accidents, or other problems** immediately to your counselor, who will get you to one of the nurses!

Daily meetings, meals, flag ceremonies, voting and the trip to the Capitol are **mandatory events!**

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 their **no-smoking** policy. Hover boards and drones are also prohibited!

Government Manual

The GS government manual is available at www.michalaux.org, click on Girls State. It provides a fundamental program review and is the basis for the Bar Exam you will take on Monday morning. Studying this manual in advance will give you an advantage. Passing the Bar Exam 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 registered you on CampDoc, and signed the consent, can check 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: ALA 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 obtain your GS certificate, pin, and win awards, you must stay for the entire program which ends at approximately 4:30pm Saturday, June 22, 2019.