



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, 2019. 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, any girl that applies to ALA Girls State that has a strong desire to attend deserves to go!** The first twenty (20) Alternates (only those alternates that received an Alternate letter with a reservation # on it) received by Beryl are guaranteed attendance at ALA Girls State. This does not mean your Unit is getting a "free" delegate. The alternates will be matched up with a new sponsor, and receive a new reservation number. They will be sent a delegate letter with instructions for registering with CampDoc. The ALA Girls State Committee members reach out to District Presidents, Units and other sponsors from previous years to see if they have the funds to sponsor a delegate from the applicant's area. Alternates are also matched up with sponsors who were unable to locate an applicant.

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) *ALA Girls State Checklist* (to be given to your delegate)
 - one (1) *Alternate Letter and Alternate Registration Form.*