



## 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.*

- **The sponsor contact 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 make sure it contains the correct 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!**
  - The letter 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, cover the registration fee and pre-pay their "City Tax" of \$7.00 (counselor uses funds for city decorations and 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 at [www.michalaux.org](http://www.michalaux.org), where they can obtain detailed information. There will also be an Orientation PowerPoint Presentation in case they cannot attend one in person.
  - **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!**
  
- **The sponsor contact 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 of attending.
  - **Sponsors are required to complete their registration form that includes the reservation number which is linked to a paid delegate, attach their delegate application and snail 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 alternates are called to fill a spot Beryl will communicate with them and their sponsor and email or snail mail them a delegate 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!**
  
- **It is the delegate's responsibility to register online with CampDoc at a cost to them of \$25. Details instructions are contained on page 2 of their Delegate letter. PLEASE MAKE SURE THEY GET IT, and they register early!**
  - If the sponsor wishes to cover the \$25 registration fee, **DO NOT send \$25 to Department with your reservation money**, your only options are: Provide them with a pre-paid credit card; 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.