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ALA GIRLS STATE GUIDE 2019 - 2020

The National 2017-2022 American Legion Auxiliary Programs Action Plan – ALA Girls Nation, and the 2019-2020 Annual Supplement to the Program Action Plan – ALA Girls Nation, are available on the National ALA website www.ALAforVeterans.org. We will also post the portion relevant to ALA Girls State on our Department of Michigan's ALA Girls State page at www.michalaux.org, click on Girls State. National's Action Plan has some great ideas, and we encourage all of you to read it.

The 80th session of Michigan's American Legion Auxiliary Girls State 2021 will begin on Sunday morning, June 13, 2021 and ends on Saturday afternoon, June 19, 2021 on the beautiful campus of Michigan State University, East Lansing.

RESPONSIBILITIES FOR THE ALA GIRLS STATE PROGRAM:

DISTRICT CHAIRMEN:

- Keeps a copy of the ALA Girls State materials available for copying at all times.
- Handles requests for information from the Units in her District.
- Checks with each Unit Chairman in her District to be sure she has her materials and is contacting her local schools.
- Provide Department ALA Girls State Committee with a list of Unit Chairman.
- Holds an orientation for all delegates and alternates in their District in the spring of 2021.
- Informs Units when the Orientation PowerPoint Presentation is available on the web.
- Presents a motion at their District meeting to sponsor a delegate to ALA Girls State.

UNIT PRESIDENTS:

- **Make sure your Unit ALA Girls State Chairman receives this guide and all monthly flyers sent in the Unit mailings!** Instruct your chairperson to check the Department website regularly for the Unit mailings, reservation form, delegate application, and Samsung Scholarship information. **She will need all of these tools to do her job!**

UNIT CHAIRMEN:

- **Read your materials! Remember, all of the ALA Girls State information you will need is available in this guide and posted on the Department's website at www.michalaux.org click on Girls State.**
- Contact your local schools' counseling departments, or school Principal as early as you can! It is recommended that you do this in October/November. Contact Beryl Robbins for contact information for any school located in Michigan. They are very responsive to online contact.

- Make certain those in charge understand what the program is about, the type of girl we are looking for, who pays the fees, and the deadlines.
- If schools in your area have not received the ALA Girls State brochure, copy yours for them, contact a member of the ALA Girls State Committee, or direct them to the Department website.
- Convey **the importance and excitement of the program** to potential delegates.
- **Make your selection of delegates from girls that commit to attending the entire program.**
- **Stay in contact with your alternates, tell them to plan on attending and not make other plans for that week. Send all of your alternate applications to Beryl Robbins. If they want to go, we will get them there!**
- Instruct your delegates to contact Department ALA Girls State Chairman and/or Co-Chairman for approval if they need to arrive late or request an early departure. Remember, delegates **MUST** attend the complete session to receive their "Certificate of Completion" and ALA Girls State pin.

THE SELECTION PROCESS:

The American Legion Auxiliary has provided a unique citizenship educational opportunity for America's female high school juniors for over 80 years. The program has grown from a few hundred participants to over 25,000 annually.

When making your selection(s), you should be looking for the following attributes:

- Must be a junior (11th grader) who will complete her junior year of high school in 2021 .
- Must be a legal inhabitant of the U.S. (a U.S. Citizen or in the U.S. legally with a green card).
- You should interview your candidates. **MAKE SURE THEY WANT TO ATTEND.**
- Important that they have an interest in the government process and leadership abilities.
- Important qualities to look for are character, honesty, good scholastic achievement, high moral values, and intellectual curiosity.
- Enthusiasm for the program. **THE DESIRE TO GET INVOLVED.**
- Fitness, as the program is a seven-day program that can be physically and mentally challenging. When running for any office, there are speeches to make, reference work to be done, campaigning, lots of walking, and long days. ALA Girls State is a high-energy program!
- Participation in community, school and church activities.
- **Understanding that the American Legion Auxiliary stands for God and Country**, and that a delegate can participate without conflict with her own beliefs, as long as she respects the Auxiliary's commitments, and our American flag.
- **MUST UNDERSTAND THE IMPORTANCE OF ARRIVING BEFORE 11 A.M., ON REGISTRATION DAY JUNE 13, 2021, PLAN ON ATTENDING THE ENTIRE SEVEN-DAY SESSION THROUGH AND INCLUDING THE AWARD CEREMONY SCHEDULED FOR JUNE 19, 2021, ENDING AT APPROXIMATELY 3:30PM, IN ORDER TO RECEIVE HER "CERTIFICATE OF COMPLETION" AND ALA GIRLS STATE PIN.**

Candidates do NOT need to be the descendent of a veteran or an American Legion Auxiliary Member to attend ALA Girls State.

Make certain that each candidate knows and understands that **THIS IS NOT A SUMMER SPORTS CAMP**, but an interactive government simulation & leadership program that will require her to participate in learning the governmental process. In addition to learning, she will experience fellowship and friendships that will last a lifetime.



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, 2020. 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.
- **If you instructed us to hold your 2020 reservation fee for 2021 you will automatically be mailed new delegate and alternate letters for the 2021 session.**

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!** Alternates will be matched up with a new sponsor and will 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's 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, where they can obtain other 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!**
 - **If your delegate cancels, or you were unable to locate a student in your area to sponsor, PLEASE contact Beryl Robbins immediately so we can get that spot filled for you!**

- **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, 1112 5th Street, Wyandotte, MI 48192, berylrobbins1980@gmail.com.**
 - As alternates are called to fill a spot Beryl will communicate with them and their sponsor before sending 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! You can also instruct them to contact any of the ALA Girls State Committee members that they are interested in attending and able to attend the entire session.**
 - 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 reservation number! Do not have your alternate register with CampDoc using the same reservation number assigned to your delegate.**

- **It is the delegate's responsibility to register online with CampDoc at a cost to them of \$25. Detailed instructions are contained on page 2 of their Delegate letter. PLEASE MAKE SURE THEY GET IT, and they register early! DO NOT send the \$25 to Department with your reservation money, give it directly to your delegate if you wish to pay this fee.**

ALA GIRLS STATE MAILINGS:

- The Michigan ALA Girls State 6-page brochure will be mailed in November to every high school in Michigan. The brochure will also be available on the ALA Department of Michigan's Girls State page and includes all the information the school officials and you will need to know to assist in selecting a delegate to ALA Girls State.
- An ALA Girls State poster is available on the ALA National and Department websites. You are encouraged to make multiple copies and post it wherever female students in their junior year of high school will see them. Take them to your local schools, grocery stores, McDonalds, Burger King, anywhere they will allow you to hang them! Make sure to put a label at the bottom with your contact information.
- **REMEMBER**, today's young people begin planning their summers very early in the school year, so contact your school(s) before the holidays.

PUBLIC RELATIONS:

- Publicize the ALA Girls State program in your local newspapers and high school media.
- Contact your school about posting a notice on their message board, or school radio program.
- Contact local newspapers and cable television stations to see if you can submit an article, or a public service announcement. Some cable programs offer to tape an interview with you, or an ALA Girls State counselor or your delegate from a previous year.
- There are sample press releases available on our ALA Girls State webpage for your use in recruiting students and associate sponsors in your communities.
- Mention the American Legion Auxiliary whenever possible in the interviews, literature and discussions in connection with ALA Girls State to increase the awareness of our program.
- Do a better job associating the name of the American Legion Auxiliary as the program sponsor.
- Press releases and pictures should be given to the media upon selection of your delegates. Make sure you include "Michigan American Legion Auxiliary Girls State", your name, address and phone number in addition to the Unit name and location.
- Submit another press release when your delegate returns home from her week at ALA Girls State. Include a picture, her name, hometown name, sponsor information, a quote about her experience and activities she participated in at ALA Girls State.
- If your delegate is selected to attend ALA Girls Nation, or is awarded the Samsung Scholarship, make sure you contact your local newspaper! This is HUGE news!
- Copies of National ALA's suggested press releases are also available on their website.
- **Invite other civic and non-profit organizations to help with finances. Most are willing to help financially, recognizing that the ALA Girls State program is known nation-wide. Once again, contact them early in the fall when they are planning their budgets.**
- Collect pledges from your local businesses to help defray your cost of sponsoring a delegate.

MEDICAL INFORMATION:

- MSU requires that we keep medical information on file for each of our delegates, and the medical centers/hospitals require insurance information, in case of illness or the need for emergency treatment.
- Your Delegate will provide their complete medical history and immunization record electronically when she registers with CampDoc. There will be a form available that they can print for their physician to sign, or they can upload a recent physical and immunization record that was signed by a physician during their junior year of high school.

- If a delegate is physically, visually, or hearing impaired and needs assistance to fully participate in the program, the contributing group must furnish a full-time female aide to assist the delegate. This aide must be 21 to 30 years of age and, preferably, someone other than a family member. The contributing group will be responsible for all expenses for the aide, including conference fees, meals and lodging. The aide must be approved by the ALA Girls State Committee.

OTHER MANDATORY FORMS:

- All other mandatory forms we require have been uploaded into our CampDoc registration program. The students and their parents can now electronically sign the Consent Form, and Loyalty Pledge as part of their registration process. They will also provide us with their contact information, name of the school they attend and their t-shirt size. **It will be mandatory for them to provide their Delegate Reservation Number, and the name of their sponsor in order to register, so please make sure they are supplied with that information!**

SAMSUNG SCHOLARSHIPS:

- Every eligible ALA Girls State citizen is encouraged to apply for this financial assistance. **Applicants for this scholarship must be a descendant of a U.S. wartime veteran.** Each Department selects one winner, in accordance with the foundation rules. Her application is forwarded to the National headquarters of The American Legion. Ten National scholars receive \$10,000 each (two from each region), Ten National runners-up receive \$5,000 each (two from each region), and the remaining Department finalists receive \$1,250 each. Make sure they **follow the rules** set by the Samsung Scholarship Foundation. Information for this scholarship, the application and criteria can be found at: www.michalaux.org, www.ALAforVeterans.org or www.legion.org. **The form is now completed and submitted by the student on-line with a completion deadline of midnight, June 13, 2021, although highly recommended that they complete it prior to arriving at ALA Girls State!** They will not have time to work on it once they arrive. The submitted scholarships are judged on-line by ALA Girls State volunteers. Our Department winner will receive an award certificate at the closing ceremony. The national results are not announced until mid-October.

GIRLS NATION:

- Two delegates will be selected to represent Michigan as “Senators” to ALA Girls Nation, a similar program based on our Federal system of government. Candidates are recommended by the ALA Girls State Government Staff. An interview is conducted by the ALA Girls State Chairman, Department President (if available), Government Program Coordinator, a County Advisor and/or the Judicial Advisor. ALA Girls Nation will be held in July, 2021 at the National 4-H Conference Center in Chevy Chase, MD.

ANSWERS TO QUESTIONS YOUR DELEGATES MAY ASK:

- **ALL Smoking is prohibited** by MSU in accordance with their written policy.
- **Students from the same school or home town are not assigned to room together, and cannot make special requests to be housed in the same room as a friend.**
- There is a good chance that face masks will be required.

- Delegates must bring their own spending money, toiletries, washcloths, hair dryer, watch, radio, alarm clock, calculator, fan, rain coat, and sweater or jacket. Their cell phone probably covers some of these items now. Wireless service is available in most MSU halls.
- Casual clothing (shorts & jeans) is acceptable. **NO short shorts, or skimpy tops are allowed.**
- Dresses, skirt and blouse, or nice slacks and blouse are required for the opening session, Wednesday city photos, and Saturday's closing awards ceremony. **No jeans for these events please.**
- Comfortable walking shoes are a must! While flip flops are acceptable, remind them of the ten-minute walk multiple times a day to a hall where their classroom activities take place.
- Laptop computers or tablets are not mandatory, but can be beneficial for research projects.
- Spending money can be useful for vending machines, ALA Girls State Merchandise Store, a trip to the MSU dairy store, or the MSU Book Store
- We have an ALA Girls State Bank that is open at registration and available daily during the lunch and dinner hours. Delegates are encouraged to bank their money to avoid loss or theft.
- ALA Girls State Staff and/or MSU **IS NOT** responsible for the loss of money that is not banked, lost jewelry, the loss or damage to laptops, and other electronic devices they choose to bring.

ORIENTATIONS:

- **PLAN AHEAD!** It's the goal of the ALA Girls State Committee to have every ALA Girls State **DELEGATE AND ALTERNATE** attend an orientation. Although attendance is not mandatory, it is very beneficial to them. ALA Girls State Committee members are available to assist you with your orientations. You are encouraged to invite them to speak at your orientation to ensure that everyone is receiving correct, up to date information.
- When you set your date, take into consideration spring breaks, special activities of the schools in your District; including, proms, musicals, plays, major sports events, etc., to assure the best attendance for your orientation.
- If you contact us, we will do everything in our power to have one of our six committee members available for your orientation. In Districts with large numbers of delegates, we are willing to do more than one orientation. In fact, we encourage you to hold more than one. If your delegates are unable to attend on the day you have chosen, perhaps they can attend on another date, or make plans to attend an orientation in another district.
- Extend an invitation to Unit members, city officials, your school counselors, the history or social studies teachers and any potential sponsors.
- Make sure you notify the ALA Girls State Chairman with the date, time and location of your District's Orientation. This schedule will be posted on the ALA Girls State page of the Department's website: www.michaloux.org. If you have girls that can't attend yours, encourage them to check the Orientation calendar for one they are available to attend. **Informed ALA Girls State delegates and alternates make better ALA Girls State citizens!**
- Don't be too extravagant with your ALA Girls State orientation/tea. Punch and cookies or snacks on the tables is sufficient.
- **NOTE:** Many times delegates sponsored by associate sponsors, are not included on orientation invitation lists. Feel free to **contact Beryl Robbins to get the names of all delegates and their alternates from your district. *These girls need the orientation information too.***

DONATION AWARDS PROGRAM:

The following awards will be given, at the 2021 Fall Conference for donations (not sponsorships) made to the Michigan American Legion Auxiliary Girls State program, in the 2019-2020 fiscal period.

<u>Donations of</u>	<u>will receive:</u>
\$ 50.00 - \$ 250.00	A Certificate
\$ 251.00 - \$ 500.00	A Certificate
\$ 501.00 - \$1,000.00	A Certificate
\$ 1,001.00 or more	A Certificate

Make check payable to: **AMERICAN LEGION AUXILIARY.**

Earmark donation for: **ALA GIRLS STATE PROGRAM.**

Send donations to Department Headquarters:
212 N. Verlinden Street, Suite B, Lansing, MI 48915

DEPARTMENT OF MICHIGAN ALA GIRLS STATE COMMITTEE

SPECIAL ALA GIRLS STATE EMAIL ADDRESS: alamigirlsstate@gmail.com
(Please use this email address for all inquiries to Beryl or Rysta)

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We are here and anxious to assist you with your ALA Girls State program. If you have any questions, no matter how insignificant it may seem, please ask. We want all the reservations available to be filled. Let's do our best to fill the resident hall they house our delegates!

Let's make our 80th year a memorable one!