**AMERICAN LEGION AUXILIARY GIRLS STATE (“ALAGS”) SPONSOR GUIDE**

**June 18 – June 24, 2023**

**Michigan State University – Snyder/Phillips Hall**

**Sponsor’s Fee: $400; Student’s Registration Fee: $25**

**Check out** [**www.michalaux.org**](http://www.michalaux.org)**, click on ALA Girls State for forms and information**

**Recruiting Students**

* Now is the time to contact your local schools to recruit students who are in their junior year of high school before they make other plans for their summer.
* We have a poster available that you can ask schools and libraries to post in areas the students will see it.
* You can contact the ALAGS Chairman, Beryl Robbins, if you need contact information for all high school principals and superintendents in the state of Michigan.
* Beryl will continue to email District and Unit Presidents any application she receives from students in their area that are seeking sponsors.

**Familiarize yourself with our new processes**

* Some of our processes and forms have changed, make sure you read this entire document over carefully.
* Note the deadlines below and follow up with your delegate(s) to make sure they are registered and prepared to attend ALA Girls State!
* Questions and concerns can be emailed to alamigirlsstate@gmail.com.

**Reservation Form**

* **The deadline for sponsor reservations is April 1, 2023**. \*
* The reservation fee of $400 is non-refundable
* Write the check to: ALA, Department of Michigan and include *ALAGS reservation fee* on the memo line.
* Mail your reservation form and sponsorship check to: ALA Department of Michigan, 212 N. Verlinden Avenue, Suite B, Lansing, MI 48915.
* Include the number of students you are sponsoring, your check number, and the total amount of your check ($400 per student you are sponsoring) in the spaces provided.
* DO NOT include the $25 delegate’s reservation fee on your check.
* Make sure you PRINT the sponsor contact information on the bottom of the form accurately. The sponsor contact needs to be the person who your delegate or a ALAGS Committee member can contact if they have questions.
* Your reservation form will be scanned at the Department Office and emailed to Beryl who will assign each paid reservation a reservation number.
* Beryl will email one delegate packet for each paid reservation to the individual listed on the form as the sponsor contact.
* If you need to make special arrangements for receiving the delegate packets by mail, or having the delegate packets emailed directly to the student, contact Beryl to make those arrangements.

**Delegate Application**

* **The deadline for accepting delegate applications is May 1, 2023**. \*
* DO NOT mail the delegate applications to the department office.
* These applications are for the sponsor’s use only. Keep it handy so you can stay in contact your delegate(s) when needed. If you are sponsoring multiple students, write the reservation number on the top of their applications for future reference.
* If you receive additional applications for students that you are not able to sponsor, please forward them to Beryl who will place them with a sponsor who is seeking a student.

**Delegate Packet**

* It’s important for the sponsor to read over these documents so they are aware of the steps their delegate(s) need to complete and what the deadlines are.
* The delegate packet consists of a delegate letter, and two attachments: 1) a non-refundable registration processing fee form and 2) a parental consent form.
* Get these three documents to the student(s) you are sponsoring as soon as you receive them.
* When possible, it would be beneficial if you meet with your delegate(s) and their parents in person to give them the documents and take the time to go over them together.
* If you are emailing the delegate packet to the students make sure they are instructed to review them with their parents/guardian, or copy the parents/guardian on the email.
* Call or text your delegate(s) to let them know you emailed their delegate packet. Not all students check their email every day.

**Delegate’s Responsibilities**

* The delegate letter is an instructional document that contains their Reservation number, sponsor information, instructions for returning the registration processing fee and parental consent forms, information for preparing for ALAGS and applying for the Samsung Scholarship if they are eligible.
* **May 20, 2023 is their deadline for mailing the completed registration processing form, signed parental consent form and the registration fee of $25 to Beryl.**
* Make the check for registration payable to ALA, Department of Michigan and include the delegate’s name and reservation number on the memo line.
* If you do meet with your delegate(s) in person, you could offer to collect the completed, signed forms and the $25 check from them and mail them to Beryl. This could speed up the process of receiving their link to register.
* If the sponsor prefers to cover the $25 fee, the check must accompany the registration processing fee form and the signed parental consent form that is mailed to Beryl Robbins, 1112 5th Street, Wyandotte, MI 48192.

**Online Registration**

* Once Beryl receives the signed consent form, the completed processing fee form and the check for $25, she will email the delegate a link to the Wufoo online registration form. Their parents/guardian will be copied on that email.
* **It is highly recommended that the delegates register online no later than May 31, 2023. The online form will not be available to them after June 9th.**
* On June 1st Beryl will check the online registration for any reservation number that has not been registered yet and will reach out to the sponsor on the status of their delegate.

**\*Note that these deadlines can be extended if necessary. You must contact Beryl to make those arrangements in advance of submitting those forms.**