



# CHECKLIST

**ALA Girls State begins on Sunday, June 14th (Registration is from 9 to 11am) and ends following the Closing Awards Ceremony on Saturday, June 20, 2026**

**Our Location: Michigan State University – Snyder/Phillips Hall  
361 Physics Road, East Lansing, MI 48825  
Park in Parking Lot #9 on the corner of Auditorium Rd & Physics Rd**

## Registration & Things to Review

- ✓ If you have not register online yet, please do that as soon as you receive the email with the registration link & no later than June 8, 2026!
- ✓ If you are eligible to apply for the Samsung Scholarship, please make sure you complete that application process prior to arriving at ALA Girls State! You will not have time to complete it once you arrive.
- ✓ Review the Government Manual and other materials available at: <https://michalaux.org/girls-state/>
- ✓ The Government Manual provides a fundamental program review and is the basis for the ALA Girls State 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 ALA Girls State Bar Association, and a chance to run for a judicial position.
- ✓ There is also an ALA Girls State Pledge, and ALA Girls State Song that you can learn before your arrival.

**Cancellations: PLEASE call or e-mail your sponsor and/or the ALA Girls State chairman immediately! This is important information we need to know!**

Beryl Robbins, ALA Girls State Chairman:  
[Berylrobbins1980@gmail.com](mailto:Berylrobbins1980@gmail.com)  
Cell: 313-318-6845

## MSU Maps and Arrival Information

There are a number of helpful maps of the campus at: <https://maps.msu.edu/>. Phillips Hall is located at 361 Physics Road, E. Lansing, MI 48825 and is easily found if you enter that address in your phone or navigation system. MSU Staff will be in the area directing traffic and answering questions.

**MSU is a SMOKE FREE CAMPUS and enforces their no-smoking policy. Vape Pens, Hover boards, roller blades and drones are also prohibited!**

**Late arrival:** If you know that you are unable to arrive before 11:00 a.m. on Sunday, June 14th, please contact [berylrobbins1980@gmail.com](mailto:berylrobbins1980@gmail.com) and include the following information: Your name, phone number, reason for arriving late and your estimated time of arrival.

**If you experience a delay or get lost driving to ALA Girls State that prevents you from arriving at Phillips Hall by 11:00 a.m. Please call this number: 989-254-7252**

## 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 and expect 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.

## **Packing and Dress Code**

**(Suggested items – not all are mandatory)**

### **Medications:**

- ✓ Bring your prescription medications in their original bottles! You will turn these in to our health officer when you arrive at MSU and report to their clinic to take them when you need to take them.

### **Clothing:**

- ✓ Comfortable shoes for walking!
- ✓ Modest, not skimpy, casual or athletic clothes (shorts, slacks, sun dresses)
- ✓ Pajamas/Robe
- ✓ Slippers/flipflops
- ✓ Umbrella and/or rain wear
- ✓ Three (3) business casual days (sun dress, suit, blouse & skirt or blouse and nice slacks), for our opening ceremony, dinner with the ladies, and our closing awards ceremony.
- ✓ Capitol Day – Thursday! Black or dark colored shorts or slacks with your ALA Girls State Shirt. (You will receive your shirt Wednesday evening from your counselor to wear to the Capitol.) Additional shirts can be purchased for \$15 at the ALA Girls State Store opened daily!

**Shower Shoes are a necessity! Public bathrooms and locked shower rooms with private shower stalls are available in close proximity to your dorm room. Please note – MSU requires that footwear must be worn at all times for health purposes!**

### **Bathroom and Dorm Room Necessities:**

- ✓ Toiletries and sanitary products
- ✓ Hair products/styling items/razor
- ✓ Portable/small mirror, small reading lamp
- ✓ Washcloths or a shower scrubby.
- ✓ Shower caddy and Shower shoes
- ✓ **Refillable water bottle is a must!**
- ✓ Sunglasses and Sunscreen
- ✓ Tissues
- ✓ **Fan (dorm rooms are not air conditioned)**
- ✓ MSU provides a mattress pad, pillow, blanket and a linen pack (sheets, small bath towel), but you can bring your own pillow, blanket & bath towel.

### **Electronics/Classroom needs:**

- ✓ Each student will receive an ALA Girls State backpack when they arrive.

- ✓ Bring a notebook, paper, pens, and pencils. You will receive a hard copy of the government manual.
- ✓ Cell phone (not mandatory, but encouraged)
- ✓ Portable chargers for phones/laptops
- ✓ Headphones
- ✓ Extension cord w/multiple outlet ports
- ✓ Laptop or tablet (not mandatory, but encouraged.)
- ✓ Your cell phone probably provides you with a calculator, alarm clock, camera and flashlight.

All valuables you bring 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!

Please keep in mind when packing that you will be either carrying these items, or placing them in a MSU bin to get them to your room. **Parents will not be permitted to accompany you to your dorm room.**

**If necessary, you are able to exchange MSU sheets and towels for clean ones at the MSU desk during the week. MSU does not provide washcloths.**

Vending machines are available, but you are permitted to bring your own snacks. **Because nut allergies are common, it is recommended that you bring nut-free snacks.** DO NOT bring microwave popcorn! Microwaves are not available for your personal use.

**Spending Money & Banking:** Personal checks and credit cards are *not* accepted! **Your city counselor will be collecting a \$10 “city tax” at your first meeting on Sunday, please make sure you bring exact change!** This tax is used for birthday celebrations, a pizza night, door decorations, and other city planned events. We recommend \$30-\$50 in cash that will come in handy for vending machine items, ALA Girls State merchandise, and other items you might need. **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 may not be 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 practice daily and perform at the State Capitol on Thursday, and during our closing ceremony.

**Poetry, Art and Short Story Contests.** If you have a talent in one of these categories, consider entering one or more of these contests. All entries must be written, and drawn while you are at ALA Girls State. Make sure you follow the rules on the entry form. Your city counselor will have the necessary supplies and the entry forms.

## Citizen Responsibilities and Rules

**If you drive yourself:** Park in the parking lot located directly across the street from Phillips Hall. **DO NOT** park in any other parking structure, lot, or a restricted parking space! **Parking tickets issued to you, for any reason, are your responsibility to settle.** Your city counselor will ask who drove themselves, and will shuttle the vehicles to a free parking lot later opening day. **Please check your vehicle before you leave it and make sure not to leave valuables or charging cords!** Your keys will be turned in to the ALA Girls State office. Keys will be kept in a secured place until Saturday afternoon.

Each of the items below must be turned in on the last day to avoid MSU charges. **You will receive an invoice from the ALA Girls State chairman if you do not turn in one or more of these items!** Report all lost keys and your meal card immediately to the East MSU desk!

**Meal Card Key:** If lost, MSU charges us \$20.00

**Shower Key:** If lost, MSU charges us \$15.00

**Room Key:** If lost, MSU charges us \$75.00

**Emergency Lock Change: \$185.**

**Cell phone rules:** 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.** Our staff members do hall checks after “lights out” and throughout the night.

**Walking:** Do you have a health issue which prevents you from walking long distances? We can provide assistance to and from meetings or special events that

will be held this year at the Broad Business College Complex.

**Report illness, accidents, or other problems** immediately to your counselor, who will get you to one of the nurses or assist you with any problem you have!

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

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,** although parents are allowed to drop off items to the ALA Girls State Office that you may have forgotten. You can receive mail if necessary, however, please make sure they are guaranteed to arrive by Thursday, June 18, 2026. There is a laundry facility in Snyder/Phillips for emergencies, however, very little time to use them. ***If you need to leave Girls State for any reason before the program ends, only the parent or guardian that are listed as your emergency contacts, and signed the consent form, can check you out of Girls State. If that is not possible, then we will need a signed permission slip. This permission slip must indicate the reason for your departure, who will be picking you up, and when they will arrive. Contact Beryl Robbins if you need to fax that slip to the Snyder/Phillips Hall office. You must report to the Girls State office prior to leaving!***

**IMPORTANT NOTE:** In order to obtain your ALA Girls State certificate, pin, win awards and use the experience on a college or employment application, you must stay for the entire program which ends at approximately 4:30pm Saturday, June 20, 2026.

**CLOSING CEREMONY:** Is scheduled for June 20<sup>th</sup> @ 3pm. It will be held in N130 at the Broad Business College (corner of Bogue & Shaw Lane). Parents are invited to attend. More details will be provided as to where to park for that ceremony (likely Shaw Parking structure) as well as detailed instructions for checking your daughter out of Snyder/Phillips Hall since they are being held in different locations.