



**American Legion Auxiliary
Colorado Girls State
Unit Chairman's Checklist**

1. _____ Complete and return the Unit Chairman Information form via email or mail to ALA CO Girls State Member-at-Large as soon as possible.

2. _____ All applications are now done completely online. The name of the form is now titled, **ALA CO Girls State Application**. It can be located on the website: <http://www.alacolorado.com/girls-state.html> . All forms for the Unit Chairman and the Delegates can be found here. You will receive copies of the applications for the delegates that are assigned to your Unit from the Member-at-Large.

3. _____ Have the Delegates print out all the needed forms (listed below), fill out, and bring to your unit meet and greet meeting.
 1. Delegate Rules and Pledge Form
 2. Medical Release
 3. Media Release
 4. Krav Maga
 5. Dress Code
 6. Dietary Restrictions (optional)

4. _____ Complete the Enrollment Summary Form and submit one copy along with all the above listed forms (Do not send in the applications.) **Send all forms with a check made payable to ALA Department of CO, w/"ALA CO Girls State" in the memo line, and mail no later than May 15st, 2020 to :**

American Legion Auxiliary, Department of Colorado
Colorado Girls State Registration
7465 East 1st Ave. Suite D
Denver, CO 80230-6877

By sending in before ALACGS, it makes registration on the first day easier.

5. _____ Please contact the delegates mid-May to be sure they are ready to attend ALA Colorado Girls State.

Contact Kellie Hayes, Member-at-Large (719-494-7167) with any questions.