



American Legion Auxiliary Colorado Girls State - Virtual Unit Chairman's Checklist

1. _____ Complete and return the Unit Chairman Information form via email or mail to ALA CO Girls State Registrar 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 Registrar.

3. _____ Have the Delegates complete all the needed forms (listed below), scan, and email to the registrar or bring back to your unit to forward to the registrar.
 1. Delegate Rules and Pledge Form
 2. Dress Code
 3. Media Release

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(not previously submitted and/or a donation check made payable to ALA Department of CO, w/ "ALA CO Girls State" in the memo line, and mail no later than May 15st, 2021 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-Virtual.

Contact Kellie Hayes, Registrar (719-494-7167) with any questions.