



## **American Legion Auxiliary Colorado Girls State Unit Chairwoman's Instructions 2019**

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The following instructions are provided to assist you with delegate recruitment, selection, enrollment, and registration. Please feel free to contact the CGS Director if you have any questions. **Thank you** for your hard work and dedication to the ALA Colorado Girls State Program.

**What:** 2019 American Legion Auxiliary Colorado Girls State Session

**When:** June 9 – 14, 2019

**Where:** University of Northern Colorado

**Fees:** \$265 per delegate (No charge is allowed to the delegate. This price is subject to lowering. If so, you will be contacted.)

**Applications:** All CGS delegate applications will be completed **on-line**. Students will fill out the application and answer the essay questions. This will go directly to the Department Secretary who will then match the girls with the nearest Auxiliary Unit. She will then send the Unit Chairman the applications.

### **Enrollment Deadline: May 1, 2019**

#### **Unit Chairman Monthly preparation for CGS:**

##### **January-February:**

1. Obtain the following forms so you are familiar with them from the Department Website at <http://www.alacolorado.com/girls-state.html> - Chairman's pages, 2019 ALA Colorado Girls State section or via mail from the Department Secretary.
  - Unit Chairman Information form is to be emailed to Department office. This is very important so that CGS staff can communicate with you.
  - Rules and Pledge Form
  - Special dietary restrictions form
  - Medical Certificate
  - Banquet reservation form (must be sent in with a check made out to ALA Colorado Girls State to Department by June 1<sup>st</sup> or payment by check or cash could be brought to Sunday registration.)
  - Field trip permission form
  - Preparing for your week at Colorado Girls State
  - Enrollment summary form

- Colorado Girls State poster (May also be picked up at Mid-Year Conference)  
Also prints on 8 1/2" x 11" paper
  - Colorado Girls State brochure (May also be picked up at Mid-Year Conference)
2. Set dates for contacting schools, application deadline, candidate interviews (not required), and the unit's ALA CGS selection committee meetings. Remember the enrollment Deadline is **May 15, 2019**.
  3. Contact school counselors or other school personnel and distribute brochures, posters, etc. Remind them that the applications can only be done online.
  4. Contact last year's delegates to help you recruit and build interest in their schools.
  5. **FUNDRAISE! Contact previous sponsors and plan fundraising events. This is especially important as the cost of this program rises each year. The fee for each delegate has been increased to \$265 as voted upon by convention delegates at the Department Convention in June. Fundraising can also be done earlier such as in the fall.**
  6. Send thank you notes and or certificates of appreciation to financial sponsors and school personnel.
  7. Have your financial sponsors make their checks payable to your unit. The unit will send only one check with the completed forms to the Department office.

### **February – April Final selection of delegates and alternates**

#### **1. The candidates must meet the following requirements:**

- Must have completed her junior year in high school (or home school)
- Should be strong scholastically
- Must be residing in the United States legally
- Must be able to attend the **entire week** of ALA Colorado Girls State. Delegates should plan to arrive on Sunday morning and will not be allowed to leave campus for any reason except for serious illness or death in the family. Do not select girls who have conflicting engagements with ALA GCS.
- Shall be chosen on the basis of leadership, character, courage, honesty, scholarship, and cooperativeness. **But most importantly, she must have an interest in government and politics.**

#### **2. The application process should be as follows:**

- Applicants complete application form with essay questions online.
- The Unit Girls State Chairman and her committee decides on the final selection of delegates. **All girls should be seriously considered for selection.** If the unit cannot afford to send all of the applicants, then their names will be sent to Department headquarters. These delegates will then be matched to units who wish to sponsor delegates through the use of scholarships.

- The names of all delegates and alternates must be sent to Department as soon as possible, but **by May 15<sup>th</sup>, 2019 deadline.**
- ALA Colorado Girls State reserves the right to accept or reject any applications for citizenship to ALA Colorado Girls State.

### 3. Delegate requirements

- Enrollment forms must come through an American Legion Auxiliary Unit or The American Legion Post (if no Auxiliary is available). Schools may suggest young women for attendance, but the Auxiliary or Legion Post must make the final selection.
- Notify the candidates of your final decision and refer them to the ALA Colorado Girls State website:  
<http://www.alacolorado.com.girls-state.html>
- The medical forms, dietary requirements, and other necessary forms are on the website.
- Delegate manuals will be available online for review prior to the ALA Colorado Girls State session. Please note that these manuals will not be mailed to the delegate. Please highly **encourage your delegates to read these manuals online before going to Girls State** as this will give them much needed information about what will be covered at the program. A hard copy manual will be given to the delegate at registration on Sunday.
- Emphasize that the delegates must call you **immediately** if something comes up that would prevent them attending the session.
- **Delegates are required to give a report about their week to the Auxiliary unit or Legion Post which sponsored them to the program.** At a minimum the delegate should write a report and a thank you to the Auxiliary Unit or Legion Post and any financial sponsors after they return from the session.

### May – June                      Publicize your ALA Colorado Girls State delegates

1. Contact your local newspaper(s), school newspapers, radio stations and TV stations. If possible, use their pictures. Being selected to go to ALA Colorado Girls State is an honor – **so honor your delegate in some way.**
2. Host a meet and greet with the delegates. This could also be done in late April after your delegates are selected. This provides an opportunity for the delegates from your unit to meet one another, ask questions, prepare for the session, coordinate, and gather any other information which they may need prior to the session. This is also the time to collect all forms to mail in to Department and fill out the enrollment form.

### Around June 1<sup>st</sup>                      Contact delegates

1. Contact each delegate to be sure that nothing has come up to prevent her attending the program. Check on her transportation plans. Encourage delegates to carpool and rideshare with other delegates and staff from the area.
2. Remind delegate to visit the website for any further information and to read the Girls State manual which is available online.

3. Remind delegates to bring any forms which were not collected by the unit chairman to the opening day of registration.
4. Remind delegates to bring bed linens, towels and toiletries.
5. **Samsung Scholarship application must be filled out online before the 1<sup>st</sup> day of the Colorado Girls State session.**
6. Notify the director as a soon as possible about any early arrivals, special health concerns, etc.

### ***IMPORTANT REMINDERS***

- Two ALA CGS delegates will be selected to attend the ALA Girl Nation session held in Washington D.C. in July. Delegates must plan to attend the entire session of ALAL Girls Nation if they are selected as a Colorado Senator.
- The ALA CGS Director, counselors, and JC's will arrive on campus the day before the session starts. You may contact the director on her cell phone if you have questions or concerns.
- Delegate registration begins at 8:30am in the designated site on campus. This location will be on the website. All delegates must be registered and checked in to their cities by 10:30am for their first city meeting with their city counselor.

Be sure to turn in your hours, mileage, and expenses on your annual unit reports. Any unit member who serves as a counselor at CGS can report the 100 hours she spends on campus as a counselor.

**Reminder: Delegate fees are now \$265 per delegate.**

## **THANK YOU for your support of American Legion Auxiliary Colorado Girls State!**

Questions: Contact Susie Bozella  
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