



American Legion Auxiliary Colorado Girls State Unit Chairman's Instructions 2020

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

What: 2020 American Legion Auxiliary CO Girls State
When: June 7 - 12, 2020
Where: University of Northern Colorado
Fees: \$265 per delegate (No charge is allowed to the delegate.)

Applications: All ALA CO Girls State delegate applications will be completed **on-line**. Students will fill out the application and answer the essay questions. This will go directly to the Member-at-Large who will then match the girls with the nearest American Legion Auxiliary Unit. She will then send the Unit Chairman the applications via email or US Mail.

Application Deadline: May 1, 2020

Unit Chairman Monthly preparation for CGS:

November - January:

1. Obtain the following forms so you are familiar with them from the Department Website at <http://www.alacolorado.com/girls-state.html> or via mail from the Department Secretary.
 - Unit Chairman Information form is to be emailed to the Member-at-Large. This is very important so that ALA CO Girls State staff can communicate with you.
 - Unit Chairman's' Instructions
 - Delegates Rules and Pledge Form
 - Medical Certificate
 - Media Release
 - Krav Maga
 - Dress Code
 - Penny Wars
 - Scholarships
 - Map of College
 - Dietary Restrictions (optional)
 - Enrollment summary form
 - ALA CO Girls State poster (May also be picked up at Mid-Year Conference) Also prints on 8 1/2" x 11" paper

- ALA CO Girls State brochure (May also be picked up at Mid-Year Conference)
2. Set dates for contacting schools, candidate interviews, socials (ice cream) or meet and greets (not required), and the unit's ALA CO Girls State selection committee meetings. Remember the application deadline is **May 1, 2020**.
 3. Contact high school Junior Counselors, College and Career Counselors, ROTC instructors 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. The fee for each delegate will be \$265 as voted upon by convention delegates at the Department Convention in June, 2019. 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

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 CO 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 ALAGCS.
- **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 applications will be sent to you by the Member-at-Large.
- The Unit ALA CO 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 the applicants, please let Department know as soon as possible and we will find the money to send the Delegate.
- The names of all delegates must be sent to Department as soon as possible, but **by May 15th, 2020 deadline.**
- ALA CO Girls State reserves the right to accept or reject any applications for citizenship to ALA CO 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 CO Girls State website: <http://www.alacolorado.com.girls-state.html> . **All forms must be turned in 1 week prior to the start of ALA CO Girls State or the Delegate will not be accepted.**
- Delegate manuals will be available online for review prior to the ALA CO 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 ALA CO 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. Then you must contact the Member-at-Large.
- **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 CO 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 CO Girls State is an honor – **so honor your delegate in some way.**
2. Host a meet and greet or social 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 carpools, and gather any other information which they may need prior to the session. This is also another time to collect all forms to mail in to Department and fill out the enrollment form.

Around June 1st 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 from the area.
2. Remind delegates to visit the website for any further information and to read the ALA CO Girls State manual which is available online. Encourage the Delegates to write a bill to present at ALA CO Girls State. Instructions and the form are in the manual.
3. **Samsung Scholarship application must be filled out online before the 1st day of the ALA CO Girls State session. Encourage to start early. They need a copy of their transcripts.**

4. Notify the director as soon as possible about any early arrivals, special health concerns, etc.

IMPORTANT REMINDERS

- Two ALA CO Girls State delegates will be selected to attend the ALA Girls Nation session held in Washington D.C. in July. Delegates must plan to attend the entire session of ALA Girls Nation if they are selected as a Colorado Senator.
- The ALA CO Girls State 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 8:30 am 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 10:30 am 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 on staff at ALACGS can report the 100 hours she spends on campus.

Reminder: Delegate fees are \$265 per delegate.

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

Questions: Contact Susie Bozella, Steering Committee Chairman, svbozella@yahoo.com
Kellie Hayes, Member-at-Large, registration@alacgs.com