



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

1. \_\_\_\_\_ Complete and return the Unit Chairwoman Information form via email or mail to Department Headquarters as soon as possible.
2. \_\_\_\_\_ All applications are now done completely online. The name of the form is now titled, **Colorado Girls State Application**. It can be located on the website: <http://www.alacolorado.com/girls-state.html>  
All forms for the unit chairwoman and the delegates can be found here.
3. \_\_\_\_\_ Have the delegates print out all of the needed forms, fill out, and bring to your unit meet and greet meeting.
4. \_\_\_\_\_ Be sure the parent/guardian and delegate have read and signed the Delegate Rules and Pledge form and collect. The delegate should retain a copy for her reference.
5. \_\_\_\_\_ Complete the Enrollment Summary Form and submit one copy along with the Rules and Pledge Form, dietary restrictions (if applicable), Medical Certificate, Banquet form (if not sent in already), Media Release form, and Field Trip Permission form. (Do not send in the applications.) **Send the forms with a check made payable to Colorado Girls State and mail by May 1<sup>st</sup>, 2018 to :**

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

Keep copies of delegate applications, pledge forms, and enrollment summary for your files.

6. \_\_\_\_\_ Any forms not brought to the meeting, may be turned in on the first day of the program by the delegate.
7. \_\_\_\_\_ Please contact the delegates mid-May to be sure they are ready to attend ALA Colorado Girls State.

Contact the Auxiliary Department office (303-367-5388) with questions or the CGS Director.