



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

1. _____ Complete and return the Unit Chairperson 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 Chairperson 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 print out all the needed forms (listed below), fill out, and email or send to register.alacgs@gmail.com (6825 Cotton Dr., Colorado Springs, 80923) This will protect their HIPAA rights.

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| 1. Delegate Rules and Pledge Form | 4. Krav Maga |
| 2. Medical Release | 5. Dress Code |
| 3. Media Release | 6. Dietary Restrictions (optional) |

4. _____ Complete the Enrollment Summary Form and submit one copy (Do not send in the applications.) **Send form 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, 2023 to :**

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

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

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