



## ***American Legion Auxiliary Colorado Girls State-Virtual Unit Chairwoman's Instructions 2021***

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Because of the Covid-19 Pandemic that we are experiencing right now, the ALA Colorado Girls State Committee has decided to hold the 2021 session Virtually this year. We do not want to miss having a session if we are still restricted by the State of Colorado. Because of it being online, there will NOT be a cost/girl this year. We still need your help with the recruiting and selection of the young ladies.

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:** 2021 American Legion Auxiliary Colorado Girls State Virtual Session

**When:** June 7-10, 2021

**Where:** Online

**Fees:** \$40 charge for delegates, paid by the Unit. (There is no charge to the actual delegate) This will include a t-shirt, ALACGS pin, pen, and postage to send to each girl. This year we have minimal costs for the virtual session including Platform for virtual, insurance, postage, and background checks on all the adults participating. Please consider making an additional donation to the ALA CO Girls State.

**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 Registrar who will then match the girls with the nearest Auxiliary Unit. She will then send the Unit Chairman the applications.

### **Enrollment Deadline: May 15, 2021**

#### **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> or via mail from the ALA Department Secretary.
  - Unit Chairman Information form is to be emailed to the registrar. This is important so that CGS staff can communicate with you.
  - Unit Chairman's Instructions
  - Delegate Rules and Pledge Form

- Media Release
  - Dress Code
  - Scholarships
  - Enrollment Summary Form
  - Colorado Girls State poster. This prints on 8 1/2" x 11" paper
  - Colorado Girls State brochure
2. Set dates for contacting schools, application deadline, candidate interviews (not required-online or phone interviews are an alternative due to the COVID-19), and the unit's ALA CGS selection committee meetings. Remember the enrollment Deadline is **May 15, 2021**.
  3. Since some of your schools may be online learning, you will have to contact the counselors via email. Check the High Schools website for the contact information for the Counselors or Career and College Counselors. 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. Even though the cost this year might be minimal, you could start for next year. This is especially important as the cost of this program rises each year. The fee for each delegate is \$40. 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)
- Seniors may also apply because of the cancellation of the 2020 program. We will update all Units when we have information from National regarding Senior attendance at ALA Girls Nation and the eligibility of Seniors for the Samsung Scholarship.
- Should be strong scholastically
- Must be residing in the United States legally
- Must be able to attend the **entire online session (June 7-10, 2021)** of ALA Colorado Girls State. 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.
- **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. All Seniors that applied last year must reapply for this year to ensure up to date information and interest.
- The applications for delegates in your area will be sent to you by the Registrar.
- The Unit ALA 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, then their names should be sent to the Registrar. These delegates will then be matched to units who wish to sponsor delegates using scholarships.
- The names of all delegates and alternates must be sent to Department as soon as possible, but **by May 15<sup>th</sup>, 2021 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 American Legion Auxiliary or American 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>
- All necessary forms are on the website.
- Delegate manuals will be available online for review prior to the ALA Colorado Girls State Virtual Session. Please note that these manuals will not be mailed to the delegate. Please highly encourage your delegates to read these manuals online before logging into the session, as this will give them much needed information about what will be covered at the program. Delegates should be encouraged to print out a copy of the 2021 Manual just prior to the session.
- Emphasize that the delegates must call you **immediately** if something comes up that would prevent them attending the session. Then you must notify the Registrar.
- **Delegates are required to give a report about their session 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 American Legion Auxiliary Unit or American Legion Post and any financial sponsors after they complete their 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.**



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

Questions: Contact

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