

AMERICAN LEGION AUXILIARY
DEPARTMENT OF FLORIDA, INC.
P O BOX 547917
ORLANDO FL 32854-7917

November 10, 2015

Dear Unit President/Girls State Chairman:

Attached are the registration forms for your 2015 Girls State delegate(s). Please read all material carefully.

Registration will be \$350 per delegate. Form to register for the program is included in this mailing. Deadline for registration is February 1, 2016 or 300 delegates, whichever ever comes first.

A separate form has been included to apply for over-quota delegate(s). **Do not include payment for over-quota registration with regular registration.**

Please complete both forms and return to Department Headquarters as soon as possible. The Unit will receive the numbered applications immediately providing they qualify for the number of delegates requested. Please refer to your GIRLS STATE PLAN OF ACTION for all Girls State deadlines.

Remember, your Unit should not select a delegate until you have returned the attached registration form and received a **NUMBERED** application from Department office. Be sure to select an alternate for each delegate selected and have them complete the required alternate application.

NEW DATES

Due to housing limitations, the NEW dates for 2016 Girls State are June 30 – July 8.

SELECTION OF GIRLS STATE DELEGATE

Please remember that no organization, High School, Civic Club, etc. is allowed to select your Girls State delegate. All Girls State delegates are to be interviewed and selected by the American Legion Auxiliary. **(You can request the High School to provide you with a list of girls to be interviewed.)**

A CHANGE IN APPLICATION PROCESS FOR GIRLS

You will receive a numbered Application Card for each delegate and alternate. The card provides the girl with instructions on how to complete an online application. The user identification and password on the card will be unique for each girl.

STAFF MEMBERS WANTED

Please announce at your Unit meeting we are looking for staff members. An application is included with this mailing and additional applications are available from Department or off the web site at www.alafl.org under Girls State.

If you have any questions please let me know.

Yours in service,

Irma Wehrli
Department Girls State Chairman
P O Box 1846
Lake City, FL 32056-1846
386-755-3814
girlsstate@alafl.org

**AMERICAN LEGION AUXILIARY
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METHOD OF SELECTION & INTERVIEW

1. Only girls selected by the American Legion Auxiliary Units shall be eligible to attend Girls State. If a Unit wishes to call upon a school for recommendations, this is their prerogative. **However, a Unit is required to hold a meeting to which the candidates are invited, interviewed and selected.** The date of such meeting shall be affixed to the application(s).
2. The selection of Girls State delegates are not to be made until the numbered application has been received from Department office. Then and only then you shall interview & select delegate(s), in order that the completed online application must be completed by **March 10, 2016**.
3. All alternates are to complete the **alternates'** application.
4. Prior to the Unit interview, verify eligibility requirements of, resident of the State of Florida, willingness to salute our flag and take the oath of office on a Bible. Applicants must be a junior in high school and a returning senior.
5. Candidates must appear before the Unit or Unit Girls State Committee in person, at the time the selection is made. Mechanical devices - tape recorders, videos - may not be used. **Any candidate who has been interviewed by an Auxiliary Unit shall not be eligible to be interviewed again by any other Unit.**
6. If feasible interview candidates individually, out of hearing of other candidates. For greater impartiality, call on each candidate by a number rather than a name.
7. Through questioning, determine the candidate's serious intent to make a commitment to a week of government study.
8. Questions for Girls State interview:
 1. Using only your first name, introduce yourself - include activities and organizations you belong to and offices you have held.
 2. How did you learn about the Girls State program?
 3. What are your reasons for applying to go to Girls State?
 4. In your opinion, what are the most pressing issues facing your city or county government?
 5. What state issues are you most interested in?
 6. Do you currently have an idea for a bill or resolution to submit to the legislature of the State of Seminole?
 7. What qualities do you possess that make you the best person to be selected as a Girls State delegate?
 8. Is there anything else that you would like to tell us about yourself?

10. Qualifications for selection in the order of importance are:
 1. Interest in the study of government
 2. Leadership
 3. Character and honesty
 4. Scholastic standing
 5. Cooperativeness
 6. Community participation and service
 7. Physical fitness
11. *Girls State by nature is strenuous both physically and emotionally. Therefore, the ability to cope adequately with these conditions must be seriously considered in the selection of delegates.*
12. *Inform all delegates and alternates that attending a District Orientation is **REQUIRED**.*
13. *Make sure all interested applicants understand they **will not** be allowed to attend the church of their choice, or will any special arrangements be made by the American Legion Auxiliary for any religious services specific to any faith. A non-denominational program will be planned and put-on by delegates Sunday morning. All delegates are required to attend. There will be no exception to this policy.*
14. ***All delegates and alternates will be required to get the packet material and required forms directly from the Girls State web site at girlsstate.alaf.org. No packet material will be mailed!***



**Unit Application for
Cindy Burroughs Girls State Scholarship**

The Cindy Burroughs Girls State Scholarship fund was established in 2009 in memory of Cindy Burroughs to allow Units, without the financial means necessary, to apply to send a girl to Girls State.

Unit: _____ Unit Name: _____ District _____

Please state why you believe your Unit would like to send a girl to Girls State this year, but are financially unable to do so (attach additional sheets as needed):

Current Bank Account Balance: \$ _____

Please attach a copy of the most current Unit Budget and/or financial statements.

Signatures:

Unit President Signature Unit Girls State Chairman Date

-----Office Use Only-----

Is Unit at charter strength in membership? _____
Has Unit paid Girls State Quota fees for current year? _____
Other notes:

_____ Approved _____ Not Approved Date: _____

Signature: _____

APPLICATION DUE BY 12/15/2015 5pm EST to Department via email, mail, or fax.
secretary@alafli.org * fax 407-299-6522

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GIRLS STATE REGISTRATION

Registration fee for the 2016 session of Florida Girls State is **\$350.00** per delegate. No refund will be made to a Unit or contributing organization if their delegate does not attend Girls State. An alternate will replace the withdrawn delegate.

Do not select a delegate until you have received a numbered application from Department Headquarters.

Completed form and fee must be received by February 1, 2016.

Mail to: ALA, Dept of FL, PO Box 547917, Orlando FL 32854-7917

Check should be payable to: ALA Dept of FL GIRLS STATE

Number of delegates requested: _____

Enclosed is a check for registration fee in the amount of: _____

Note: If Unit obligations have not been paid or if unit is not at charter strength (10 senior members paid) the unit is not entitled to register for Girls State. Quota amounts cannot be included with registration fees.

Unit Name ***Unit #*** ***District #***

Unit Chairman's Name

Unit Address ***City*** ***Zip***

Email Address for Chairman (Print neatly)

Daytime phone number ***Evening phone number***

Deadline is February 1st or first 300 registration fees received. Over-quota delegates will be issued after February 1st on a first come/first served basis.

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GIRLS STATE OVER-QUOTA REGISTRATION

Units that have reached their 100% goal in membership by January 31, 2016 are entitled to apply for an Over-Quota delegate(s). Over-Quota girls are awarded to a Unit on a priority date basis according to date received providing form is complete and check is for correct amount. Units will be notified after February 1st if Over-Quota delegate is awarded.

Do not select a delegate until you have received a numbered application from Department Headquarters.

Completed form and fee must be received by February 1, 2016.

Mail to: ALA, Dept of FL, PO Box 547917, Orlando FL 32854-7917

Check should be payable to: ALA Dept of FL GIRLS STATE

Number of Over-Quota delegates requested: _____

Enclosed is a check for registration fee in the amount of: _____

Note: If 100% in membership is not reached your unit may still request an additional delegate based on availability. check will be returned if no openings are available.

Unit Name ***Unit #*** ***District #***

Unit Chairman's Name

Unit Address ***City*** ***Zip***

Email Address for Chairman (Print neatly)

Daytime phone number ***Evening phone number***

Over-Quota applications will be mailed separate from initial applications after close of registration on February 1st.

American Legion Auxiliary

Department of Florida

Girls State Plan of Action

2015-2016

Purpose:

To provide a unique and coveted educational opportunity for young women to receive citizenship training through a weeklong hands-on program involving a mock city and state government.

Qualifications for Florida Girls State Citizens:

Applicants should have a strong interest in the study of government. Leadership, trust, honesty and good academic standings are important and desired. Applicants must be in their junior year of high school and returning to their high school for their senior year. They must be a resident of the state of Florida and be willing to take an oath of office on the bible and salute the American flag.

Financial Info:

All quotas - rehabilitation, education, Girls State and sock - **must** be paid to Department by January 31, 2016. To qualify for an over-quota delegate, unit must be 100% in membership by January 31, 2016.

Include **the following** expenses in your Unit budget*

1. Registration fee for 2016 is \$350.00 per delegate (this fee includes two (2) polo shirts per delegate)
2. Transportation expenses are determined by the District Chairman.
3. Spending money is determined by the Unit.

2016 Girls State Chairman's Guide:

Please see the American Legion Auxiliary, Department of Florida website www.alafl.org under Girls State to access. The guide is no longer sent with the Plan of Action. A paper copy will be available upon request.

Special Focus for Unit Girls State Chairman:

Recruiting:

1. Inform school district and local schools about the Girls State program including the benefits of the program and eligibility requirements. Distribute information and applications to schools. Check the Department Girls State website for resources.
2. Enlist the help of former Girls State citizens to recruit candidates from their high schools.
3. Reach out to schools that have no active units in their communities. Include Magnet schools, private schools and home-schooled students.

Recognition:

1. Schedule a time for your 2015 Girls State citizens to visit the Unit to report on their experiences. Invite those who helped finance your program, school officials who recommend candidates to attend and community leaders.
2. Contact your local media to report about the Girls State citizens' experiences.

Important Dates

Registration paperwork mailed to Units.

01/31/16 Deadline to qualify for over-quota delegate.

02/01/16 Completed registration form and registration fee (\$350.00 per delegate) must be received at Dept. Headquarters. Check made out to ALA Dept. of Florida

*****Do not interview and/or select delegates until you have online Applications cards in your possession.*****

Girls State Application Process

Units will mail the \$350 application fee for Girls State delegates to Department. In return, 5.5" by 4.25" card, with instructions for the selected girls to complete an online application, will be mailed to units. The card will include the website address, a unique user name and password for each approved delegate and alternate selectee for the unit. Girls will then complete their application online. Once the online application is complete, an email will be sent to Department and forwarded to the Unit so they are aware that the application has been completed. There will be NO paper applications. You will receive only an instruction card for EACH girl to complete the online application.

03/12/16 Delegates and alternates completed applications are due to Department Headquarters

30 days prior to convention

Award narratives due to Department Chairman

May & June 2016 All delegates & alternates must attend orientation in their district or anywhere in State, parents and guardians must attend an Orientation for the girls to attend Girls State. (Check Orientation Schedule for locations)

06/11/16 Call all delegates to confirm attendance and review travel arrangements. Confirm continued availability of all alternates.

June 20, 2016 Staff Dates

~~June 23 through July 1, 2016~~ Delegates arrive between 1:00pm - 3:00pm

The 70th session of Florida Girls State

Girls State Awards

Ø **Amelia M. Reese Trophy**

To the Unit whose Girls State citizen(s) participates the most, in the unit's overall programming, upon returning from Girls State. All entries must be typed, using double space. See Unit Guide for complete rules. All entries must be sent to the Department chairman **30 days** prior to convention.

Narrative on the above activities (must be double-spaced).

Cover sheet must include unit number, unit name, and Girls State chairman signature. All entries must be sent to the Department Chairman **30 days** prior to convention.

Mid-Year Report please submit a narrative to Department Chairman by December 1, 2015.

There is a Year-End Report please complete and submit to District

CHANGED! 6/30 - 7/8

Chairman. Due April 15, 2016.

District Chairman please complete your District Year End Report and mail to Department Chairman by May 1, 2016.

Department Chairman:

Irma Wehrli
P. O. Box 1846
Lake City, Florida 32056
girlsstate@alaf1.org
386-397- 6966 cell
386-755-3814 home

Committee Members:

Theresa Matthews Briggs - Director
Nancy Anderson - Asst. Director
Vivian Lett Committee Member
[Marge Reed Committee Member](#)

Girls State Checklist

July - September 2015

- Ø Schedule your 2015 Girls State citizen(s) to visit and share with your unit.
- Ø Check with your President to be sure Girls State expenses are included in the 2015-2016 Unit Budget.

October - December 2015

- Ø Brainstorm ways to raise funds for your Girls State program.
- Ø Make initial contact with schools
- Ø Leave brochures, dates, and your contact information
- . Mid-Year Report due December 1, 2015, Units please submit a short narrative of your activities for Girls State.

January 2016

- Ø Check with Unit Treasurer to be sure all quotas have been paid to department by January 31st.
- Ø Is your Unit 100%?
- Ø Do you want to request an over-quota delegate?

February 2016

- Ø Registration form and check to Dept. Headquarters by February 1, 2016.
- Ø Over-quota request form **MUST** be submitted with a separate check.
- Ø Check will be returned to Unit if over-quota delegates are not awarded

. Follow up with school officials to get their recommendations

. Wait to receive your numbered applications

- Ø Reserve a time to interview your delegates by Committee/Unit
- . Choose delegates

Ø Fill out paperwork

. Make sure delegate you have selected, if they are taking an online College Course they get an extension on class work there is no internet available for delegates Online Applications to Department Headquarters by March 12, 2016

April- May 2016

Ø Attend Girl State Orientations this is MANDATORY for the delegate and her parent. If a parent or guardian is not in attendance the delegate will be removed from the Girls State delegate list. Please make sure your delegates know to bring an adult with them. You don't want your delegate to lose her chance of attending Girls State.

May- June 2016

- Ø Call delegates and alternates to check their status
- Ø Are delegates still planning on attending?
- Ø Are alternates still available?
Even at last minute?
- Ø Provide each delegate with a stamped self-addressed envelope so they can contact you during session to let you know what position they hold.
- Ø See Girls off on the bus and wish them well
- Ø Reserve a time with your Unit for your delegates to share their experiences at Girls State
- Ø Encourage your delegates to participate in your unit's programs and projects.

. **Bus Transportation** Make sure you have a chaperone on the bus coming and going. You can't assign a delegate to be your chaperone. Please make arrangement with someone in your District.

. **End of year** reports due to District Chairman April 15, 2016, due to Department Chairman May 1, 2016.

Units please submit a short narrative of your Girl State Activity of how you have worked your program. Please submit your report to your Girl State Chairman by December 01, 2015.

Annual Report

Please complete your Unit year- end report and send to District Chairman by April 15, 2016. Your Unit may also submit a narrative for the Amelia M. Reese Trophy, instructions in your Unit Guide.