

## American Legion Auxiliary

*Department of Florida*

*Girls State Program Action Plan*

*2016-2017*

### **Purpose:**

To provide a unique and coveted educational opportunity for young women to receive citizenship training through a week-long hands-on program involving a mock city, county 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, 2017. To qualify for an over-quota delegate, unit must be 100% in membership by January 31, 2017.

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

1. Registration fee for 2017 is \$350.00 per delegate (this fee includes two (2) polo shirts per delegate)
2. Transportation expenses are determined by the District Chairman.
3. Any spending money for the delegates will be determined by the Unit.

### **2017 Girls State Chairman's Information:**

Please see the American Legion Auxiliary, Department of Florida website at: [www.alafl.org](http://www.alafl.org), under Girls State to access information in the Program Action Plan.

### **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 2016 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

**January 31, 2017:** Deadline to qualify for over-quota delegate must be received in Department by deadline date.

**February 1, 2017:** Completed registration form and registration fee (\$350.00 per delegate) must be received at Dept. Headquarters. Make check out to ALA Dept. of Florida.

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

### Girls State Application Process

Units will mail the \$350 application fee for each delegate to Department. Unit will receive an instruction card for EACH delegate to complete the online application. The card will include the website address, a unique user name and password for each approved delegate and alternate selectee for the unit. Once the online application is complete, Unit will receive an email so they are aware that the application has been completed. There will be NO paper applications.

**March 12, 2017:** Delegates and alternates completed on line applications are due to Department Headquarters.

**Thirty days prior to convention:** Award narratives due to Department Chairman.

**April & May 2017:** All delegates & alternates must attend orientation in their district or another scheduled Orientation. Parents and/or guardians must attend an Orientation for the girls to attend Girls State (Check Orientation Schedule for locations). Call all

delegates to confirm attendance and review travel arrangements. Confirm continued availability of all alternates.

Staff Dates: The Staff arrives three days prior to the delegates.

Delegates arrive between 1:00 p.m. - 3:00 p.m.

## **The 71st session of Florida Girls State**

### *Girls State Awards*

#### **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 15, 2017.

There is a Year-End Report please complete and submit to District Chairman. Due April 1, 2017.

**District Chairmen: Please complete your District Year-End Report and mail to Department Chairman by April 15, 2017.**

# **Girls State Checklist**

#### **Department Chairman:**

Irma Wehrli  
P. O. Box 1846  
Lake City, Florida 32056  
[girlsstate@alaf.org](mailto:girlsstate@alaf.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

## **July - September 2016**

Schedule your 2016 Girls State citizen(s) to visit and share with your unit. Check with your President to be sure Girls State expenses are included in the 2016-2017 Unit Budget.

## **October – December 2016**

- Brainstorm ways to raise funds for your Girls State program.
- Make initial contact with schools
- Leave brochures, dates, and your contact information

Unit Mid-Year Reports due on December 1, 2016 to the District Girls State Chairmen. District Mid-Year Reports are due December 15, 2016 to Department Girls State Chairman. Units, please submit a short narrative of your activities for Girls State.

**Registration packets will be mailed to Units by mid-November. Units to send in the completed registration forms with \$350.00 per delegate as soon as possible. Must be received in Department by February 1, 2017.**

## **January 2017**

- Check with Unit Treasurer to be sure all quotas have been paid to department by January 31, 2017.
- Is your Unit at 50 percent?
- Do you want to request an over-quota delegate?

## **February 2017**

- Registration form and check to Dept. Headquarters by February 1, 2017.
- Registration fee for 2017 is \$350.00 per delegate and this includes two (2) polo shirts per delegate.
- Over-quota request form MUST be submitted with a separate check.
- 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.
- Reserve a time to interview your delegates by Committee/Unit.
- Choose delegates.
- Fill out paperwork, on line registration for delegates and alternates.

Make sure the delegate you have selected, if they are taking an online College Course, that they get an extension on class work, for there is no Internet available for delegates. Applications into Department Headquarters by March 12, 2017.

## **April- May 2017**

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. You don't want your delegate to lose her chance of attending Girls State. District Chairmen, when your Orientation is given, please forward sign-in sheets to Department within 48 hours. Please have delegate and parent and/or guardian sign in their selves and not allow the District chairman to write the information.

### **May- June 2017**

- Call delegates and alternates to check their status.
- Are delegates still planning on attending?
- Are alternates still available?
  - Even at last minute?
- Provide each delegate with a stamped self-addressed envelope so they can contact you during session to let you know what position they hold.
- See Girls off on the bus and wish them well
- Reserve a time with your Unit for your delegates to share their experiences at Girls State
- 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. Make sure your bus chaperone has a way back home. Please make arrangement with someone in your District.
- **Unit Year-End Reports** are due to the District Chairman by April 1, 2017. District Year-End Reports are due to Department Chairman by April 15, 2017.

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 15, 2016.

### **Annual Report**

Please complete your Unit Year-End Report and send to District Chairman by April 1, 2017, District Chairman year-end report due April 15, 2017 to Department Chairman, . Your Unit may also submit a narrative for the Amelia M. Reese Trophy, instructions in your Unit Guide.

## GIRLS STATE DEPARTMENT YEAR-END

### Unit Year-End Report

Unit Name \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_  
Address \_\_\_\_\_  
Chairman \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

1. How many Girls State delegates did your Unit send to Girls State?
2. How did your Unit raise funds for your Girls State Program (Bingo, Picnic, Bake Sale, etc.)?
3. How do you select your Girl State citizen?
4. Does your Unit invite your Girls State delegate back to the Unit to speak on their experience at Girls State?
5. For Girls State delegates who have eligibility to join the American Legion Auxiliary, does your Unit encourage the Girl Stater to join your Unit?
6. Does your Unit ask your Girl State delegate to assist your Unit with Poppies, Americanism, or Children and Youth Programs?

Please submit this Year-End Report to your District Chairman by April 1, 2017. District Chairmen: Please submit Units' combined reports to me by April 15, 2017. Mail to:

Irma Wehrli | P.O. Box 1846 | Lake City, FL 32056-1846

## GIRLS STATE DEPARTMENT YEAR-END

### District Year-End Report

Unit Name \_\_\_\_\_ Unit # \_\_\_\_\_ District # \_\_\_\_\_

Address \_\_\_\_\_

Chairman \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

1. How many Girls State delegates did your District send to Girls State?
2. How did your District raise funds for your Girls State Program (Bingo, Picnic, Bake Sale, etc.)?
3. How do you select your Girl State citizens?
4. Do your Units invite your Girls State delegates back to the Unit to speak on their experience at Girls State?
5. Girls State delegates who have eligibility to join the American Legion Auxiliary, do your Units encourage the Girl Staters to join your Units?
6. Does your District ask your Girl State delegate to assist your Units with Poppies, Americanism, Children and Youth Programs?

Units are to submit their Year-End Reports to the District Chairman by April 1, 2017.  
District Chairmen: Please submit Units combined reports to me by April 15, 2017. Mail  
to: Irma Wehrli | P.O. Box 1846 | Lake City, FL 32056-1846