

2023 Girls State Delegate/Alternate Welcome Letter

Congratulations on being chosen as a Delegate or an Alternate for the 2023 Girls State session. As a delegate/alternate you will have to complete forms along with your parents and submit them through our website along with in the mail.

☐ Online Registration - Delegate/Alternate

- Go to <https://alafl.org/programs/girls-state/> print and fill out **Step 2: Delegate Alternate Online Registration Packet**.
- Complete the online registration at <https://alafl.org/girls-state-registration/> (this is also **Step 3: Girls State Online Registration**) using the Delegate/Alternate Registration number and Delegate/Alternate Online Registration Packet information you just completed. You will also need to upload your birth certificate and insurance card, if applicable.
- After registration is complete you will receive an on-screen confirmation.

☐ Medical History Form

- Go to <https://alafl.org/programs/girls-state/> print and fill out **Step 4: Medical History Form**. The Medical History Form must be **signed by your Parent/Guardian AND Notarized** and mailed to The American Legion Auxiliary, 1912A Lee Rd, Orlando, FL 32810 Attn: Girls State Med Form.

☐ Parent Information: Parent/Guardian Electronic Forms

- Parent/guardians will receive an email from ALA Girls State with a link to Adobe Sign. The subject line will say Signature Requested on "2023 Delegation Guardian Packet." (Check the inbox and spam folder.) This will be sent to the email address that was provided during the online registration process.
- Once you click on the link you will be directed to the Adobe website.
- Parents/Guardians will need to fill out and electronically sign all the documents. It is recommended to sign the form using the mobile link, however is it not required. Once complete, click **SUBMIT**. ***These documents can not be printed and emailed or mailed.***
- You will be sent an email confirming your forms have been signed and filed. There will also be an attachment with your signed documents to keep for your records.

☐ Registration Forms Additional - Delegate/Alternate

- Go to <https://alafl.org/programs/girls-state/> and print **Step 5: Girls State Additional Forms**. Bring these with you to your orientation and the Unit Girls State Chairman will be better to assist you.

☐ Confirmation E-Mails - 3 in Total

These emails will come from gsregistration@alafl.org

- 1st confirmation email once all online forms are received and reviewed
- 2nd confirmation email once all parent/guardian forms are received and reviewed
- 3rd confirmation email once the Medical History Form has been received and reviewed.

You are considered registered once your forms are uploaded, parent/guardian forms are submitted and we have received the Medical History form in the mail.

Registration will close on **April 3, 2023**. There will be no exceptions.

All delegates and alternates who have received a confirmation that their registration is

complete will need to attend an orientation. You can attend an orientation at any location. You can find the dates for the orientations on our website.

Please note that all transportation questions will need to be asked to your sponsoring unit. You will find the contact information on your delegate/alternate registration form. If you need to change your mode of transportation after submitting your transportation form you will need to have a new one completed and resubmitted. There will be no transportation changes after June 12, 2023 unless it is an emergency.

All correspondence in reference to your registration will be done via email. If you have any questions on the forms or issues with registration please email gsregistration@alaf1.org.

Congratulations again and have a great time at Girls State!