



Celebrating the 81st Session of American Legion Auxiliary Missouri Girls State

October 2022

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri is excited to hold the 81st session of ALA Missouri Girls State (ALA MGS) on June 24-July 1, 2023. We look forward to hosting our program at Lindenwood University in St. Charles, Missouri, for the second year. We recognize that not all school districts are geographically close to an American Legion Auxiliary Unit; therefore, for these schools to have representation at ALA MGS, we have included directions below on how to participate.

We hope and plan for an increased attendance compared to our 2021 and 2022 sessions. You are a critical part of this. We hope to accommodate approximately 725 citizens to attend ALA MGS 2023. Each high school is permitted to send eight (8) citizens at the sponsorship fee of \$500 per citizen. If you are interested in the possibility of sponsoring additional citizens, please include them as alternates and check the box at the bottom of the pledge form indicating your interest. **It is possible that all spots will be full before the deadline of March 15th, 2023, so please know that we may not have room for your school's citizens if you do not submit your applications in a timely manner.**

Your first task is determining which student(s) your school wants to send to ALA Missouri Girls State. You can request a virtual informational presentation for eligible candidates at your school at www.missourigirlsstate.org/school-info. Any interested individual can apply online at apply.missourigirlsstate.org for the program. All individuals who have completed an application from your high school will populate into an online portal. Then, the assigned school contact must nominate the individuals you believe to be exemplary candidates to attend the session. Please note that you could nominate every applicant as a quality candidate to attend ALA MGS 2023, but be limited in sponsorship funding to only send a lesser number. **We recommend you still nominate all of your applicants who would make a phenomenal citizen at ALA Missouri Girls State 2023.**

Once the nominations have been completed, you will complete the School Pledge to send to the American Legion Auxiliary Department Office no later than **March 15, 2023**. When the pledge form is sent in, all payments to accompany the citizen selections must be included when mailing in the pledge form, or the citizen will not be accepted at that time. ALA MGS has a recruitment team willing to provide ideas for sponsorship opportunities in your community. Still, we do not have full-time staff to locate all sponsorship resources for you. We encourage you to start on this process soon to sponsor multiple citizens from your school to the 2023 program.

We have included the 2023 School pledge form and applicant information booklet for your reference. Please make additional copies, as needed. These materials can also be located on our website, www.missourigirlsstate.org, under the "Sponsorship Information" tab. The pledge form is in a fillable PDF format to assist you.

If you have selected alternates, please ensure the alternate has completed the online application and has also been nominated by your school in the online portal. This allows us to move any alternate to a citizen status should a cancellation occur or if additional funding for sponsorship has been secured.

Important Deadlines to Note for Missouri High Schools:

- **March 15, 2023** – The deadline subject to capacity limitations for sending one (1) copy of the School pledge form [pages 1 and 2] and the accompanying sponsorship funds to **American Legion Auxiliary, Attn: ALA MGS, 600 Ellis Blvd, Jefferson City, MO 65101**. Reminder - make additional copies of page one as needed and send them in with your sponsorship payment.
- **May 1, 2023** - A letter will be sent by this date for US Mail to all accepted citizens and alternates with orientation information and required tasks to be completed before attendance at the session. This information will also be sent to all contacts via e-mail.
- **May 24, 2023** – Deadline for a full refund (\$500) for any accepted applicant’s cancellation. If a contributing organization pays the fee, it will be the school’s responsibility to return the money to said organization.
- **June 14, 2023** – Deadline for **all citizens and alternates** to complete the online orientation process. Individuals who have not completed this process by June 14th will be notified of their disqualification for the 2023 session. For any citizen not completing the orientation requirement, schools can allow an alternate to attend (whose paperwork has already been submitted) or receive a partial refund of \$250. The designated alternate must also have already completed the online orientation.
- **June 14, 2023** – Deadline for a partial refund of \$250 for any accepted applicant’s cancellation. If a contributing organization pays the fee, it will be the school’s responsibility to return the money to said organization. There will be no refund to the school after June 14, 2023, or for any citizens leaving at any time during the ALA MGS session. No replacements will be allowed or refunds made after June 14, 2023.

The ALA MGS program encourages all sponsoring schools to select alternates upon original submission of the Pledge Form to the ALA Department of Missouri. This allows all alternates to get the same information as citizens to prepare them for the ALA MGS 2023 session. If a citizen does not meet orientation attendance requirements, only alternates who have completed the orientation requirement and are on file with the ALA MGS Headquarters will be eligible for consideration to fill any vacancies.

The American Legion Auxiliary Missouri Girls State program has a dedicated recruitment team made up of ALA MGS Senior Staff members who can assist you with your school's information and selection process. Please check your email for communication from your assigned recruitment team member or contact ALA MGS directly via e-mail to headquarters@missourigirlsstate.org to get assistance.

Lastly, please remember that the ALA MGS program remains committed to the expectation that **no** citizen of the program will provide their financial sponsorship to attend. This includes asking the citizen’s parent(s)/guardian(s) to pay the sponsorship cost. Further questions regarding this policy may be sent to director@missourigirlsstate.org.

We look forward to an exciting 2023 ALA MGS session as we educate young women for future leadership opportunities in their communities. Thank you for your continued support.

Sincerely,

Macae Mickens, Director

Linda Schaap, Director of Admissions

Email: headquarters@missourigirlsstate.org

Phone for Inquiries: (816) 358-4541 – Linda Schaap and (628) 252-6471- ALA MGS Headquarters



American Legion Auxiliary (ALA) Missouri Girls State (MGS) School Information and Procedures

Note: Only 2023 Forms will be accepted. Any previous years' paperwork will be returned to the sender.

Step 1: Selection of Citizens

- Schedule a virtual presentation with ALA MGS to introduce the program to juniors in your school.
- All interested candidates apply online at www.missourigirlsstate.org.
- The school counselor or designated contact must nominate candidates who have applied via the ALA MGS online portal for their school. When you have selected your citizen(s) and alternate (s), each individual must log on to the ALA MGS website at www.missourigirlsstate.org and complete the online application.
- Distribute Copies of the 2023 Applicant Booklet to each selected ALA MGS Citizen, Alternate, and her parent/guardian.
- Ensure that each citizen selected has sponsorship funding - this cannot be paid directly by the citizen's parent or family.

Step 2: Prepare the Required Paperwork

- School Pledge Form** - Include the name of each citizen/alternate and her status (citizen or alternate). Each name included must have applied online and been nominated by their high school via the online ALA MGS portal. In addition to the citizen/alternate name, include contributor information for the citizen's sponsorship.
- If financial donations have not been finalized for the sponsorship of the citizens at the time of mailing in the pledge form, please e-mail it to headquarters@missourigirlsstate.org by May 1, 2023. An appreciation certificate will be sent to all contributors listed. If the contributor wishes not to be acknowledged, please note to remain anonymous.
- Sponsorship fee of \$500 per citizen** - This should be sent as a check written to ALA MGS.
- Reminder: paperwork sent in without the designated sponsorship fee will not be accepted. It is suggested to send in citizens with payment as they are received rather than waiting until the March 15th deadline to send it all in at once.

Step 3: Copy and Mail the Paperwork Packet

- Mail the ALA School Pledge Form and Sponsorship Payment to:

American Legion Auxiliary, Attn: ALA MGS, 600 Ellis Blvd, Jefferson City, MO 65101

The required paperwork and payment must be postmarked by **March 15, 2023**. Any citizen openings for the 2023 session after this date will be filled on a first-come, first-served basis. *Please note that capacity could be met before this date, and late applications will only be accepted if space remains.*

- If you wish to pay the sponsorship fee via credit card, contact headquarters@missourigirlsstate.org.

Step 4: Review the Deadlines Below and Make the Necessary Changes Early

- Notify ALA Missouri Girls State of any citizen or alternate cancellations as soon as they occur. This includes upgrading an alternate to a citizen. This can be done via e-mail to headquarters@missourigirlsstate.org (preferred) or by calling Ms. Linda Schaap at (816) 358-4541.
- May 24, 2023 - Deadline for a full refund (\$500) to Schools for any citizen cancellation
- June 14, 2023 - Deadline for a partial refund (\$250) to Schools for any citizen cancellation.

Ideas for Sponsorships

To assist with fees for each citizen, previous schools and American Legion Auxiliary Units have received donations from outside organizations and businesses. This compiled list contains some ideas to assist American Legion Auxiliary Units or schools obtain donations.

40 & 8 Voitures

American Legion Posts

AmVets

Banks

Chamber of Commerce

Credit Unions

Daughters of the American Revolution

Democrat Club

Elected Officials

Elks

Farm Bureau

Fraternal Order of Eagles

Funeral Homes

HS Father's Club

Insurance Companies

Kiwanis Clubs

Knights of Columbus

Law Firms

Lions Club

Optimist Clubs

Pachyderm Foundation

Parent Teacher Organizations

Republican Club

Rotary International

Small Businesses

Sojourners Club

Sons of the American Legion

Teachers MNEA Foundations

Thrivent Insurance

Toastmasters

Utility Companies

Veterans of Foreign Wars

Women Voters League

Women's Civic Clubs

Women's Professional Organizations

- Individuals and community members can donate to the sponsorship of a citizen to attend ALA MGS 2023. Family members of an ALA MGS 2023 citizen should not donate to the sponsorship of a citizen.
- Any business, civic organization, or individual can make a partial donation in any increment. Be sure to encourage partial sponsorships if that is what the contributor can do.