



Celebrating the 82nd Session of American Legion Auxiliary Missouri Girls State

October 2023

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri is excited to hold the 82nd session of ALA Missouri Girls State (ALA MGS) on June 22-June 29, 2024. We look forward to hosting our program at Lindenwood University in St. Charles, Missouri, for the third year. We recognize that not all school districts are geographically close to an American Legion Auxiliary Unit or American Legion post; therefore, for these schools to have representation at ALA MGS, we have included directions below on how to participate.

Each high school is not limited in the number of citizens the school may sponsor, but remember that only paid applicants are considered accepted citizens. The sponsorship fee for 2024 remains at \$500 per citizen. If you are interested in the possibility of sponsoring additional citizens before securing sponsorship funds, please list them as alternates on the pledge form. **It is possible that all spots will be full before the deadline of April 3, 2024, so please know that we may not have room for your school's citizens if you do not submit your paid applicants 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 by emailing headquarters@missourigirlsstate.org. We offer a co-branded Missouri Boys State and ALA Missouri Girls State presentation to provide your eligible juniors to hear about both programs in one sitting. Any eligible student can apply online at apply.missourigirlsstate.org for the ALA MGS 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 2024, 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 2024. To receive your school specific portal link, please e-mail headquarters@missourigirlsstate.org.

Once the nominations have been completed, matching funding must be secured. You can encourage your applicants to help on this venture or your school can ask community businesses or civic organizations to assist in sponsorship. Any amount dedicated toward the fund is appreciated and full sponsorship of \$500 from one entity or individual is not required. ALA MGS has a recruitment team willing to provide ideas for sponsorship opportunities in your community, but our volunteer staff will be unable to provide full-time commitment to locate all sponsorship funds for your school. We encourage you to start on this process soon to sponsor multiple citizens from your school to the 2024 program.

Next, you will send in the school pledge form and matching sponsorship funds by April 3, 2024 to the address on the pledge form. Items mailed to the ALA Department Office in Jefferson City will only delay the acceptance of your citizens. 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.

We have included the 2024 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. It is highly recommended to send in accepted citizens as you secure funding and do not wait until all funding has been secured before mailing it in. This only jeopardizes the opportunity for all of your citizens to be enrolled in the program.

Important Deadlines to Note for Missouri High Schools:

- **April 3, 2024** – The deadline subject to capacity limitations for sending one (1) copy of the School pledge form and the accompanying sponsorship funds to **ALA MGS, Attn: MACAE MICKENS, 1242 Estates Drive, Warrensburg, MO 64093**. Reminder - make additional copies of page two as needed and send in with your sponsorship payment. All information mailed to ALA Department office will delay processing time.
- **May 1, 2024** - A letter will be sent by this date for US Mail to all sponsored citizens and remaining 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 22, 2024** – 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 12, 2024** – Deadline for **all citizens and alternates** to complete the online orientation process. Individuals who have not completed this process by June 12th will be notified of their disqualification for the 2024 session.
- **June 12, 2024** – 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 contributors after June 12, 2024, or for any citizens leaving at any time during the ALA MGS session. No replacements will be allowed or refunds made after June 12, 2024.

The American Legion Auxiliary Missouri Girls State and Missouri Boys State programs have a dedicated recruitment team made up of ALA MGS and MBS 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 2024 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 2024 Pledge Forms will be accepted. Any previous years' paperwork will be returned to the sender.

Step 1: Selection of Citizens

- Schedule a presentation with ALA MGS & MBS 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 2024 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 22, 2024. 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. Purchase orders are not accepted as final payment and citizens will remain alternates until final payment is received. If you wish to make payment via credit card, contact headquarters@missourigirlsstate.org for assistance.
- 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 April 3rd deadline to send it all in at once.

Step 3: Copy and Mail the Paperwork Packet

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

ALA MGS, Attn: MACAE MICKENS, 1242 Estates Drive, Warrensburg, MO 64093

The required paperwork and payment must be postmarked by **April 3, 2024**. Any citizen openings for the 2024 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.*

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 22, 2024 - Deadline for a full refund (\$500) to ALA Units for any citizen cancellation
- June 12, 2024 - Deadline for a partial refund (\$250) to ALA Units 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	Lions Club
American Legion Posts	Optimist Clubs
AmVets	Pachyderm Foundation
Banks	Parent Teacher Organizations
Chamber of Commerce	Republican Club
Credit Unions	Rotary International
Daughters of the American Revolution	Small Businesses
Democrat Club	Sojourners Club
Elected Officials	Sons of the American Legion
Elks	Teachers MNEA Foundations
Farm Bureau	Thrivent Insurance
Fraternal Order of Eagles	Toastmasters
Funeral Homes	Utility Companies
HS Father's Club	Veterans of Foreign Wars
Insurance Companies	Women Voters League
Kiwanis Clubs	Women's Civic Clubs
Knights of Columbus	Women's Professional Organizations
Law Firms	

- Individuals and community members can donate to the sponsorship of a citizen to attend ALA MGS 2024. Family members of an ALA MGS 2024 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.