



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

October 2022

Dear ALA Unit President and/or Girls State Chairman:

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. This letter provides information and instructions for selecting your Unit's citizens to attend ALA MGS. Each Unit may send citizens at the fee of \$500 per citizen.

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 American Legion Auxiliary Unit is not limited in the number of citizens the Unit may sponsor, but please remember that only paid applicants are considered citizens. **It is possible that all spots will be full before the deadline of March 15th, so please know that we may not have room for your Unit's citizens if you do not submit your applications promptly.**

For 2023, all interested eligible individuals complete an online application for ALA Missouri Girls State. The high school principal, or designee, must "nominate" each applicant in the online portal for their high school. This "nomination" notes that an applicant is of high academic and leadership standing and serves as a school approval of the candidate (similar to a required signature from a school representative on previous applications). If a high school contact needs a link to their portal, it can be requested by emailing [headquarters@missourigirlsstate.org](mailto:headquarters@missourigirlsstate.org). **Only applicants nominated by their school are eligible for sponsorship by ALA Units.** If you need information on the nominated students from high schools in your area, please contact [headquarters@missourigirlsstate.org](mailto:headquarters@missourigirlsstate.org). ALA MGS Headquarters can provide you with electronic copies of the online applications so the ALA Unit can proceed with selecting candidates. **The nominated students from the high school(s) are endorsed candidates for the program - all ALA Units still can make their selections of who to sponsor from the applicant pool.**

The required materials are due ***March 15, 2023***. We have included the 2023 Unit Girls State Chairman information sheet, ALA Unit pledge form, and applicant booklet for your review. Please make additional copies as needed. These materials can also be located on our website, [www.missourigirlsstate.org](http://www.missourigirlsstate.org), under the "Sponsorship Information" tab. The pledge form is in a fillable PDF format to assist you.

If your Unit has selected alternates, please ensure that the alternate has already completed the online application. If we upgrade an alternate to a citizen, we will already have the required application complete.

### **Important Deadlines to Note for ALA Units:**

- **March 15, 2023** – The deadline subject to capacity limitations for sending one (1) copy of the Unit 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 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 Unit'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, Units will have the option to 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 Unit's responsibility to return the money to said organization. There will be no refund to the Unit 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 American Legion Auxiliary Units (or American Legion Family organizations such as TAL Posts, SAL Squadrons, and ALR Chapters) to select alternates upon original submission of paperwork 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 an accepted applicant does not meet orientation attendance requirements, only alternates who have completed the orientation requirement and have submitted their online application will be eligible for consideration to fill any vacancies.

The ALA MGS program has also implemented a program in 2023 for those ALA Units that would like to sponsor a citizen's experience at ALA MGS without the burden of selecting a citizen. The ALA MGS program always has more qualified applicants than sponsorships. The ALA MGS Committee would happily match your Unit's sponsorship dollars with an applicant or forward applicants to your Unit for selection. The same process is available if the citizen your Unit has chosen to sponsor has to cancel. If your Unit does not select an alternate or your selected alternate is not available to attend ALA MGS, the ALA MGS Committee will match your Unit's sponsorship with a qualified applicant to sponsor their experience at ALA MGS 2023 or will forward applicants to your Unit for selection.

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 applicant's parent(s)/guardian(s) to pay the sponsorship cost. Further questions regarding this policy may be sent to [headquarters@missourigirlsstate.org](mailto:headquarters@missourigirlsstate.org).

If you have any questions, please contact the Director of Admissions or any member of the ALA MGS Committee.

Sincerely,

Macae Mickens, Director

E-mail: [headquarters@missourigirlsstate.org](mailto:headquarters@missourigirlsstate.org)

Linda Schaap, Director of Admissions

Email: [linda.schaap@missourigirlsstate.org](mailto:linda.schaap@missourigirlsstate.org)

Phone for Inquiries: (816) 358-4541 – Linda Schaap



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

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

### Step 1: Selection of Citizens and Alternates

- Coordinate with local schools to select citizens to attend ALA MGS. Each ALA Unit is not limited to a maximum number of candidates to sponsor. The sponsoring ALA Unit can also follow its selection process for candidates, but the high school must nominate them via the ALA MGS portal. If you need information about the candidates nominated by the high school, you may request it electronically by emailing [headquarters@missourigirlsstate.org](mailto:headquarters@missourigirlsstate.org). The ALA MGS program will not mail printed copies of this information.
- When you have selected your citizen(s) and alternate(s), ensure that each citizen and alternate have completed their online application on the website [www.missourigirlsstate.org](http://www.missourigirlsstate.org) and have received a nomination by the high school counselor.
- Distribute Copies of the 2023 Applicant Booklet to each selected ALA MGS Citizen, Alternate, and her parent/guardian.

### Step 2: Prepare the Required Pledge Form

- American Legion Auxiliary Unit 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](mailto: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 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 Unit 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.*

### 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](mailto:headquarters@missourigirlsstate.org) (preferred) or by calling Ms. Linda Schaap at (816) 358-4541.
- May 24, 2023 - Deadline for a full refund (\$500) to ALA Units for any citizen cancellation
- June 14, 2023 - 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

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

- As a reminder, any entity of the American Legion Family (American Legion Posts, American Legion Auxiliary Units, Sons of the American Legion Squadrons, and American Legion Riders Chapters) may complete the ALA Pledge Form/Packet to sponsor a citizen to ALA MGS 2023.
- 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.