



Celebrating the 80th Session of American Legion Auxiliary Missouri Girls State

January 2022

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri is excited to hold the 80th session of Missouri Girls State (MGS) June 11-18, 2022. We are looking forward to extending a day to our program in addition to moving the session to Lindenwood University in St. Charles, Missouri. The ALA MGS program is excited about this opportunity for the class of 2023 and the advancements this change will bring. We recognize that not all school districts are geographically close to an American Legion Auxiliary Unit; therefore, in order for these schools to have representation at ALA MGS, we have included directions below on how to participate.

At this time, we are planning for an increased attendance in comparison to our 2021 session. It is our hope to accommodate approximately 725 delegates at ALA MGS 2022. It is possible that the COVID-19 Policies and Procedures that were in place for our 2021 session including required masking and increased social distancing may still be in place at the 2022 session of ALA MGS. This decision will not be finalized and communicated until April 2022. Each high school is only permitted to send six (6) delegates at the sponsorship fee of \$300 per delegate. If you are interested in the possibility of sending additional delegates, 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 1st, so please know that we may not have room for your school's delegates if you do not submit your applications in a timely manner.**

Your first task is to determine which student(s) your school wants to send to ALA Missouri Girls State. Once you have determined which student(s) to send, please have each student fill out the online application located at <http://www.missourigirlsstate.org/>, print the submitted application, and give that printed copy to you with the required signatures of both the applicant and the applicant's parent/guardian. Once the paper copy has been given to you, then you will complete and send the following to the American Legion Auxiliary Department Office no later than **March 1, 2022**: pledge form, fees payment, and all delegate/alternate registration forms. We have included the 2022 School pledge form, parent/delegate information booklet, and contribution organization roster for your review. Please make additional copies, as needed.

If you have selected alternates, please have the alternate complete the online application and write **ALTERNATE** across the top of it; therefore, if an alternate moves up to "delegate" status, we already will have the proper paperwork in place.

March 1, 2022 – The deadline subject to capacity limitations for sending original and two (2) copies of delegate and alternate registration forms, contributing organization roster, unit check and pledge form to **American Legion Auxiliary, Attn: ALA MGS, 600 Ellis Blvd, Jefferson City, MO 65101.**

May 31, 2022 – Deadline for full refund for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the school to return the money to said organization. All delegate and alternate paperwork from schools must be postmarked by May 31, 2022.

June 3, 2022 – Deadline for **all delegates and alternates** to complete the online orientation process. Any individual who has not completed this process by June 3rd will be notified of their disqualification for the 2022 session.

For any delegate not completing the briefing requirement, schools will have the option to allow an alternate to attend (whose paperwork has already been submitted) or receive a partial refund of \$225. The designated alternate must also have already completed the online orientation.

June 6, 2022 – Deadline for partial refund of \$225 for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the school to return the money to said organization.

There will be no refund to the school after June 6, 2022, or for any delegates leaving at any time during the ALA MGS session. There will be no replacements allowed or refunds made after June 6, 2022.

The American Legion Auxiliary Missouri Girls State committee also implemented a new code of conduct policy for this session. Applicants must acknowledge the acceptance of the code of conduct in the online application. Reminder: All delegates and alternates must complete the online application.

The ALA MGS program encourages all sponsoring schools to select alternates upon original submission of paperwork to the ALA Department of Missouri. This allows all alternates to get the same information as delegates to prepare them for the ALA MGS 2022 session. In the event that a delegate does not meet orientation attendance requirements, only alternates who have completed the briefing requirement and have paperwork on file with the ALA Department Office will be eligible for consideration to fill any vacancies.

The American Legion Auxiliary Missouri Girls State program has a School Recruitment Coordinator, Ms. Katy Schwartz Drowns, who can assist you with the information and selection process in your school. Please check your email for communication from her (katy.schwartzdrowns@missourigirlsstate.org) or reach out to her via email or via phone at (816) 682-4409. For any questions about your school's delegate(s) and/or alternates after the paperwork has been completed and mailed to the ALA Department Office, please feel free to contact the Director of Admissions, Linda Schaap at (816) 358-4541.

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

We look forward to an exciting 2022 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

Katy Schwartz Drowns, School Recruitment Coordinator

Linda Schaap, Director of Admissions

Email: katy.schwartzdrowns@missourigirlsstate.org

Phone for Inquiries: (816) 682-4409 - Katy Schwartz Drowns and (816) 358-4541 – Linda Schaap



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

Note: Only 2022 Forms will be accepted. Any previous years' paperwork will be returned to the sender.

Step 1: Selection of Delegates

- Coordinate with juniors in your school in order to select delegates to attend ALA MGS. Each school may sponsor up to six (6) delegates.
- When you have selected your delegate(s) and alternate (s), each individual must log on to the ALA MGS website at www.missourigirlsstate.org and complete the online application.
- The applicant must print the application and obtain the required signatures on it: the delegate/alternate signature, a parent/guardian signature, and the signature of a school representative (guidance counselor or administrator).
- Distribute Copies of the 2022 Delegate/Parent Informational Booklet to each selected ALA MGS Delegate, Alternate, and her parent/guardian.

Step 2: Prepare the Required Paperwork (The following documents are required to be completed and sent in by the school representative). You will find both the School Pledge Form and Contributing Organization Roster in the "School Required Paperwork" attachment.

- School Pledge Form** - Include the name of each delegate/alternate and her status (delegate or alternate). If your school wishes to send more than six delegates, please include their names and notate them as alternates on the Pledge Form.
- Application** - A printed application with all necessary signatures for each delegate and alternate listed on the pledge form.
- Contributing Organization Roster** - If financial donations were received for the sponsorship of the delegates, please note them on this form so we may acknowledge their financial support. An appreciation certificate will only be sent if you check the box
- Sponsorship fee of \$300 per delegate** - This should be sent in the form of a check written to: **ALA MGS**.
Reminder: Paperwork sent in without the designated sponsorship fee will not be accepted.

Step 3: Copy and Mail the Paperwork Packet

- Prepare two copies of all paperwork noted in Step 2.
- Mail the original and two copies of all paperwork to:

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

The required paperwork and payment must be postmarked by **March 1, 2022**. Any delegate openings for the 2022 session after this date will be filled on a first come, first served basis. *Please note that capacity could be met prior to this date and late applications will only be accepted if space remains.*

Step 4: Review Deadlines Below and Make Necessary Changes Early

Notify Ms. Linda Schaap, Director of Admissions, of any delegate cancellations as soon as they occur. This includes upgrading an alternate to a delegate. She can be reached at linda.schaap@missourigirlsstate.org or (816) 358-4541.

- May 31, 2022 - Deadline for a full refund (\$300) to schools for any delegate cancellation
- June 6, 2022 - Deadline for a partial refund (\$225) to schools for any delegate cancellation.

Ideas for Sponsorships

To assist with fees for each delegate, 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 in obtaining 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