

November 2017

Dear High School Principal and/or Counselor:

The American Legion Auxiliary, Department of Missouri will hold the 2018 session of Missouri Girls State Sunday, June 24 through Saturday, June 30, 2018, at the University of Central Missouri in Warrensburg. We recognize not all school districts are close to an American Legion Auxiliary unit; therefore, in order for these schools to have representation at American Legion Auxiliary Missouri Girls State, we have included a 2018 pledge form in this online packet with instructions on how to participate. Each school may send three (3) delegates, and the fee will be \$300.00 per delegate. Additional delegates may be sent, but the Dean of Admissions must be contacted first. An additional transportation fee for a chartered bus may be assessed, and the school will be contacted at a later date regarding remittance. The bus is from St. Louis metro area only.

The pledge form, fees, and all delegate registration forms are due **March 1, 2018**. We have included the 2018 School Procedures Information Sheet, School Pledge Form, Parent/Delegate Information Booklet, Contributing Organization Roster and Delegate/Alternate Registration Form. Please make copies, as needed.

If you have selected alternates, please complete the registration form and write **ALTERNATE** across the top of the form. This will allow us to already have the alternate's information in the event the alternate upgrades to "delegate." June 24, 2018 is the deadline to replace a cancelled delegate with an alternate.

Deadline for registration form(s), pledge form, and tuition fee(s): March 1, 2018

March 1, 2018 – Send original and two (2) copies of delegate registration forms, contributing organization roster, unit check, and pledge form to **ALA Department of Missouri, 600 Ellis Blvd., Jefferson City, MO 65101**

May 31, 2018 – Deadline for a 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.

June 12, 2018 – Deadline for any alternates to be accepted on registration form.

June 23, 2018 – Deadline for partial refund of \$225.00 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. There will be no refund to the school after June 23, 2018, or for any citizen leaving at any time during the Missouri Girls State Session.

If you have any questions, please feel free to contact Linda Schaap, Director of Admissions, or any member of the American Legion Auxiliary Missouri Girls State Committee.

Sincerely,
Macaé Mickens, Director
Linda Schaap, Director of Admissions
Email: linda.schaap@missourigirlsstate.org
Daytime Phone for Inquiries: (816) 358-4541 – Linda Schaap
Evening Phone: Same

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*Delegate/Parent
Information Booklet*

**American Legion Auxiliary
Missouri Girls State**

June 24-30, 2018

University of Central Missouri
Warrensburg, MO 64093

Please read the enclosed material prior to filling out
your Application Form for ALA Missouri Girls State.

Website: www.missourigirlsstate.org

Please read this booklet before completing your Application Form. Additional information can be obtained on our website at www.missourigirlsstate.org with contact phone numbers for any questions.

The American Legion Auxiliary (ALA) Girls State program provides young women who have just finished their junior year in high school the opportunity to come together to study city, county, and state government. It enforces the understanding that every person is an integral part of the political process and has the responsibility to the world a better place regardless of religious or political beliefs. It provides an opportunity to form a local government structure to deal with problems and situations as they arise and to see the political process work effectively.

WHAT IS ALA MISSOURI GIRLS STATE AND WHAT CAN BE EXPECTED?

ALA Missouri Girls State is an intensive week of government study and Americanism training sponsored by the American Legion Auxiliary. Americanism is the study of proper flag etiquette, fostering the respect that the American Flag is due while building a greater awareness of the flag's importance and significance in American History.

Upon arrival, each delegate is assigned to the Nationalist or Federalist political party -- neither of which is affiliated with the Democrat or Republican Party. Party spirit and cheering provides support to those who choose to run for political office. In addition, all delegates are assigned to a city and the delegates of each city are housed together the Ellis Residence Hall. Each city forms a city government with elected officials who carry out responsibilities and duties as assigned. Three cities form a county, again with duties and responsibilities performed by its elected officials.

Finally, the state government is formed. Each political party holds a state convention complete with platform, resolutions, credentials and regulations committees, candidate speeches and party spirit. The primary ballot narrows the party candidates to the final general election ballot which elects the Governor, Lt. Governor, Secretary of State, Attorney General, Treasurer, and Auditor. Elected state officials may be invited to return the following session to perform duties as assigned.

The Missouri Girls State Highway Patrol is formed to provide law enforcement assistance and education to the citizens of Missouri Girls State. The patrol assists by serving as the honor guard for the Governor, writing tickets, helping with court trials, and performing other duties as assigned.

The Missouri Girls State General Assembly is the legislative branch of state government; each city elects five (5) Representatives and each county elects four (4) Senators. The MGS General Assembly travels by bus to Jefferson City for its second session in the actual respective chambers in the Capitol building. During the week, the MGS General Assembly meets for several sessions to write, debate, and vote on various proposed bills.

Each delegate will select one of seven (7) classes to attend daily. Classes include Legislative Procedure, Law, Law Enforcement, Communication/Media, International Politics, Business School, and Executive/Leadership School. An exam will be given on Friday in each class. A passing grade on the exam, active participation in the week's activities, compliance with the rules and regulations, and attendance for the entire session [Sunday through Saturday morning] will enable a delegate to apply for two (2) or three (3) hours of college credit issued by the University of Central Missouri.

Normally, each day contains two (2) assemblies with guest speakers from political, business, and community service occupations. Delegates may participate in the MGS band or chorus, which performs prior to assemblies and as part of the Friday inauguration of state officials.

ALA MGS provides the opportunity to experience college living, meet new friends, and expand awareness of other types of Missouri living, either rural or urban. Additionally, ALA Missouri Girls State has a shoppe including a wide variety of souvenirs, clothing, and snacks for citizens to visit during the week. During free time, all delegates have the opportunity to network and share high school, student council, and club ideas and activities.

ALA MGS is a seven-day session which can be physically, mentally, and emotionally strenuous. The program is structured as a very intensive learning situation and involves a great deal of walking among campus buildings. Citizens of ALA Missouri Girls State will be responsible for participating in all of the scheduled events and activities, and will function on little rest or down time throughout the week.

If selected to attend ALA Missouri Girls State, a delegate or alternate must register and complete the online application form on the ALA MGS website and then submit it to her school for the required school signature. The application form, pledge form, contributing organization roster, and tuition fees must be received at ALA Department of Missouri Headquarters by March 1, 2018, deadline or before capacity is reached. The ALA MGS rules and regulations are listed on a screen in the online application process and in this booklet. The delegate or alternate must agree to comply with all of them.

ATTENDANCE POLICY

A delegate must remain at ALA Missouri Girls State for the ENTIRE session to be held June 24-June 30, 2018 to receive credit for completion of the program. The sponsoring organization, unit, and school are informed when a delegate fails to attend ALA MGS or leaves before the program is completed.

All accepted delegates will download the complete delegate packet which will be available the first part of April 2018 from the website www.missourigirlsstate.org, which includes more information and forms to be completed and brought to Girls State.

The American Legion Auxiliary, Department of Missouri, Missouri Girls State reserves the right to accept or reject any delegate nominated to attend Missouri Girls State.

Any delegate of American Legion Auxiliary Missouri Girls State found to be violating ALA MGS rules and regulations will be subject to immediate dismissal without refund and barred from further participation in the program. The parents will be notified and requested to come pick up their daughter. The American Legion Auxiliary unit, contributing organization, and school will be notified when a delegate fails to complete the course, and a request will be made to the school that ALA Missouri Girls State be stricken from the delegate's academic record. A delegate who fails to complete the Missouri Girls State session without just cause, barring illness or death in the family, may be held responsible for reimbursing the delegate fee to her financial sponsor.

HARASSMENT AND BULLYING POLICY

Harassment and bullying will not be tolerated. For purposes of this policy, they are defined as intimidation or harassment of a delegate or multiple delegates perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. This policy applies to all ALA Missouri Girls State website and all social media platforms.

HEALTH AND MEDICAL POLICY

During ALA Missouri Girls State, first aid and/or medical attention, if required, will be available. Every care will be taken to avoid accidents and prevent illness, but American Legion Auxiliary, Department of Missouri, Missouri Girls State will not accept responsibility for either injuries or sickness should they occur. The medical form must be properly filled out with the delegate's insurance and Social Security number. The release for emergency medical treatment must be signed by parent or guardian.

DISABILITY POLICY

All arrangements for a delegate with a physical disability must be submitted in writing to the Director prior to the acceptance of the delegate to ALA Missouri Girls State. If a delegate with a physical disability is selected who needs assistance to participate, the sponsoring organization must furnish a full-time female aide of legal age to assist the delegate. All expenses for the aide, including transportation, meals, and lodging must be assumed by the sponsoring organization. ALA Missouri Girls State will not be responsible for any expenses or providing any equipment. Also, the American Legion Auxiliary, Department of Missouri, Missouri Girls State must be assured that proper insurance is provided for the delegate with a disability and her aide, and any additional premiums will be assumed by the sponsoring organization, parent, or guardian of the delegate.

The American Legion Auxiliary, Department of Missouri, Missouri Girls State is an educational exercise in which the majority of the base skills are transmitted to the delegates via verbal and published communications. ALA Missouri Girls State will make every effort to afford qualified individual delegates an opportunity to participate regardless of impairment but at no additional cost to the American Legion Auxiliary, Department of Missouri, Missouri Girls State.

HEARING IMPAIRED AND/OR VISION IMPAIRED (legally blind)

All arrangements for any delegate with a severe visual or hearing impairment must be submitted in writing and approved by the Director before the individual's acceptance as a delegate to the American Legion Auxiliary, Department of Missouri, Missouri Girls State program.

The following policy will be applied to the hearing impaired and/or vision impaired:

1. A delegate with a severe hearing and/or visual impairment must be accompanied, so as to provide her safety at all times, by a qualified female aide or signing person (an interpreter) of legal age who is capable of voice communication and/or sign language.
2. The aide or interpreter must accompany the delegate to all program functions and must adhere to all delegate rules.
3. The personal aide or interpreter will be subject to the same exact fees as a delegate but will not be allowed to participate in the actual program without the expressed prior permission of the Missouri Girls State Director.
4. The American Legion Auxiliary, Department of Missouri, Missouri Girls State will not be responsible to the personal aide or interpreter in any way, for any remuneration, or for her efforts on behalf of the hearing impaired and/or vision impaired delegate.
5. If there are varying degrees of vision impairment or if a seeing eye dog is involved that may be subject to variation of the above rules, each will be considered on an individual basis by the Missouri Girls State Director consulting with the University of Central Missouri.
6. This policy is in addition to the Missouri Girls State Disability Policy.

PHOTO/IDENTITY RELEASE POLICY

Each delegate and her parent/guardian hereby give consent to ALA Missouri Girls State and its designees the right to film and photograph the delegate and use the delegate's name, pictures, and other reproductions of her physical likeness in connection with ALA Missouri Girls State press releases, website, social media pages, and all other projects sponsored by the American Legion Auxiliary and Missouri Girls State. This includes any/all photos, videos, or films used to publicize and/or advertise ALA Missouri Girls State. Delegates and their parents/guardians must further understand that no compensation for such use will be paid to the delegate and/or her parent/guardian.

American Legion Auxiliary Missouri Girls State
School Procedures and Information for Pledge Form

Note: Only 2018 forms will be accepted. Copies on previous years' paperwork will not be accepted and will be returned to sender.

INSTRUCTIONS:

1. A school may send three (3) delegates. Contact the MGS Dean of Admissions prior to sending more than three (3) delegates.
2. Please make copies of **2018 5-page Parent/Delegate Information booklet**. Please have both parents, delegates, and alternates read before filling out the online application form.
3. **Application Form:** When you have selected your delegates, please have each girl go online to www.missourigirlsstate.org and complete the application then print it. All applicants and parents/guardians must sign the printed form then return it to you.
4. At that time, the school representative signs the form.

School is asked to fill in Auxiliary Section, as directed below.

5. Unit #: 1000
6. Leave all other parts blank in this section.
7. Complete the attached 2018 School Pledge Form and return it, with all of the completed delegate/alternate application forms, and a check for **\$300 per delegate** payable to American Legion Auxiliary with Missouri Girls State in the memo line. **SEND THE ORIGINAL AND TWO [2] COPIES OF ALL PAPERWORK.** The deadline is March 1, 2018, to:

AMERICAN LEGION AUXILIARY DEPARTMENT OF MISSOURI
600 ELLIS BLVD.
JEFFERSON CITY, MO 65101

8. NO application forms or pledge forms will be accepted without a check for delegate fees [**\$300 per delegate**] included in the same envelope.
9. Beginning March 2, 2018, any openings will be filled from the waiting list on a first come-first serve basis. Schools must contact the MGS Director of Admissions if you are unable to comply with above deadlines. **IF YOUR PLEDGE FORM, CHECK, AND DELEGATE APPLICATION FORMS ARE NOT RECEIVED BY THE DEADLINE OF MARCH 1, 2018, YOUR DELEGATE/S MIGHT NOT BE ACCEPTED DUE TO SPACE LIMITATIONS.**

**AMERICAN LEGION AUXILIARY MISSOURI GIRLS STATE
SCHOOL PLEDGE FORM**

High School: _____ County: _____ ALA Dist # _____

Use MO chart provided

Mailing Address: _____
Street City Zip

Contact Name: _____ Position: _____

Contact Name Email: _____

Phone: (____) _____ Extension (if applicable) _____

School Fax Phone # (____) _____ Summer Contact Phone*: (____) _____

*We recommend a cell phone number to expedite contact so if a delegate cancels at the last moment, this early contact will facilitate a possible refund or opportunity to replace cancelling delegate.

NAMES OF DELEGATES/ALTERNATES SPONSORED FOR 2018:

- 1. _____ Delegate Alternate
- 2. _____ Delegate Alternate
- 3. _____ Delegate Alternate
- (4.) _____ Delegate Alternate
- (5.) _____ Delegate Alternate

Check here if school is interested in sending more than the three (3) delegates who are listed above. You will be contacted by the ALA MGS Director based on availability after March 2, 2018.

Checklist of necessary paperwork:

- mai-01 Application form [one (1) per delegate/alternate] all signatures, printed. Application is one-sided only.
- mai-03 Pledge form
- mai-13 Contributing Organization Roster [if financial donations were received for tuition fees]
- Tuition fee of **\$300 per delegate**

Send **original and two (2) copies** of all paperwork to:

American Legion Auxiliary Department of Missouri
600 Ellis Blvd
Jefferson City, MO 65101-2204



2018 MISSOURI GIRLS STATE APPLICATION

Program Dates: June 24-June 30, 2018 Application Deadline: March 1, 2018



APPLICANT INFORMATION

Sally Sunshine

222 Sunshine Road
Warrensburg, MO 64093

Cell Ph: (888) 888-8888
Email: alamissourigirlsstate@gmail.com
Birthdate: 01/01/2000

High School: Warrensburg High School
GPA (4pt Scale): 3.9
ALA District: 6

PRIMARY PARENT/GUARDIAN INFORMATION

Suzie Sunshine
222 Sunshine Road
Warrensburg, MO 64093

Relationship: Mother
Home Ph: (999) 999-9999
Day/Cell Ph: {} -
Email:
Attended Program: Yes 1980 MO

Occupation: Teacher
Employer: School District

ADDITIONAL PARENT/GUARDIAN INFORMATION

Not Given

Occupation:
Employer:

Relationship:
Home Ph:
Day/Cell Ph:
Email:
Attended Program:

List the organizations and activities in which you participate in your school and/or community, including any leadership positions you hold. Also list any recognitions or awards you have received.

Student Council
American Legion Auxiliary
Color Guard
Saxophone - 1st chair, District Contest

Please write a brief statement about why you would like to attend the American Legion Auxiliary Missouri Girls State program.
I would like to attend Missouri Girls State because I have friends who went and they said it was an amazing experience!

How did you hear about the American Legion Auxiliary Missouri Girls State program?
My mom went to Missouri Girls State and said it was so much fun and that was a long time ago. We also had someone come speak to us at school and I think it would be cool to run for a Representative spot.

If you are a direct descendant of a U.S. war veteran (e.g., Father, Mother, Grandfather, etc.) please list their names. You may be eligible for specific scholarship opportunities.
Joe Sunshine, Sr.

We understand completing this Application is only one part of the selection process and we shall receive official notification from Missouri Girls State if the applicant is selected to attend the program. We have read the rules and regulations set forth in the Delegate/Parent Information Booklet. We understand the commitment made by the Delegate and specifically acknowledge the Attendance Policy, Health Medical Policy and Photo/Identification Release Policy contained in the Delegate/Parent Information Booklet.

APPLICANT SIGNATURE _____ DATE _____ PARENT/GUARDIAN SIGNATURE _____ DATE _____

MUST BE SIGNED BY THE HIGH SCHOOL PRINCIPAL OR COUNSELOR FOR APPLICATION TO BE CONSIDERED

As Principal, I recommend this applicant for participation as a citizen in the American Legion Auxiliary Missouri Girls State program based on her academics, leadership, scholarship, character and service in school activities. I hereby certify that the qualifications of this applicant are true to the best of my knowledge and I support the applicant's representation of this school. With my signature, I approve the application's nomination, and endorse the applicant's participation in the American Legion Auxiliary Missouri Girls State program.

NAME (PRINT) _____ SIGNATURE _____ DATE _____

The 2018 program fee of \$300 is paid by a sponsor or contributing organization.

THE AMERICAN LEGION AUXILIARY MO GIRLS STATE UNIT CHAIR
I certify that this applicant is eligible and is recommended for participation in the American Legion Auxiliary Missouri Girls State program.

All applications must be delivered by March 1, 2018 to
American Legion Auxiliary Department of Missouri Office
600 Ellis Blvd, Jefferson City, MO 65101

UNIT CHAIR SIGNATURE _____ DATE _____ UNIT # _____ DISTRICT # _____

For additional information, visit <http://www.missourigirlsstate.org>

FOR MISSOURI GIRLS STATE HEADQUARTERS USE ONLY

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AMERICAN LEGION AUXILIARY MISSOURI GIRLS STATE CONTRIBUTING ORGANIZATION FORM

The American Legion Auxiliary Department of Missouri acknowledges and send thanks to those community organizations and businesses in the school that have made a financial contribution to help pay all or part of the MGS tuition fees for one or more delegates. If a delegate is assigned/associated with a specific donation, please write said delegate's name with it. If not, leave delegate name blank. Every school also will receive a certificate, so please write the official name of the high school below as it should appear on the certificate.

High School: _____ Contact Name: _____

Mailing Address: _____
Street City Zip

Send all certificates to the school contact individual who will distribute certificates to organizational donors.

#1
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

#2
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

#3
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

#4
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

#5
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

#6
Organization _____ (c/o) Contact Name _____
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send a "Contributing Organization" certificate to this organization.

Send original and two (2) copies to: American Legion Auxiliary Department of Missouri 600 Ellis Blvd. Jefferson City, MO 65101-2204.