



cagirlsstate.org

American Legion Auxiliary
401 Van Ness Avenue, Ste 319
San Francisco, CA 94102-4570
(415) 861-5092

Instructions

The application/signature packets are on the California Girls State website (cagirlsstate.org), along with the Girls State Bulletins. If you know a Unit Chairman that does not have access to the internet, please let the Department Chairman know so that special arrangements may be made. All forms that need copies are at the end.

Unit Information Packet

- Department Code Requirements - for Unit Chairman information
- Suggested Selection Process Strategies - for Unit Chairman information
- Letter to School Representative – SUGGESTED: email or mail to Counselor/Principal 3-4 weeks before interviews
- Suggested Interview Questions – SUGGESTED: make copies for interviewers
- Girls State Delegate Letter of Selection—To be Given to Delegate (1 copy needed per school)
- 1st & 2nd Alternates Letters of Selection—To be Given to 1st & 2nd Alternates (1 copy of EACH needed per school)
- Structure of Girls State—To be Given to School Representative, Delegate, 1st & 2nd Alternates (4 copies per school)
- Transmittal Form to Department Chairman for Applications (send WITH application/signature packet)
- Transmittal Form to Department Office for Fees (send WITH ONE check)
- Contact Sheet for Unit Chairman (1 copy needed per school for Chairman to keep)
- Delegate/Alternate Information Sheet (3 copies per school; fill out ALA information before you make copies to save time)

The Delegate and Alternate Packets can be found online at cagirlsstate.org.

THE DELEGATES AND ALTERNATES MUST GO TO THIS WEBSITE TO FILL OUT AND SUBMIT THEIR ONLINE APPLICATIONS. THEY WILL PRINT AND FILL OUT THEIR CONFIRMATION PAGE. THEY ALSO NEED TO FILL OUT, PRINT, AND SEND THEIR DELEGATE or ALTERNATE/PARENT/GUARDIAN PACKET TO THEIR UNIT CHAIRMAN. UNIT CHAIRMAN WILL FORWARD ALL PACKETS AND THEIR TRANSMITTAL FORM TO DEPARTMENT CHAIRMAN. UNIT CHAIRMAN DO NOT NEED TO SEND CONFIRMATION PAGES TO DEPARTMENT CHAIRMAN.

TRANSMITTAL OF DOCUMENTS

- | | | |
|----|---|----------------------------|
| 1. | Department Office Transmittal <u>AND ONE CHECK</u> sent to:
ALA Department of California
401 Van Ness Avenue, Ste 319
San Francisco, CA 94102-4570 | DUE TO DEPARTMENT MARCH 31 |
| 2. | One Transmittal <u>with Signature</u> Packets sent to:
Chairman | DUE MARCH 31 Girls State |

ALL QUESTIONS SHOULD BE DIRECTED TO:

GIRLS STATE CHAIRMAN



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Department Code Requirements for the Girls State Program

Eligibility Requirements:

Limited to girls who are 11th grade students for the current school year (public, private, or home schooled). Each candidate must plan to continue high school and attend one or more semesters immediately following the Girls State Session. Girls under consideration for any other conflicting activities are not acceptable candidates.

Previous Girls State Citizens shall not be eligible as a candidate. The Department Chairman may accept or reject any applicant if applications are not complete.

Candidates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness. Candidates should be independent in the physical requirements of daily living, if not, they must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant shall be a minimum of twenty-one (21) years of age, female, and must be able to attend the entire session.

School Faculty Guidelines:

As a guide to the school faculty the following information shall be provided for use in selecting the most qualified candidate.

- a. Must be willing to confirm to all medical regulations as stated in the medical sections. Shall not be excluded because of religious medical beliefs.
- b. Should be of excellent character and citizenship and in the upper third of her class scholastically.
- c. Should possess qualities of courage and honesty and be cooperative with others. Candidate, upon her return from Girls State, must be willing to relate the interest and sense of responsibility of government she has gained from participating at Girls State to her school, her community, and sponsors.
- d. Candidates and delegates who are married, pregnant, or have children shall not be considered because family needs would naturally be a priority over attending the conference. As a result, the conference would likely not be completed, or would be disrupted and the resources and benefits of the conference would be wasted when other students could have attended.
- e. The candidate and/ or alternates shall be informed that the final acceptance is dependent upon all documents being in order and all eligibility requirements having been satisfied. The Unit makes the final choice after recommendations and interviews.
- f. Schools will select no more than five (5) candidates for the Auxiliary to interview.

Candidates Selection Procedure:

Tall materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairman or her substitute. The recommendation of candidates and alternates shall be made by the school faculty and provided to the sponsoring Unit. Only the Unit shall be made by the school faculty and provided to the sponsoring Unit. Only the Unit shall have final approval of the recommendations, subject to acceptance by the Department Chairman. Last year's Girls State Citizen may provide guidance in selection of the current candidate and may be included as part of the committee when interviews are scheduled. When the Unit has chosen the candidate, the fee and supporting documents shall be forwarded not later than March 31st as provided in the instructions. Publicity may be released indicating that the candidate has been chosen.

If a selected delegate and alternate, due to circumstances beyond their control, cannot attend the Girls State Session, the second alternate selected in the same manner shall attend to prevent forfeiture of the Unit fees.

Units must adhere to the following instructions:

- a. All packets for the Delegate, and the Alternates, with the Unit transmittal form are to be sent to the Department Chairman. You do NOT need to send the online application confirmation page. This is for YOUR records.
- b. All fees on one check must be sent to the Department Office with the Department transmittal form. All required forms and fees must be returned as provided in the instructions. Failure to pay all fees by June 15 will result in the Unit not being seated at Convention.
- c. Units shall not engage in political discussion with the delegate.
- d. Units shall arrange for the citizen to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. They should encourage the school to present the Citizen at an assembly or other school functions.
- e. **ONLY 1 (ONE) DELEGATE MAY BE SELECTED FROM A SCHOOL.** Units may send two or more girls from different schools. Units may participate as joint sponsors.
- f. The Unit Chairman will make copies of the contact sheet for each school. Each delegate and alternates will fill in their information on the form. Unit Chairman will keep this for their records.
- g. The Unit Chairman must fill out and copy the Delegate/Alternate Information sheet, giving 3 copies to the Delegate and Alternates for use in filling out applications and other documents, as well as for future contact with questions. The Unit chairman shall keep in close contact with all Delegates/Alternates to ensure that applications and documents are submitted to the Department Chairman ontime.

APPLICATION FORM

All candidates and alternates must fill out and submit the online application, print the confirmation page, and submit it to their Unit Chairman. In addition, candidates and alternates are responsible to print, fill out, and send the Delegate/Parent/Guardian or Alternate/Parent/Guardian Packet to their Unit Chairman with the confirmation page by March 15, 2017. Delegates have a financial responsibility of a \$75 application fee that they must pay to the Unit. Online and paper Applications are to be done no later than March 15, 2017.

RULES

Each candidate must understand that she will attend for the entire session of Girls State (except in the case of an emergency). Sports tournaments, vacations, other conferences or events that overlap are not considered an emergency. The parent's signed acceptance form affirms that the candidates are aware of this requirement. If a candidate leaves before the end of the session, refunds will **not** be granted to the Unit. The Unit will have the responsibility of recovering the \$350 registration fee from the Delegate and her family.

After arrival at the session if the Delegate/Citizen is not willing to comply with the rules and requirements previously agreed upon, or if a situation arises which would be counter-productive to the session, the Director, at her discretion, shall have the right to return the Delegate/Citizen to her home immediately. The Director shall be required to notify the Unit of the returned Delegate/Citizen in writing within ten days after the close of the session, providing complete details of the situation.

WITHDRAWAL OF SPONSORSHIP

Should a Unit withdraw from sponsorship of a delegate to Girls State, it shall be the responsibility of the District President and Unit Chairman to list the school as available and notify the Department Chairman in writing or email.



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Selection Process Strategies

1. Contact the school and provide them with the Letter to School Representative and a copy of the Structure of Girls State so they inform interested students on the basis of the program.
2. Request the school representative to ask the candidates to review the websites www.calegionaux.org and www.cagirlsstate.org to find out more about the program and the organization that sponsors it.
3. Ask the school to select no more than five (5) candidates for the Unit to interview.
4. Set up a time and location convenient to all for the interview selection process to take place. You can also consider having the candidates write an essay in lieu of or in addition to the interview.
5. Begin the interview by introducing yourself and the members of your committee. Give them your Unit name and number.
6. Give some brief information about the American Legion Auxiliary and specifically about your Unit's activities in the community.
7. Give some brief information about Girls State. Do **NOT** engage in political discussion. Share the information on the Parental and Delegate/Alternate Acceptance form. Ask the candidates if any of the requirements may preclude them from being considered. This is an approach to determine immediately if the candidate is qualified without the Unit asking specific questions which might be determined as prejudicial.
8. Review the dates of the Girls State session to ensure that no one has a conflict with any activities they have planned for the summer.
9. There are a significant percentage of girls attending Girls State who are ill-prepared for this fast-paced experience. They are overwhelmed with being away from home, friends, and family. They are not sufficiently outgoing enough to endure the intense competition of 500 plus over achievers. Here are a few suggestions to assist you in choosing a delegate who will be successful.
 - a) Assertive: Is the Delegate strong in her opinions, but a good listener? Does she seem to be willing to negotiate, adapt to the people around her, and influence others in a positive way?
 - b) Cooperative: Is the delegate able to work with others? Can she follow, as well as lead?
 - c) Courage: Does the delegate have the courage to defend her opinions? Does she have the courage to defend the opinions of others?
 - d) Honesty: Is the Delegate truthful?
10. Keep track of your information on a tally sheet. Everyone on the selection committee should take her own notes.
11. When interviewing the girls be sure to ask open-ended questions. Sample questions can be found on the Suggested Interview Questions form.
12. Will she be available to attend your luncheon, tea, or designated orientation program? Can she make a commitment to speak to her sponsoring group(s) upon return from Girls State?
13. Select a Delegate and Alternate(s) and inform them immediately following the interview or as soon as possible. Be sure they fill out the Contact Sheet. Girls must have a Delegate/Alternate Information Sheet to be able to complete their online application. Give them a copy of the appropriate selection letter and a copy of the structure of Girls State. **Emphasize the deadline dates.**
14. Give school representatives the names of the selected Delegate and Alternates.
15. Contact the parents or guardians of the delegate and explain the program.
16. Avoid delays! Check in with your girls regularly to remind them of deadlines, issue invitations to Unit activities, and build a rapport with your delegate/alternates. You are the face of the ALA!



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To the High School Principal or Counselor:

The American Legion Auxiliary, Department of California is proud to announce the 74th Annual Session of California Girls State, which will be held at Claremont McKenna College in Claremont on

If you have not had the opportunity to work with the Girls State program, this is a very worthwhile program and a great opportunity for Junior girls to participate in a weeklong session learning about government, in a hands-on manner.

We would appreciate it if you would assist us by recommending five (5) candidates to the sponsoring unit and schedule a convenient time for our unit representatives to interview the candidates. The Unit's primary goal in interviewing is to learn about each candidate, to put them at ease, and to make the best selection. It costs the Unit \$350.00 per delegate and some Units sponsor more than one school. It is always a difficult task because these girls are the best of the best, and we can only send one delegate from each school.

The delegate will have a \$75 application fee that they must pay to the sponsoring unit. Units have the discretion of having the delegate and family pay the fee or provide assistance to the delegate to help fundraise for the fee. The sponsoring Unit Chairman will provide you with this information. The delegates and alternates are to fill out the application online by going to the website cagirlsstate.org. It is very important that the online application and all forms for the delegate and the two alternates be filled out correctly and submitted on time. The signature pages are to be signed by the delegate/alternate and her parents/guardian. Applications are subject to acceptance or rejection by the Department Girls State Chairman or Director. Once the papers have been processed and the applications accepted, publicity may be released after April 1.

Girls State is a work and study program in functional government AND NOT a forum for discussion of political philosophies. Current issues are discussed in group sessions and during the legislative process.

A Girls State Citizen is one who accepts our traditional form of government and relates with other girls with a positive attitude getting to know each other on a one-to-one basis is one of the great values of Girls State. These facts will be stressed to the candidate at the time she is notified of her selection by the Unit. Upon return from Girls State, The Girls State Citizen should share the beneficial results of her experience with her school and community, emphasizing the sense of civic responsibility, which is stressed at Girls State.

On behalf of the American Legion Auxiliary, Department of California, I thank you very much for your cooperation.

GIRLS STATE CHAIRMAN



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Suggested Interview Questions

Tell us your name and some of the classes, clubs and activities you participate in at school.

Have you had the opportunity to look at the opportunity to look at the Girls State and ALA website? What do you know?

Tell us about your community service activities or activities you participate in outside of school.

Tell us about your family. Do you have any brothers or sisters?

What do you see yourself doing over the next five years?

During the Girls State session, we salute the flag every day. Would saluting the flag be a problem or make you uncomfortable?

During the Girls State session, we will offer invocation for all beliefs. Would participating in invocation be a problem or make you uncomfortable?

Have you ever been away from family and friends? (Camps, workshops, etc.)

Have you ever run for office before? Tell us about that.

If you and your best friend both decide to run for Senior Class President, how would you run your campaign? What would you do if your friend won? If you won?

If you are sitting in an auditorium listening to a speech and the person next to you is trying to talk to you about what the speaker is saying, what would you do?

You believe that all seniors should be able to attend classes' half-day so they can have time to work and earn money for their college expenses. Your best friend believes that seniors should remain in class for the entire day so they are prepared for the rigors of college classrooms. How would you and your friend reconcile your divergent thinking?

There will be a mandatory orientation luncheon (or tea, dinner, etc.) on _____ for delegates and both alternates. We ask that all attend so that you can be prepared in case of an emergency and you have to take the place of the delegate.

Do you understand that you are obligated to visit and report to the American Legion Auxiliary Unit that sent you to Girls State?

"Do you have a parent/grandparent/great-grandparent who is/was a veteran?" If yes, this is a good lead to tell the candidate that if she is selected Delegate the SAMSUNG Scholarship is available only to Girl and Boy State Citizens.

How do you feel about your future right to vote?

Are there any questions that you would like to ask about the Girls State session?

*Notes can be kept any way you would like. Make sure you write down the girls' names and a way to help you distinguish them from the other girls.



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Dear Girls State Delegate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout California are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels: city, county, and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the online application, print out your confirmation page, and send it to your Unit Chairman (as listed on your Delegate/Alternate Information Sheet). You must also print, fill out, and send your Unit Chairman the Delegate/Parent/Guardian Packet. Be sure all lines are complete and all signatures are obtained.

Remember that all pages must be completed and sent to your Unit Chairman by March 15.

Your delegate code for your online application is: DEL2017CAGS

GIRLS STATE CHAIRMAN

The Structure of Girls State letter has more information on what to expect while at Girls State.

<http://www.cagirlsstate.org>



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Dear Girls State 1st Alternate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout California are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. Delegates learn about the importance of meaningful participation on all levels: city, county, and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the online application, print out your confirmation page, and send it to your Unit Chairman (as listed on your Delegate/Alternate Information Sheet). You must also print, fill out, and send your Unit Chairman the Alternate /Parent/Guardian Packet. Be sure all lines are complete and all signatures are obtained. **Remember that all pages must be completed and sent to your Unit Chairman by March 15.**

Your alternate code for your online application is: 2017ALT1

GIRLS STATE CHAIRMAN

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Dear Girls State 2nd Alternate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout California are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. Delegates learn about the importance of meaningful participation on all levels: city, county, and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the application, print out your confirmation page, and send it to your Unit Chairman (as listed on your Delegate/Alternate Information Sheet). You must also print, fill out, and send to your Unit Chairman the Alternate 2017.

Your alternate code for your online application is: ALT2CAGS2017

GIRLS STATE CHAIRMAN

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Structure of Girls State

At Girls State, each citizen shares a dorm room with another girl in one of the residence halls. There are about thirty young women on each floor and these girls constitute a city. They will form their own governments, elect Senators and Assemblywomen to represent them, and the elected City Council will enact ordinances to govern their city.

Each residence hall forms a county. Each county will form their own government after electing the Board of Supervisors, Superior Court Judge, District Attorney, and other county officials. These elected officials will function in all county matters as provided by the constitution and laws of the State of California.

The four counties will form our state. Each girl will choose a political party, either Whig or Tory, so they may participate in party politics. They will develop their own party platforms and will choose their own issues to discuss. They will participate in primary and general elections to select a Girls State Governor, Lieutenant Governor, and all of the other state officials.

The citizens will publish a newspaper, and organize a choir, orchestra, and talent show. On the final day of Girls State, the Superior courts will hold their mock trials and the Governor will give her State of the State Address to the citizens.

This is a week of learning by doing: NO lectures, NO books, and NO tests. Each of the six days is jam-packed with learning, living, and growing. This is a fast-paced, rigorous program, with a short mid-day rest period but no personal space as we're living in dormitories. Go to www.cagirlsstate.org to see a typical day's schedule.

Be prepared for an experience of a lifetime!

Mailing address at Girls State:

Claremont McKenna College

California Girls State

Story House

742 North Amherst St.

Claremont, CA 91711

If you have any questions, contact:

Girls State Director,

To learn more about the California Girls State program, go to <http://www.cagirlsstate.org>.

To learn more about the Girls State program, go to <http://www.boysandgirlsstate.org>.

To learn more about the American Legion Auxiliary, go to <http://www.cagionaux.org>.



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Unit Name _____ Unit # _____ Dist.# _____
Unit GS Chairman _____ Phone _____ E-mail _____

Unit Transmittal to Department Chairman – DUE by MARCH 31

Today's Date _____ Number of Applications beingsubmitted _____
Check # _____ sent to Department for _____ Delegates

Mail this page and applications to:
Girls State Chairman
Elissa Kirkland
22568 De Soto St.
Grand Terrace, CA 92313

Form with multiple rows for entering Name of High School, Name of Delegate, Name of 1st Alternate, and Name of 2nd Alternate.

Contact Sheet

Name of High School _____

Make a copy for each school. Have each girl fill out the following information BEFORE you leave the interviews.

Interviewee #1

Name:

Address:

Phone Number:

Email:

Parent/Guardian Email:

Unit Selection
Delegate:
Alternate #1:
Alternate #2:

Interviewee #2

Name:

Address:

Phone Number:

Email:

Parent/Guardian Email:

Interviewee #3

Name:

Address:

Phone Number:

Email:

Parent/Guardian Email:

Interviewee #4

Name:

Address:

Phone Number:

Email:

Parent/Guardian Email:

Interviewee #5

Name:

Address:

Phone Number:

Email:

Parent/Guardian Email:

Delegate/Alternate Information Sheet

Many of the questions on the online application you will be able to answer on your own. There are several questions you will need to gather some information for. This worksheet has been created to help you gather the information. If you have the information ready and available, the online application should take you 10-20 minutes to complete.

ALA Information (have the Chairman fill this out before you leave)

District #:

Unit #:

Chairman Name:

Address:

Phone Number:

Email:

Personal Information

Delegate/Alternate Code (found on letter given to you by Chairman):

Multiple Phone Numbers for Parent/Guardians:

Parent/Guardian Email:

Emergency Contact Name:

Phone Numbers(s):

School Representative Name (usually a counselor):

Email:

Health Information

Year of last Tetanus:

Year of last TDAP:

Current Prescriptions (name, dosage, frequency, storage information):

Insurance Company:

Policy Number:

Whom Issued to:

***Please make sure you print your confirmation page when you hit submit. You need to give this to your Unit Chairman. The Online Application, Confirmation Page, and Signature Packet is due by MARCH 15.**