

November 2018

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri will hold the 2019 Session of Missouri Girls State (MGS) Sunday, June 23 through Saturday, June 29, 2019 at the) at the University of Central Missouri in Warrensburg. 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 a 2019 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 ALA MGS Director of Admissions must be contacted first. An additional transportation fee for chartered bus may be assessed and the school will be contacted at a later date regarding remittance. Please note the chartered bus travels to/from the St. Louis metro area only.

Your Pledge Form, fees and all delegate registration forms are due ***March 1, 2019***. We have included the 2019 School Procedures Information Sheet, School Pledge Form, Parent/Delegate Information Booklet, Contributing Organization Roster and Delegate/Alternate Registration Form for your review. Please make copies, as needed.

If you have selected alternates, we would like for the alternate to fill out the complete 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.

Deadline for registration form/s, pledge form, tuition fee/s: March 1, 2019

March 1, 2019 – Send original and two (2) copies of delegate registration forms, contributing organization roster, check and pledge form to **ALA State Office, 600 Ellis Blvd, Jefferson City, MO 65101**

May 31, 2019 – 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.

June 11, 2019 – Deadline for any alternates to be accepted on registration form.

June 22, 2019 – 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 to said organization. There will be no refund to the school after June 22, 2019 or for any citizen leaving at any time during the 2019 ALA MGS session.

June 23, 2019 – Deadline to replace cancelled delegate with alternate. If a delegate cancels after June 11 **and** an alternate registration form is on file, the alternate will be upgraded to delegate status and will be able to attend ALA MGS.

If you have any questions, please feel free to contact Linda Schaap, Director of Admissions.

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

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

Note: Only 2019 forms will be accepted. Copies of previous years' paperwork will not be accepted and will be returned to sender.

INSTRUCTIONS:

1. A school may send three (3) delegates. Contact the Dean of Admissions prior to sending more than three (3) delegates.
2. Please make copies of the **2019 5-page Parent/Delegate Information booklet**. Please have all delegates and alternates, along with their families, read this booklet prior to applying for ALA MGS 2019. This packet contains background information for the program and requirements prior to attending ALA MGS.
3. **Application Form:** Once you have selected your delegates, please instruct each selected girl to visit our website, www.missourigirlsstate.org and complete the online application. The application should be printed by the delegate and then signed by the delegate and her parent/guardian. Finally, it should be submitted to the school counselor/principal for necessary signatures for submission.
4. School representative signs 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 2019 School Pledge Form and return with all completed delegate/alternate application forms and a check for **\$300 per delegate** payable to American Legion Auxiliary with "Girls State" in the memo line. A copy of contributing organizations to assist in collecting delegate fees is included in this packet to assist you. **PLEASE SEND THE ORIGINAL AND TWO [2] COPIES OF ALL PAPERWORK.** The deadline is March 1, 2019 to:

AMERICAN LEGION AUXILIARY 600 ELLIS BLVD. JEFFERSON CITY, MO 65101
8. **No** application forms and pledge forms will be accepted without a fee check [**\$300.00 per delegate**] included in the same envelope.
9. Beginning March 2, 2019 any openings will be filled from waiting list on a first come first served basis. Schools must contact the 2019 ALA MGS Director if unable to comply with above deadlines. **IF YOUR PLEDGE FORM, CHECK AND DELEGATE APPLICATION FORMS ARE NOT RECEIVED BY THE DEADLINE OF MARCH 1, 2019, YOUR DELEGATE/S MIGHT NOT BE ACCEPTED DUE TO SPACE CONSTRAINTS.**

**AMERICAN LEGION AUXILIARY (ALA) MISSOURI GIRLS STATE (MGS)
SCHOOL PLEDGE FORM**

High School: _____ County: _____ ALA Dist # _____

Use MO chart provided

Mailing Address: _____
Street City, MO 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 2019:

- 1. _____ Delegate Alternate
- 2. _____ Delegate Alternate
- 3. _____ Delegate Alternate
- _____ Delegate Alternate
- _____ 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 2019 ALA MGS Director based on availability after March 2, 2019.

Checklist of necessary paperwork:

- Application form [1 per delegate/alternate] all signatures, printed. Application is one-sided only.
- Pledge form
- 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
600 Ellis Blvd
Jefferson City, MO 65101-2204

**AMERICAN LEGION AUXILIARY (ALA) MISSOURI GIRLS STATE (MGS)
CONTRIBUTING ORGANIZATION FORM**

The American Legion Auxiliary Department of Missouri wants to acknowledge and send thanks to those organizations and businesses within the school and community that have made a financial contribution to help pay all or part of the ALA MGS tuition fees for one or more delegates. If a delegate is assigned/associated with a specific donation, please write 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 high school below as it should appear on said certificate.**

High School: _____ Contact Name: _____

Mailing Address: _____
Street City, MO Zip

Send all certificates to "Contact Name," who then will distribute certificates to organizational donors.

#1 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

#2 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

#3 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

#4 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

#5 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

#6 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Please send "Contributing Organization" certificate to this organization.

Send original and two (2) copies to:

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

Ideas for Sponsorships

To assist with fees for each delegate, previous schools and 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

*Delegate/Parent
Information Booklet*

**American Legion Auxiliary
Missouri Girls State**

June 23-29, 2019
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 may be obtained on the website at www.missourigirlsstate.org with contact phone numbers for any questions.

The 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 a responsibility to make tomorrow a better time, and the world a better place regardless of religious or political beliefs. It provides an opportunity to form a government structure to deal with problems and situations as they arise and to see the political process work effectively.

WHAT IS GIRLS STATE AND WHAT CAN BE EXPECTED?

American Legion Auxiliary (ALA) Missouri Girls State (MGS) is an intensive week of government study and Americanism training sponsored by the American Legion Auxiliary. Americanism is defined as the study of proper flag etiquette, the respect that the American flag is due, and a greater awareness of its 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 and will eat together at the Ellis Residence Hall Dining 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 Highway Patrol is formed to provide law enforcement assistance and education to the delegates. The patrol assists as required, serving as the honor guard for the Governor, writing tickets, helping with court trials, and performing any duties assigned. The General Assembly is the legislative branch of state government and each city elects five (5) Representatives, and each county elects four (4) Senators. The ALA MGS General Assembly travels by chartered bus to Jefferson City for its second session in the actual respective chambers in the Capitol building. During the week, the 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. A passing grade on the exam, active participation in the week's activities, compliance of rules and regulations, and attendance for the entire session [Sunday through Saturday] will enable a delegate to apply for two (2) or three (3) hours of college credit issued by 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 ALA MGS band or chorus which performs before assemblies and 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. The ALA MGS Shoppe has a wide variety of souvenirs, clothing, and snacks. 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.

If selected to attend ALA MGS, a delegate or alternate must register and complete the online application form on the ALA MGS website and submit it to her school for required signatures. The application form, pledge form, contributing organization roster, and tuition fees must be received by the March 1, 2019, deadline or before session capacity is reached. The ALA MGS rules and regulations are listed on a screen within the on-line application process and also are in this booklet. The delegate or alternate must agree to comply with them.

ATTENDANCE POLICY

A delegate must remain at ALA MGS for the ENTIRE session, June 23-June 29, 2019 to receive credit for the program. The sponsoring organization, unit, and school are informed when a delegate fails to attend MGS or leaves before the program is completed. The list of citizens who completed the full program is provided to the University of Central Missouri for part of the dual credit eligibility process in addition to other colleges and universities for scholarship eligibility.

All accepted delegates must download the complete delegate packet which will be available on or about April 1st, 2019, from the ALA MGS website (www.missourigirlsstate.org); the website includes more information and forms to be completed and brought to ALA MGS.

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

Any delegate of ALA MGS 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 MGS be stricken from the delegate's academic record. A delegate who fails to complete the ALA MGS 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 at ALA MGS will not be tolerated. For purposes of this policy, they are defined as intimidation or harassment of a delegate or multiple delegates perpetrated 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.

HEALTH AND MEDICAL POLICY

During ALA MGS, 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 the delegate's parent or guardian. **Each delegate is required to obtain a doctor's signature on the health form in order to receive even minimal medical care such as over-the-counter medications (i.e. Tylenol, Tums, Claritin) by ALA MGS nursing staff.**

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 MGS. 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 MGS 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 MGS 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)

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 ALA MGS 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 for her efforts on behalf of the hearing impaired and/or vision impaired delegate.
5. If there are varying degrees of vision impairment, or a Seeing Eye dog involved, that may be subject to variation of the above rules, each will be considered on an individual basis by the ALA MGS Director, consulting with the University of Central Missouri.
6. This policy is in addition to the ALA MGS Disability Policy.

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

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 Missouri Girls State press releases, website, social media pages and all other projects sponsored by the American Legion Auxiliary and ALA Missouri Girls State, including any digital photo links, videos or films used to publicize and/or advertise ALA Missouri Girls State and further understand that no compensation for such use will be paid to the delegate and/or her parent/guardian.