

November 2019

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri will hold the 2020 session of Missouri Girls State (MGS) Sunday, June 21 through Saturday, June 27, 2020, 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 2020 Pledge Form in this online packet with instructions on how to participate. Each school may send five (5) 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, 2020**. We have included the 2020 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, please have the alternate fill out the registration form 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, 2020** – The deadline subject to capacity limitations for sending original and two (2) copies of delegate and alternate registration forms, contributing organization roster, tuition fee and pledge form to **Department Office, 600 Ellis Blvd, Jefferson City, MO 65101**

**May 31, 2020** – Deadline for full refund for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the unit to return the money to said organization. All delegate and alternate paperwork from schools and ALA Units must be postmarked by May 31, 2020.

**June 9, 2020** – Deadline for **all delegates and alternates** to complete the briefing orientation process (face to face and online options available). Any individual that has not completed this process by June 9th will be notified of their disqualification for the 2020 session. For any delegate not completing the briefing requirement, Units and schools will have the option to allow an alternate to attend (whose paperwork has already been submitted) or receive a partial refund of \$225.

**June 16, 2020** – 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 unit to return the money to said organization. There will be no refund to the Unit or School after June 16, 2020 or for any citizens leaving at anytime during the ALA MGS session. There will be no replacements allowed or refunds made after June 16, 2020.

The American Legion Auxiliary Missouri Girls State committee also implemented a new Code of Conduct policy for the 2020 session. Applicants must acknowledge the acceptance of the code of conduct policy in the online application (that all delegates and alternates must complete).

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 2020 session. In the event that a delegate does not meet briefing attendance requirements, only alternates that have completed the briefing requirement and have paperwork on file with the ALA Department Office will be eligible for consideration to fill any vacancies.

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

Sincerely,

Macae Mickens, Director

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 Missouri Girls State 2020  
School Procedures and Information for Pledge Form**

**Note: Only 2020 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 five (5) delegates. Contact the Dean of Admissions prior to sending more than three (5) delegates.
2. Please make copies of the **2020 Parent/Delegate Information booklet**. Please have all delegates and alternates, along with their families, read this booklet prior to applying for ALA MGS 2020. 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](http://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 2020 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, 2020 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, 2020 any openings will be filled from waiting list on a first come first served basis. Schools must contact the 2020 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, 2020, YOUR DELEGATE/S MIGHT NOT BE ACCEPTED DUE TO SPACE CONSTRAINTS.**

**AMERICAN LEGION AUXILIARY MISSOURI GIRLS STATE 2020  
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 2020:**

- |          |                                   |                                    |
|----------|-----------------------------------|------------------------------------|
| 1. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| 2. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| 3. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| 4. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| 5. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| _____    | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| _____    | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |

Check here if school is interested in sending more than the five (5) delegates who are listed above. You will be contacted by the 2020 ALA MGS Dean of Admissions based on availability after March 2, 2020.

**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



## **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	Lions Club
American Legion Posts	Optimist Clubs
AmVets	Pachyderm Foundation
Banks	Parent Teacher Organizations
Chamber of Commerce	Republican Club
Credit Unions	Rotary International
Daughters of the American Revolution	Small Businesses
Democrat Club	Sojourners Club
Elected Officials	Sons of the American Legion
Elks	Teachers MNEA Foundations
Farm Bureau	Thrivent Insurance
Fraternal Order of EAges	Toastmasters
Funeral Homes	Utility Companies
HS Father's Club	Veterans of Foreign Wars
Insurance Companies	Women Voters League
Kiwanis Clubs	Women's Civic Clubs
Knights of Columbus	Women's Professional Organizations
Law Firms	

*Delegate/Parent  
Information Booklet*

**American Legion Auxiliary  
Missouri Girls State**

June 21 - 27, 2020  
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](http://www.missourigirlsstate.org)

**Please read this booklet before completing your Application Form. Additional information may be obtained on the website at [www.missourigirlsstate.org](http://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 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 Education 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 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 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 March 1, 2020, vor before session capacity is reached. The ALA MGS Code of Conduct is available on the online application process to acknowledge and is also available in this booklet. The delegate or alternate, and her parent(s)/guardian(s) must agree to comply with them.

### **ATTENDANCE POLICY**

**A delegate must remain at ALA MGS for the ENTIRE session, June 21 - 27, 2020 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 1<sup>st</sup>, 2020, from the ALA MGS website ([www.missourigirlsstate.org](http://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 Code of Conduct 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 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.

## 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 should 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. Over the counter medications such as acetaminophen, ibuprofen, Aleve, lozenges, antihistamines, hydrocortisone cream and antacids are available at the nurse's station. If there is no physician's signature, your daughter WILL NOT be given any over the counter medications.**

## 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. The ALA Missouri Girls State program has permission to distribute the following identifying information to Universities and Colleges for scholarship information: name, high school, physical address, and e-mail address from the online application.

# **American Legion Auxiliary Missouri Girls State Code of Conduct**

**Expectations of the American Legion Auxiliary Missouri Girls State Delegate Upon completion of the online application process required by the American Legion Auxiliary (ALA) Missouri Girls State (MGS) program, I acknowledge following the expectations and rules outlined in the Code of Conduct below:**

1. I acknowledge I am participating in a program focused on democratic process, government, patriotism, and Americanism at my own will. I agree to participate in expected activities during the week but will not be forced into any situation for which I am uncomfortable.
2. I acknowledge I am representing my school and hometown at ALA MGS.
3. I acknowledge I must attend an online or face to face briefing prior to June 7, 2020, or I forfeit my position at ALA MGS.
4. I acknowledge I will have completed my junior year of high school by the session's start date of June 21, 2020. I also agree that I have at least one semester remaining of my high-school career.
5. I agree to abide by the following regulations for safety of all participants, counselors, and staff of ALA MGS:
  - a. I will wear my identification badge at all times when I am not in my dorm room. I also will wear shoes at all times that I am not in my dorm room per University of Central Missouri policy.
  - b. I will not bring, possess, or obtain firearms, fireworks, liquor, drugs, tobacco products (including eCigarettes, vapes, or like product), or any substance declared to be illegal under the Missouri Revised Statutes or the United States Code.
  - c. I will not smoke anywhere on the campus (including dorm restrooms). This includes cigarettes, eCigarettes, vapes, or similar products. The University of Central Missouri is a smoke-free campus.
  - d. I will not steal, deface, or destroy ALA MGS property, the property of another participant, or the property of the host University.
  - e. I will not operate any automobile or other form of non-pedestrian transportation while at ALA MGS. If I drive myself to ALA MGS, I agree to surrendering my keys to the Missouri State Highway Patrol during the week of ALA MGS.
  - f. I will not participate in any self-harming acts or threaten an act of harm to myself or others while at ALA MGS.
  - g. I will travel on campus in pairs or groups only with permission of an ALA MGS staff member or counselor. I will not attempt to leave the dorm after 10 p.m. for any reason without verbal permission from my counselor or ALA MGS staff member.
6. I agree to abide by the following regulations for respect of all participants, counselors, and staff of ALA MGS:
  - a. I will not prevent any other participant, counselor, or staff member from participating in the program.
  - b. I will not use my cell phone during formal meetings, assemblies, or my selected school of instruction without direct permission from a staff member. I understand my cell phone will be confiscated upon causing disruptions to the educational goals of the planned program activities.
  - c. I will not engage in offensive conduct, which includes, but is not limited to, the following: boisterous or rowdy conduct; using lewd, profane, or obscene language; or possessing obscene pictures or printed materials.
  - d. I will not violate the rules of common courtesy, decency, and respect, in my relationship with another citizen or members of the ALA MGS staff, University staff, or visiting speakers and guests. I will conduct myself in an orderly manner, and at all times, practice good self-discipline.
  - e. I agree I will not participate in any act of bullying or harassment. For purposes of this policy, harassment and bullying 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.
  - f. I will follow all rules, ordinances, and statutes of the government of ALA MGS; and shall cooperate

with all duly elected or appointed MGS officials.

- g. I will honor the purpose of the ALA MGS program by respecting the authority of the ALA MGS counseling staff and will conform to requests made by them in their position. I agree to cooperate with what is being asked by all figures of authority to benefit the goals of the program.
- h. I will be prompt for scheduled activities and events of the ALA MGS program.
- i. I will show respect for the ceremonial events and procedures of ALA MGS including being present at all flag raisings and lowerings and standing during the openings of assemblies (this includes the pledge, national anthem, and invocation/inspirational message).
- j. I will have my binder that contains my manual, schedule, and other ALA MGS material at all times, unless instructed otherwise.
- k. I will care for my belongings and clean up after myself in the dorm and any other areas of the University campus.
- l. I agree to abide by the instructions of my counselor or ALA MGS staff member for lights out each evening. This includes being quiet and in my assigned room at this time.

I understand that if I cannot abide by the expectations set forth in the Code of Conduct, I am subject to dismissal from the ALA MGS program immediately. Any behavioral choices I make that result in my dismissal will be shared with my sponsoring organization and high school. I also may be required to repay the \$300 program fee to my sponsor.

**Expectations of the Parent/Guardian of the ALA MGS Delegate** *Upon signing the printed application required by the ALA MGS program, I acknowledge following the expectations and rules outlined in the Code of Conduct below.*

1. I agree to support the program goals and ideals of ALA MGS. I will support my daughter's attendance during the week of ALA MGS and encourage her to participate fully in program activities and events.
2. I agree to provide personal transportation for my daughter to and from ALA MGS unless coordinated by my local American Legion Auxiliary Unit or District.
3. I acknowledge my daughter must attend an ALA MGS briefing (online or face-to-face) prior to June 7, 2020. Failure to complete this requirement will result in her dismissal from the program.
4. I agree to disclose medical and dietary restrictions and/or limitations to the health staff of ALA MGS prior to June 14, 2020, by contacting [health@missourigirlsstate.org](mailto:health@missourigirlsstate.org). I acknowledge I will have a doctor's signature on my daughter's health form or agree she will not receive over the counter medication.
5. I understand any behavioral action resulting in my daughter's possible dismissal from the program would require me to pick her up from the University of Central Missouri at the ALA MGS Director's Table immediately.
6. I understand the program closes by 10:30 a.m. on Saturday, June 27. I will have my daughter picked up by Noon following the session closing. Failure to comply with this regulation will result in my daughter being released to local law enforcement.

I understand if I cannot abide by the expectations set forth in the Code of Conduct, I am forfeiting my daughter's opportunity to attend ALA MGS.