

January 2021

Dear High School Principal and/or Counselor:

The American Legion Auxiliary (ALA), Department of Missouri will hold the 2021 session of Missouri Girls State (MGS) Sunday, June 20 through Saturday, June 26, 2021, 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 2021 Pledge Form in this online packet with instructions on how to participate.

It is important to note that we have made attendance restrictions for ALA MGS 2021 to plan a safe session in the midst of health concerns due to the COVID-19 pandemic. Each participating high school is only permitted to send two (2) delegates. If you are interested in the possibility of sending additional delegates, please include them as an alternate and check the box at the bottom of the pledge form indicating your interest. **It is possible that all spots will be full before the deadline of March 13th, so please know that we may not have room if you do not submit your applications in a timely manner.**

Your Pledge Form, fees and all delegate registration forms are due **March 13, 2021**. We have included the 2021 School Procedures Information Sheet, School Pledge Form, Parent/Delegate Information Booklet, Contributing Organization Roster and Delegate/Alternate Registration Form for your review. Please make additional 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 13, 2021 – 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, 2021 – 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, 2021.

June 8, 2021 – Deadline for **all delegates and alternates** to complete the online briefing orientation process. **Any individual that has not completed this process by June 8th will be notified of their disqualification for the 2021 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 15, 2021 – Deadline for partial refund of \$225 for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the School or Unit to return the money to said organization. There will be no refund to the Unit or School after June 15, 2021 or for any citizens leaving at any time during the ALA MGS session. There will be no replacements allowed or refunds made after June 15, 2021.

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

The ALA MGS program encourages all sponsoring schools to select alternates upon original submission of paperwork to the ALA Department of Missouri. This allows all alternates to get the same information as delegates to prepare them for the ALA MGS 2021 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

Phone for Inquiries: (816) 358-4541 – Linda Schaap

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

Note: Only 2021 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 two (2) delegates. Please indicate on the bottom of the pledge form if interested in sending more than 2 delegates. *Note: these delegates must have paperwork on file as an alternate to be considered if capacity has not been met.*
2. Please make copies of the **2021 Parent/Delegate Information booklet.** Parents, delegates, and alternates should read said booklet before filling out the delegate/alternate application form.
3. **Application Form:** When you have selected your delegate(s), please instruct each delegate to go online to www.missourigirlsstate.org, complete the application, and print it. All delegates and alternates must also acknowledge that they have read the Code of Conduct on the online application. The form should then be turned in (with required signatures of delegate and parent/guardian) where a school official will then sign off on it.
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 2021 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.
8. Send **original and two (2) copies** of your completed 2021 Unit Pledge Form, Schools check (\$300 per delegate), Delegate/Alternate Application Forms, and Contributing Organization Roster by the March 13, 2021 deadline to:

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

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 14, 2021 any openings will be filled from the waiting list on a first come, first served basis. **PLEASE NOTE THAT SPACE CONSTRAINTS COULD BE MET PRIOR TO MARCH 13, 2021 AND LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**AMERICAN LEGION AUXILIARY MISSOURI GIRLS STATE 2021
SCHOOL PLEDGE FORM**

High School: _____ County: _____ **ALA Dist # _____

**to be filled in by ALA MGS

Mailing Address: _____
Street City, MO Zip

Contact Name: _____ Position: _____

Contact Name Email (please print): _____

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 the cancelling delegate.*

NAMES OF DELEGATES/ALTERNATES SPONSORED FOR 2021:

- | | | |
|----------|-----------------------------------|------------------------------------|
| 1. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| 2. _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| _____ | <input type="checkbox"/> Delegate | <input type="checkbox"/> Alternate |
| _____ | <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 your School is interested in sending more than two (2) delegates, who are listed above. The School will be notified after March 14, 2021, if session vacancies are available.

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 Eagles	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 20 - 26, 2021
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 American Legion Auxiliary (ALA) Missouri Girls State (MGS) 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. *For the 2021 session, ALA MGS will include senior delegates who were originally selected to attend in 2020.* ALA MGS 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 Missouri Girls State is an intensive week of government study and Americanism training sponsored by the American Legion Auxiliary. Americanism is defined as an allegiance to the United States, including our country's traditions and ideals. At ALA MGS, we will focus on educating all participants the ideals of our democratic society while also teaching flag etiquette.

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 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 a campus dining facility. 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 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 13, 2021, or before session capacity is reached (whichever occurs first). 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 the Code of Conduct.

ATTENDANCE POLICY

A delegate must remain at ALA MGS for the ENTIRE session, June 20 - 26, 2021, 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 and is provided 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 15th, 2021, 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 Code of Conduct will be subject to immediate dismissal without refund and barred from further participation in the program. The parent(s)/guardian(s) will be notified and required 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, those terms 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.**

All medical and dietary restrictions and/or limitations must be provided to ALA MGS by June 13, 2021, by contacting health@missourigirlsstate.org. This allows proper communication between the ALA MGS program and the University of Central Missouri.

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 - Junior Delegates of the 2021 Session

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 orientation briefing prior to June 8, 2021, 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 20, 2021. 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.
 - h. I agree to abide by all safety precautions in place due to the nature of the COVID-19 pandemic. The ALA MGS program will align its program expectations with that of the University of Central Missouri. These expectations will be outlined in the online briefing that I will attend but may include mandatory wearing of a mask and social distancing in a variety of settings. If I choose not to abide by these regulations, I understand that I may be sent home.
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 in all of my actions during the week of ALA MGS. My responsibilities include, but are not limited to: respecting the authority of the ALA MGS counseling staff in pre-session briefings and during the session; and cooperating with requests made by all figures of authority, including the ALA MGS counseling staff and University officials, to benefit the goals of the program and to respect the host institution.
- 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 online ALA MGS briefing prior to June 8, 2021. 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 13, 2021, by contacting 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 26. 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 the Warrensburg Police Department and/or the Missouri State Highway Patrol.
7. I understand that due to the nature of the COVID-19 pandemic, I may not have the opportunity to attend special events of the program in person (*i.e.*, registration, Inaugural ceremony, and closing awards). These regulations and expectations will be further explained in the online briefing that my daughter will attend.

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.