

December 2020

Dear ALA Unit President and/or Girls State Chairman:

Thank you for your time in sponsoring a delegate to the 2020 session of The American Legion Auxiliary (ALA) Missouri Girls State (MGS). While we know that cancelling the 2020 session was hard news for all of us to hear, we know that it was the safest course of action with the rise of the COVID-19 pandemic.

At this time, you have heard from an ALA District President or ALA MGS Chair representative regarding the interest of a 2020 delegate from your Unit to attend as a senior to the 2021 session. The 2021 session will be held Sunday, June 20 through Saturday, June 26, 2021 at the University of Central Missouri in Warrensburg. This opportunity is only given to those that have filled out an interest form that the ALA MGS Committee previously sent to them via e-mail. They also must be sponsored through their original avenue of sponsorship. In your case, that would be through funding from your ALA Unit.

As an ALA Unit, you may have made the decision in the spring to have this delegate sponsored through funding from your actual Unit funds, an outside civic organization, or even a business. Please remember that it is not acceptable to have a delegate pay her own entry to ALA MGS, nor is it appropriate to have her family pay the funds for her to attend. This is strongly against our program's policies. To assist you as best as possible, we have provided ideas in locating scholarship money for sponsorship fees in this packet. The cost of \$300 per delegate remains the same as our 2020 session was planned. Please remember that that fee was reimbursed back to you this past spring following our program cancellation announcement in April 2020.

If you choose to and have the financial ability to send your interested seniors to ALA MGS 2021, you must fill out the paperwork in this packet. **Only the names of the 2020 junior delegates that we provided to you are allowed to be funded by your ALA Unit as seniors to the 2021 session.** The paperwork requirements are as follows:

- Delegate Summary Page - this should be filled out by each delegate you are sponsoring. We will cross reference this with her original application to confirm there has not been a change of information for our record keeping. Delegates may find this document directly on our website or you may print it for them.
- Code of Conduct - this should be signed by each delegate and her parent/guardian. This document outlines our policies and has updates for our 2021 session. Delegates may find this document directly on our website or you may print it for them.
- Unit Pledge Form and Contributing Organization Roster - both of these documents must be filled out by the Unit President or ALA Girls State Chairman to accompany the fee of \$300 per delegate.

The paperwork requirements listed above (Delegate Summary Page, Code of Conduct Agreement, Unit Pledge Form, and Contributing Organization Roster) must be postmarked by February 13, 2021. Please send the original and two (2) copies of all paperwork when mailing to **ALA Department Office, 600 Ellis Blvd, Jefferson City, MO 65101**. **Any senior delegate forms postmarked after this date will automatically be placed on a waitlist should space be available after junior delegates have registered.**

Other important information:

- Registration and paperwork information will be available for all junior delegates (as the program traditionally permits) after January 1, 2021. There will be restrictions made to the number of junior delegates allowed to accommodate for capacity the ALA MGS Committee has planned for the 2021 session.

- The ALA MGS committee will align all of our program safety expectations in regards to the COVID-19 pandemic with that of the University of Central Missouri's expectations. These requirements will be outlined in the spring online briefing that all delegates (juniors and seniors) must view. This may include mandatory mask wearing and social distancing in a variety of settings.
- **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 ALA Unit to return the money to said organization.
- **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 a **junior** 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 ALA 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 ALA MGS program would appreciate any donations to help offset the cost of materials in the 2021 campaign store or for general operational costs. These donations can be made payable to ALA Missouri Girls State and submitted with sponsorship fees. We look forward to an exciting 2021 ALA MGS session as we educate young women for future leadership opportunities in their communities. Thank you for your continued support.

If you have any questions, please feel free to contact ALA MGS Staff Member Jackie Dunn at 314-640-1154 or the ALA MGS Director at the e-mail listed below.

Sincerely,

Macae Mickens, Director

Email: director@missourigirlsstate.org

**AMERICAN LEGION AUXILIARY MISSOURI GIRLS STATE 2021
UNIT PLEDGE FORM - SENIOR DELEGATES**

Unit Name: _____ District No. _____ Unit No. _____

Unit President Name: _____ Phone: (_____) _____

Girls State Chairman Name: _____ Phone: (_____) _____

Girls State Chairman Address: _____
Street City, MO Zip

GS Chairman Email: _____

If no email, write the email address of another unit officer/member:

Name _____ Office _____ Email Address: _____

**NAMES OF SENIOR DELEGATES SPONSORED FOR 2021 AND CHECKLIST OF REQUIRED
PAPERWORK PER DELEGATE:**

- _____ Delegate Summary Code of Conduct *Jr ALA Member*
- _____ Delegate Summary Code of Conduct *Jr ALA Member*
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Checklist of necessary paperwork:

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- Delegate Summary form [1 per delegate] printed. This is a one-sided document.
- Code of Conduct [1 per delegate] printed with necessary signature. This is printed double sided on one piece of paper.
- Pledge form [1 per ALA Unit]
- 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 MISSOURI GIRLS STATE 2021
SCHOOL PLEDGE FORM - SENIOR DELEGATES**

The American Legion Auxiliary Dept of Missouri wants to acknowledge and send thanks to those organizations and businesses in the community that have made a financial contribution to help pay all or part of the MGS tuition fees for one or more delegates. A certificate can be created for each business or organization listed below. If the complete address is not listed, the certificate will be sent to the unit representative person listed above for distribution. **If a delegate is assigned/associated with a specific donation, please write delegate's name with it. If not, leave delegate name blank.**

Unit #: _____ District #: _____ Name of Unit: _____

Unit Representative Name: _____ Mailing Address: _____
Street City Zip

- Create a certificate for our ALA Unit with the name included as written above. DO NOT create a certificate for the ALA Unit.
- Send all "create" certificates BELOW to ALA unit representative ABOVE who will distribute certificates to organizations. Otherwise all certificates will be sent to the % Contact Name of each organization.

#1 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Create a certificate. DO NOT create a certificate.

#2 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Create a certificate. DO NOT create a certificate.

#3 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Create a certificate. DO NOT create a certificate.

#4 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Create a certificate. DO NOT create a certificate.

#5 _____
Organization % Contact Name
Street: _____ City: _____ Zip: _____
Delegate Name: _____ Create a certificate. DO NOT create a certificate.

Send original and 2 copies to: American Legion Auxiliary Department of Missouri, 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

In the spring of 2020, senior applicants should have received this packet. It provides information regarding the expectations and organization of ALA MGS. Please provide a copy of this to each Senior Delegate for a refresher of the program prior to distribution of further program information on or around April 1st, 2021.

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. *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 (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 in residence halls at the University of Central Missouri. 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. Traditionally, 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 sponsored to attend ALA MGS 2021 as a senior, the delegate must complete the Delegate Summary sheet and Code of Conduct form. This Code of Conduct must also include a signature of your parent or guardian.

ATTENDANCE POLICY

A delegate must remain at ALA MGS for the ENTIRE session, June 20 - 26, 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 1st, 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 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.**

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.