



PO Box 140, Portage WI 53901-0140

Telephone: 608-745-0345

E-mail: alabgs@amlegionauxwi.org

Website: www.alabgs.org

November 2023

Attention ALA Badger Girls State Chairman:

The American Legion Auxiliary 79th Badger Girls State Session is scheduled for Sunday, June 16th through Friday, June 21, 2024, at the University of Wisconsin Oshkosh campus, Oshkosh, WI. The reservation fee is **\$400.00** per delegate for the 2024 session.

Please read the Refund Policy & Procedures section on the backside of the reservation form. We need you to select one of the options listed in the event your Delegate withdraws from the program.

It is frustrating when delegates drop out at the last minute. We are including a **Memorandum of Understanding** you **may** wish to use with your delegates. Other sponsors have used this in the past, and it communicates to the delegates how serious it is financially if they do not attend after having been chosen and registered.

This packet also contains a (Delegate) reservation form, timetable, ALABGS brochure and a copy of the promotional packet sent to high schools. *Familiarize yourself with all the information and deadlines.*

The key to having a successful ALA Badger Girls State session is **COMMUNICATION** – between the sponsor, the school and delegates/alternates. Please don't fail to sponsor a girl due to financial reasons. If the sponsor cannot financially contribute the delegate fee, reach out to local community civic groups.

IF THE SPONSOR DECIDES THEY CAN NO LONGER PARTICIPATE IN THE ALA BADGER GIRLS STATE PROGRAM – NOTIFY YOUR SCHOOL IMMEDIATELY! In the past sponsors have failed to do this and the school went ahead and selected an ALABGS delegate, only to find out that reservations were not paid by the sponsor. The school should not have initiated the selection process, **but** the sponsor was at fault for not communicating with them as soon as they received their reservation packet.

Please follow the instructions in the Timetable and make sure your reservation form and fee are sent to Department by **January 31, 2024**. If you have questions regarding your ALA Badger Girls State reservation, please contact Carrie Thrasher at Auxiliary Headquarters 608-745-0345 or email alabgs@amlegionauxwi.org.

Please contact me with questions regarding ALABGS procedures. If I'm not available, please contact one of the following committee members:

- Delores Woolf, Executive Director- Phone: 608-348-7403 ♦ email: bgs.exec.director@gmail.com
- Joanie Dickerson, Assistant Exec. Director – Phone: 608-412-0658 ♦ email: bgs.asst.director@gmail.com
- Jen Leahy, Vice Chairman – Phone: 715-572-4733 ♦ email: alabgs.vicechairman@gmail.com

Thank you for your continued support of ALA Badger Girls State.

Sincerely,

Dany Thompson, ALABGS Chairman

Ph: 920-379-6489 ♦ Email: alabgs.chairman@gmail.com



Timetable

ALABGS has its own website: (www.alabgs.org) Check out the video on the ‘About ALABGS’ page as a recruitment tool.

November: ALABGS Reservation Packet is mailed to sponsors, which includes: a letter to the ALABGS Chairman, a brochure, a Timetable, a Reservation Form and a sample copy of the high school’s promotional (informational) packet.

As soon as you receive this mailing, contact your high school(s) and talk directly to the person who works on the ALABGS program.

Things to discuss/inform them of:

1. Confirm your commitment to sponsor a Delegate or inform them you are discontinuing your sponsorship.
2. Does the school plan to participate?
3. A promotional packet will be mailed to school(s) in November.
4. Remind them that the Prospective Delegate application form needs to be copied and distributed to **all** interested 11th grade girls including home schooled girls.
5. Inform them that as the sponsor, you want to be on the Selection Committee.
6. Make the Delegate aware her commitment to be a delegate should not be taken lightly – monies will be forfeited if she decides not to attend and an Alternate cannot be found.
7. Discuss/Review Memo of Understanding with potential candidates.
 - a. The use of the Memo of Understanding form is optional and the responsibility of the sponsor to enforce if necessary.
8. It is preferred for the Delegate/Alternate to complete online Registration. However, a parent/guardian or the School Counselor may register the Delegate/Alternate.
9. Remind your school that it is highly recommended for them to have an Alternate register just in case the Delegate (for whatever reason) withdraws before session begins.
10. Information to register online will be sent to the schools in February.
11. Immediately after completing online registration, the Delegate/Alternate should receive an auto-generated confirmation email.

Now is the time to contact area community groups to help promote this program. You may use the ALABGS brochure as it explains the program in detail. You may make copies of the brochure or contact Department for additional copies.

Complete the reservation form (Delegate’s name is not needed at this time) and send it to headquarters along with the appropriate payment. It is very important that you include the school contact person’s name on the reservation form, so registration materials are sent to the proper person at your school(s).

November: A promotional packet is mailed to high schools, which includes letters to the Principal/School Counselor, a Brochure, a Poster and the Prospective Delegate **selection** form (a sample of the school mailing is included in this packet). They are informed if they haven’t been contacted by their sponsor prior to the Holiday Break, they should contact one of the four officers of the ALABGS Committee. **We recommend the sponsor contact the school(s) to verify this mailing was received and reinforce that a member of the sponsoring organization would be interested in being on the selection committee.**

January 31: Deadline for the reservation form along with fee. If you do not plan to participate, **it is your responsibility to let your local high school(s) know. Very important** – Department **DOES NOT** contact schools regarding sponsorship.

February: Registration material is sent to (**sponsored**) high schools. This mailing includes everything the school needs to register their Delegates & Alternates: A letter to the school’s ALABGS contact person, on-line registration information for the Delegate & Alternate and Interest group selection sheet. **We recommend the sponsor contact the school(s) to verify this mailing was received. Schools are not sent registration material until Department receives registration form and fee.**

2024 Session Information for Delegates: Accessible (after February) on the ALA Badger Girls State website (www.alabgs.org) under the Session Info tab. This online material provides complete session details and all required forms.

Delegates **WILL NOT** get packets mailed to their homes – if they don’t have internet access at home, they should ask their counselors to print the information for them. If they have questions or problems, they should contact headquarters for assistance.

March: Orientations will be held virtually. Delegate(s), Alternate(s), Parents, School personnel as well as Sponsors are strongly recommended to watch the orientation video. There are also plans to have online question and answer sessions in the spring where parents and delegates can ask questions the orientation did not answer- those dates will be posted at www.alabgs.org.

April 1: Delegates and Alternates must complete online registration. Delegate and Alternate contact information will be sent to the sponsor after the April 1st deadline.

May 15: ABSOLUTE FINAL DAY FOR ACCEPTING NEW DELEGATE FEES/RESERVATIONS. Reservation forms and fees received after this date will be returned to the sender.

May/June: CONTACT YOUR DELEGATE WITHIN TWO TO FOUR WEEKS OF SESSION – remind her of the session dates, verify she’s still planning to attend and ask her if she has any questions regarding the program. This is the best way to make sure your delegate(s) is still your delegate. Forfeiture of delegate fees and most cancellations happen in the two weeks prior to session; mostly because they haven’t heard from or know how to reach their sponsor. Invite her to a meeting to give a report after session. You will want to invite your contributors and school personnel, so they learn more about ALABGS.

Sponsors, schools and delegates are also encouraged to check the ALA Badger Girls State website for updates: www.alabgs.org

Sponsors will be contacted if their delegate fails to report on registration day - Sunday, June 16th.

The importance of communication cannot be emphasized enough – from sponsors to the school – school to the students – students and schools to sponsors – it’s a continuous circle of communication.

**Communicate . . . communicate . . . communicate . . .
As the sponsor, it’s your responsibility!**

Refund Policy for 2024

The following REFUND POLICY will be followed:

All cancellations must be submitted **in writing** either by USPS mail: ALABGS, PO Box 140, Portage, WI 53901 or e-mail: alabgs@amlegionauxwi.org.

FULL REFUND – 100% Back! A full refund of the delegate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **by April 15, 2024**. So, don't hesitate to send in your reservation by January 31st!

Cancellations and refund requests postmarked/emailed after **April 15, 2024**, will be assessed a \$50 processing fee for each delegate reservation cancelled, resulting in a partial refund issued to the sponsor.

No refunds will be issued for cancellations **postmarked/emailed on or after May 1, 2024**. Reservation fees will not be rolled over to the following session.

Please select one of the following three options:

- Please transfer our Delegate fee to sponsor a delegate from another school
- Please donate our portion of the non-refundable Delegate fee to the ALABGS Scholarship Fund
- Please donate our portion of the non-refundable Delegate fee to the ALABGS General Fund

Please Note: If you do not select an option, your non-refundable Delegate fee is used to help offset expenditures of the ALA Badger Girls State program.

If your Legion family is unable to pay the delegate fee, please try to find other clubs or businesses to help defray costs. Approach your other civic organizations and businesses in your community or the school itself.

If you will not be participating in the 2024 ALA Badger Girls State program, you must notify the school(s) you sponsor by January 31, 2024.

Auxiliary Department Headquarters office does not notify a school when a sponsor does not pay a reservation fee.

Reservation forms and fees must be sent to Department Headquarters office by January 31, 2024.

Make a copy of your completed reservation form for your record

Communication is the key to having a successful ALA Badger Girls State session!



**ALA BADGER GIRLS STATE PROGRAM
Memorandum of Understanding**

To help preserve our investment in the American Legion Auxiliary Badger Girls State Program and security of attendees to the program, the following criteria will be presented to the candidate and her parents (guardian) before her enrollment is forwarded to the American Legion Auxiliary State Headquarters.

- The candidate acknowledge her enrollment fee is paid by the sponsor, _____ unless another fee has been specified with the attendee. (Sponsor Name and Number)
- The enrollment fee is non-refundable after May 1st from the ALA Badger Girls State Program.
- The candidate understands the financial loss/burden to the sponsor is substantial and that all funds are solely received from the fundraising activities to fund its program donations.
- A contract of agreement/commitment must be signed by the candidate and her parent (guardian), acknowledging responsibility for payment of a \$50.00 Cancellation Processing Fee to the sponsor should the candidate drop out of the program after April 15th.
- Should a cancellation occur after April 30th, the candidate will be responsible for repayment of the full \$400 reservation fee. The fee will be collected immediately from the candidate upon cancellation.
- If a replacement delegate is appointed and established with State Headquarters by the appropriate time, the dropped candidate may be eligible to receive a partial refund of the enrollment fee.
- Other major circumstances may be considered at the time of cancellation by the sponsor regarding fee refunds.
- Should the parent (guardian) refuse to sign the commitment form, the sponsor has the right to choose another candidate to take her place.

I understand and agree to these terms set by _____
(Sponsor Name and Number)

to be sponsored as a candidate to American Legion Auxiliary Badger Girls State.

Candidate Signature & Date

Parent (Guardian) signature & Date



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Dear High School Principal/Counselor,

The American Legion Auxiliary 79th Badger Girls State Session is scheduled for Sunday, June 16th through Friday, June 21st, 2024, at the University of Wisconsin Oshkosh campus, Oshkosh, WI. The reservation fee is **\$400.00** per delegate for the 2024 session.

American Legion Auxiliary Badger Girls State reservation packets have been mailed out. Your sponsor should be contacting you regarding your school's plans to participate. They will then complete and submit a reservation form (with the sponsorship fee) to Department Headquarters in Portage by the deadline date of January 31, 2024. **IF YOUR SPONSOR HAS NOT CONTACTED YOU BY JANUARY 31st - OR IF YOU DO NOT KNOW WHO SPONSORS YOUR SCHOOL, PLEASE CONTACT A COMMITTEE MEMBER FOR ASSISTANCE.**

To help you promote the program with ALL YOUR 11th GRADE GIRLS INCLUDING THOSE WHO ARE HOME-SCHOOLED, we've enclosed the ALA Badger Girls State brochure and a publicity poster for you to display. The poster is intended to plant the seed and peak student interest in the program while providing them with contact information and the brochure will give them the opportunity to read about the program, discuss it with their parents and decide whether they would like an opportunity to represent your school. Please feel free to make copies. You may also check out the video about ALABGS on our website- www.alabgs.org/about-alabgs. The video can be useful to recruit potential delegates.

We encourage you to invite your sponsor to be a part of the selection committee. This is a wonderful opportunity for sponsoring members to interact with their ALABGS representative(s) before session.

In February, a registration packet containing full instructions and materials that your delegate(s) and alternate(s) will need to register will be sent to **sponsored** high schools. Please help us update our database, by emailing Carrie Thrasher at alabgs@amlegionauxwi.org, as to who receives registration information for your school. An email with how many Delegate spots have been reserved and the name and contact information of their sponsor(s) will be sent to the school's point of contact. If you have any questions about registration, contact Carrie at 608-745-0345.

Delegates must attend the ENTIRE week of ALABGS session. If they leave early, they will not be recognized as having completed session. They will not be eligible to apply for ALABGS scholarships and should not list ALABGS on their college applications.

Please do not hesitate to call or e-mail if you have questions. If I'm unavailable, direct your call or e-mail to one of the following committee members:

- Danyelle Thompson, Chairman - Phone: 920-379-6489 ♦ email: alabgs.chairman@gmail.com
- Joanie Dickerson, Assistant Exec. Director – Phone: 608-412-0658 ♦ email: bgs.asst.director@gmail.com
- Jen Leahy, Vice Chairman – Phone: 920-979-3213 ♦ email: alabgs.vicechairman@gmail.com

Sincerely,

Delores Woolf, Executive Director

ALA Badger Girls State

Ph: 608-348-7403 ★ Email: bgs.exec.director@gmail.com

List all Social Studies classes you have had or are now taking, Scholastic and Honorary Awards and all Extracurricular Activities in which you have participated. Be sure to indicate all offices held.

Grade 9

Grade 10

Grade 11

Grade 12 (if applicable)



High School Counselor's Signature: _____

Selection Committee: Following is the point system, which we encourage you to use.

Point System:

- A. Interest, Leadership, Character, Fitness.....60%**
 - 1. Candidate is a **Junior member of the American Legion Auxiliary**, the sponsoring organization of ALA Badger Girls State (automatic 10% of the 60%)
 - 2. Interest (Social Studies classes should indicate interest in government)
 - 3. Leadership (Class/Club Offices, etc.)
 - 4. Character... High standard of conduct (cooperative, considerate, courteous), good reputation, dependable, truthful, fine ideals, punctual, interest in family and school.
 - 5. Fitness (walk about 6 miles a day).
- B. Extra-Curricular Activities.....25%**
(Athletics, Clubs, Speech, Music, Knowledge of Parliamentary Procedure/Roberts Rules)
- C. Scholastic15%**