



PO Box 140, Portage WI 53901-0140
Telephone: 608-745-0345
E-mail: alabgs@amlegionauxwi.org
Website: www.alabgs.org

October 2025

Attention ALA Badger Girls State Chairman:

The American Legion Auxiliary 81st Badger Girls State Session is scheduled for Sunday, June 21 through Friday, June 26, 2026, at the University of Wisconsin Oshkosh campus, Oshkosh, WI. The reservation fee is **\$500.00** per delegate for the 2026 session.

Please read the Refund Policy & Procedures section on the backside of the sponsorship 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.

In an effort to streamline costs, high school and home-schooled information (such as the prospective Delegate application & flyer) have been posted to the www.alabgs.org website, under the High School tab and is also included in this packet. If you plan to solicit funds from other organizations or area businesses, please use the enclosed ALABGS brochure. It gives an overview of the ALABGS program. Feel free to make copies as needed.

The key to having a successful ALA Badger Girls State session is **COMMUNICATION** – between the sponsor, the school, potential delegates/alternates and last year's Delegate(s). Word of mouth is a great recruitment tool. If possible, ask last year's Delegate to talk with interested the candidates. 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 also at fault for not communicating with them as soon as they received their sponsorship packet.

Please follow the instructions in the timetable and make sure your sponsorship form and fee are sent to Department by **January 31, 2026**. 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, contact one of the following committee members:

- Joanie Dickerson, Executive Director- Phone: 608-996-2152 ♦ email: bgs.exec.director@gmail.com
- Jen Leahy, Assistant Exec. Director – Phone: 920-979-3213 ♦ email: bgs.asst.director@gmail.com
- Bethany Fredericks, Vice Chairman – Phone: 608-469-2875 ♦ email: alabgs.vicechairman@gmail.com

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

Sincerely,

A handwritten signature in cursive script that reads "Dany Thompson".

Dany Thompson, ALABGS Chairman

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



SPONSORSHIP FORM

DEADLINE - JANUARY 31, 2026

Fee: \$500 per Delegate ~ Make check payable to: ALABGS
Mail to: PO Box 140, Portage WI 53901-0140

SPONSOR INFORMATION:

District: _____ ☐ Unit ☐ Post ☐ Squadron ☐ Riders # _____

Location: _____ County: _____

(First & Last)

Name: _____

Full Address: _____

Phone #: _____ Email: _____

SCHOOL INFORMATION:

School Name:

School's point of contact's name:

of Delegate
spot(s):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Be sure to list contact information (Business, club, organization and a point of contact name, complete mailing address/phone # &/or email) for your additional donors plus the school they are sponsoring/donating to and the number of delegates. If needed, attach a separate sheet.

Business/Club/Organization name

Point of contact's name, complete mailing address & a phone # &/or email

Sponsored school & # of Delegate spot(s)

1.
2.
3.
4.
5.

1.
2.
3.
4.
5.

1.
2.
3.
4.
5.

Total # of delegate spots: _____ at \$500.00 per Delegate

Total amount enclosed: \$ _____

Note: A \$25.00 fee will be charged for any check returned by the bank. Also, checks cannot be accepted 90 days beyond date of check.

REFUND POLICY FOR 2026

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, 2026. So, don't hesitate to send in your reservation by January 31st!

Cancellations and refund requests postmarked/emailed after April 15, 2026, 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, 2026. Reservation fees will not be rolled over to the following session.

SELECT ONE OF THE FOLLOWING 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 General Fund.

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, approach other civic organizations and businesses in your community or the school itself to help defray costs.
- If you will not be participating in the 2026 ALA Badger Girls State program, you must notify the school(s) you sponsor by January 31, 2026.
- Auxiliary Department Headquarters office does not notify a school when a sponsor does not pay a sponsorship fee.
- Reservation forms and fees must be sent to Department Headquarters office by January 31, 2026.
- Make a copy of your completed reservation form for your record.
- Communication is the key to a successful ALA Badger Girls State session!

☐ I have read and understand the above refund policy

Name & Title

Signature

Date



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 acknowledges 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 that 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 \$500 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.

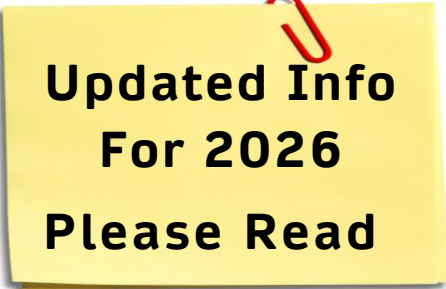
I understand and agree to these terms set by _____
(Sponsor Name and Number)

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

Candidate Signature & Date

Parent (Guardian) signature & Date

Timetable

**Updated Info
For 2026
Please Read**

ALABGS website: (www.alabgs.org) View videos as a recruitment tool.

October: ALABGS Sponsorship Packet is mailed out. The packet includes: a letter to the ALABGS Chairman, brochure, Timetable, Sponsorship form and information for high school(s) or homeschooled (HS) junior student(s).

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:

- Confirm your commitment to sponsor a Delegate or inform them you are discontinuing your sponsorship.
- If the school plans to participate, advise them that the prospective Delegate application and promotional flyer can be downloaded from the www.alabgs.org website under the High School tab.
 - Please remind them that the prospective Delegate application should be copied and distributed to all interested 11th grade girls, including those who are home schooled.
 - They should also refer interested students to view video testimonials posted on the www.alabgs.org website.
- Inform your school that **as the sponsor**, the Unit should have representation on the Selection Committee.
- Emphasize to the Delegate that her commitment to attend ALABGS should not be taken lightly – monies will be forfeit if she decides not to attend and an Alternate cannot be found.
- Discuss/Review Memo of Understanding with potential Delegates.
 - The use of the Memo of Understanding form is optional and the responsibility of the sponsor to enforce if necessary.
- It is preferred for the Delegate/Alternate to complete online Registration. However, it is acceptable for the parent/guardian, or the school counselor to register the Delegate/Alternate.
- Remind your school that it is highly recommended for them to register an Alternate/or Alternates just in case the Delegate (for whatever reason) withdraws before session begins.
- Online registration information is sent to sponsored schools in February.

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 or direct them to the ALABGS website. You may make copies of the brochure or contact Department for additional copies.

Complete the sponsorship form (Delegate's name is not needed at this time) and send it to Department Headquarters along with the appropriate payment. It is important you include the school contact person's name on the sponsorship form to ensure registration information is sent to the proper person at your school(s).

November: Promotional and prospective Delegate applications are available for download on the ALABGS website, under the High School tab. **We recommend the sponsor contact the school(s) before winter break. Confirm to them the Unit will sponsor for the 2026 ALABGS session and to check if the school currently has any high school junior or homeschooled students interested in ALABGS, or (at least) to start the recruitment process. Also, emphasize as the sponsor the Unit should have representation on the selection committee.**

January 31: Deadline for the sponsorship 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 the High School's point of contact listed on the sponsorship form.

- Registration information will only be sent to sponsored high schools or to the home of home-schooled students.
- Information will include a link to the ALABGS registration website, sponsor number, a list of interest groups as well as links to National, Department and Samsung applications.
 - 2026 Delegates who complete the entire week of session are eligible for the ALABGS scholarship. Guidelines and application link will be sent to Delegates after January 1st, 2027.

2026 Session Information for Delegates: Accessible (after February) on the ALABGS 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 do not 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 is sent to the sponsor after the April 1st deadline.

May 15: **ABSOLUTE FINAL DAY FOR ACCEPTING NEW DELEGATE FEES/SPONSORSHIPS.** Sponsorship 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 still plans 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 have not 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 21st.

The importance of communication cannot be stressed 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 is your responsibility!**