

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: GIRLS STATE
(Updated 12/15/24)

Position: Chairman

Purpose: To provide an outstanding, unique, and coveted educational opportunity for our nation's young women and instill the basic ideals and principles of American government and good citizenship.

The basic job description of the Unit California Girls State Committee Chairperson is to facilitate the selection of qualified female high school students for the position of sole Delegate representing her high school to the annual Department of California Auxiliary Girls State Session.

Duties and Responsibilities:

1. Attend General Membership meetings.
2. At the start of the term, monitor the Department website for information and to review monthly bulletins. Calegionaux.org
3. Attend and encourage other members to attend local workshops presented by District or Department
4. Encourage and participate in the ALA Academy
 - a) Auxiliary members of all ages and levels in the organization can learn new skills and ways to serve through ALA Academy and ALA Academy Live – all of which are free. In addition to the self-paced courses on ALA Academy, you can now access recordings from previous ALA Academy Live webinars at www.ALAforVeterans.org/ALA-Academy. You will need to login to access the recordings.
5. Familiarize yourself with all aspects of the organization by reading the Unit Handbook.
6. Every year, the ALA Newport Harbor Unit 291 shall make a donation to the Department of California American Legion Auxiliary to support the ALA California Girls State program in the amount of \$1000, as with the other Department programs that they support.
7. The current Unit Girls State Committee Chairperson has an extensive manual that must be presented to the Unit upon her resignation or dismissal from the Girls State Committee.
8. Reservation forms for ALA Girls State will be made available on the Department Website and mailed by the Department Office by September 1. Units shall file a reservation with the Department Chairman annually, naming the school, or schools they desire to sponsor for the next session of ALA Girls State. Deadline date for reservations to the Department Chairman is October.
 - a) Failure to file a reservation form by deadline date will indicate the school is being dropped and thus creating a numerical vacancy. The Department

Chairman shall fill such vacancies by advising Units who have reservations on file. The application packet shall be made available on the Department Website by the Department Office or Chairman no later than December 15: (2020)

9. Applications must be submitted to the Department Chairman and all fees to the Department Office by March 31. The Department Chairman will forward a list, by Unit, of number of ALA Girls State delegates to the Department Office for that year's session by March 31. Any changes will be submitted to the Department Office by the Department Chairman as they occur. (2020)
10. A seventy-five (\$75) registration fee shall be required from each delegate attending ALA Girls State. This fee to be paid by the delegate, her parents, or guardian. In case of hardship, the fee can be paid by the Unit, District, school, and/or outside source, but must be paid no later than March 31 when the fees are due from the Unit to the Department. (2020)
11. End of Year report forms for all committee programs shall confirm with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 18. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15". (2019)
12. Permission is granted for Units and/or Districts to sponsor Alumnae Activities at their discretion.

Unit/Unit Chairman's Responsibilities:

1. Unit Procedures for Selection of Candidates: All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairman or her substitute. The recommendation of candidates and alternates shall be made by the school faculty and provided to the sponsoring Unit.

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Department Code Girls State

2. Only the Unit shall have final approval of the recommendations, subject to acceptance by the Department Chairman. When the Unit has chosen the delegate, the fee and transmittal form shall be forwarded to the Department Office no later than March 31s as provided in the instructions. Publicity with parent/guardian consent may be released indicating that the delegate has been chosen. If the selected delegate and first alternate, due to circumstances beyond control, cannot attend the ALA Girls State Session, a second alternate selected in the same manner shall attend to prevent forfeit of the Unit fee. If the Unit does not have an alternate, they may select a student who has completed the Department Alternate application. (2024)

3. The signature page must be signed by the delegate and parent/guardian (2022)

4. Units/Sponsors must adhere to the following instructions:

a. All requested forms and fees must be returned as provided in the instructions. Failure to pay all fees by June 15 will result in the Unit not being seated at Convention. (2016)

b. Prior to the selection process, the Unit Girls State Chairman and Unit

President must review the written and/or video instruction about candidate selection and abiding by federal and state anti-discrimination laws. (2022)

- c. Shall not engage in political discussion with the delegate. (2016)
- d. Shall arrange for the delegate to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. They should encourage the school to present the Citizen at an assembly or other school functions.
- e. Only one candidate may be selected from a school. Units may send two or more students from different schools, provided only one student represents a school. Units may participate as joint sponsors. (2020)
- f. Only Units of the ALA shall be the actual sponsor of a Citizen to ALA Girls State. Units may seek contributions from other organizations and may purchase a Certification of Appreciation from the Department Office to present to the contributors. Each student should appear before those contributing organizations. (2020)

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:
Nothing found

Standing Rules:
Nothing found

Unit Guide Book (page 76)

ALA GIRLS STATE/ALA GIRLS NATION:

The purpose of ALA Girls State/Girls Nation is to provide an outstanding, unique, and coveted educational opportunity for the young women of our nation and instills the basic ideals and principles of American government and good citizenship.

ALA Girls State is a state-level government-in-action learning program in which American Legion Auxiliary members guide young women to become patriotic citizens and knowledgeable stewards of freedom and democracy.

ALA Girls State is a highly selective program designed for young women with above average academic standing, outstanding character, and exemplary leadership qualities. Administered by the individual states, units follow the selection and participation guidelines set up by their respective departments. Units work with schools to find candidates, but the final decision is up to the unit. It is crucial to continually cultivate the relationship with school personnel to ensure recruitment of qualified candidates.

Sponsorship

Funds for ALA Girls State are raised through unit activities. You can also reach out to the community and local businesses for financial support. The benefits of the program

are often the strongest selling point when asking for additional support. The American Legion Auxiliary is still the sponsor and shall be known as such. Once the young women have attended their ALA Girls State session, each delegate should be invited to appear before their local unit, the contributing organizations, and their local high school to present a report on her experience at ALA Girls State.

ALA Girls Nation

ALA Girls Nation, a continuation of ALA Girls State, began in 1947 in Washington, D.C., with a focus on national government. Two girls are selected from each ALA Girls State program, and these “senators” meet in Washington, D.C. For seven days, the senators hold mock Senate sessions which require them to write, caucus, and debate bills; campaign for elected office; elect an ALA Girls Nation president and vice president; and work together to pass legislation.

The young women take part in a variety of other activities, including daily flag ceremonies and a community service project to benefit veterans. The ALA Girls Nation senators get the unique opportunity to meet with their respective state senators on Capitol Hill. The week is often capped with meeting the President of the United States at The White House or another high-ranking government official.

The national ALA Girls Nation committee supervises the activity of the senators and reports to each department about the participation of their senators.

Connect on social media at

www.Facebook.com/ALAGirlsNation

Eligible Delegates' Responsibilities:

1. Limited to students who are 11* grade students for the current school year (public, private, or home schooled). Each delegate must plan to continue high school and attend one or more semesters immediately following the ALA Girls State session. (2022)
2. Delegates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness. Delegates should be independent in the physical requirements of daily living. If not, they must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant shall be a minimum of twenty-one (21) years of age, female, and must be able to attend the entire session. (2022)
3. Delegates who have an underlying medical condition must have medical clearance from their licensed physician to attend California ALA Girls State. (2022)
4. Each ALA candidate must understand that she will remain for the entire session of Girls State (excepting emergencies) and that she shall not be excused for personal reasons. The parent's signed release form affirms that the candidate is aware of this requirement. If a candidate leaves before the end of the session a refund will not be granted to the Unit. (2020)
5. After arrival at the session if the delegate is not willing to comply with the

rules and requirements previously agreed upon, or if a situation arises which would be counterproductive to the session, the Director, at her discretion, shall have the right to return the delegate to her home immediately. The Director shall be required to notify the Unit of a returned delegate in writing within ten days after the close of session, providing complete details of the above situation. The Director will also provide the Unit with the delegates' parent/guardian signature page so the Unit may try to seek reimbursement of the Delegates fees paid by the Unit. (2019)

School Faculty Guidelines:

1. As a guide to the school faculty the following information shall be provided for use in selecting the most qualified delegate. (2022)
 - a. Must be willing to conform with all medical regulations specified by federal and state law. California Department of Public Health, and as stated in the medical form. (2021)
 - b. Must be of excellent character and citizenship and should be in the upper third of her class scholastically.
 - c. Should possess qualities of courage and honesty, and be cooperative with others. Delegate, upon her return from ALA Girls State, must be willing to relate the interest and sense of responsibility of government she has gained from participating at ALA Girls State to her school, her community, and sponsors. (2022)
 - d. The delegate and/or alternate shall be informed that final acceptance is dependent upon all papers being in order and all eligibility requirements have been satisfied. The Unit makes the final choice after recommendations and interviews. (2022)
 - e. Schools will select no more than five (5) candidates for the Auxiliary to interview. Students must choose whether to interview for an American Legion or an American Legion Auxiliary program; a student may not interview for both programs. A student who attends an American Legion program cannot attend American Legion Auxiliary CA Girls State Program. (2023)

Suggested Calendar for Unit Girls State Chairperson

August

- Request certificates from State Senators and Assemblymembers for 2024 participants.
- Executive Board agrees to manage ALA CA Girls State program.
- Determine how the Unit will pay for Unit Enrollment Fees (estimated \$425/delegate).
- Department will handle transportation for delegate(s) to and from the session unless private transportation is selected.
- If your Unit does not have a specific line item in its budget for Girls State, discuss adding one to allow funds to remain in the Girls State budget from year to year.
- Set a tentative date for interviews.
- Update your contact information for the Department Girls State Chair.

September

- Download the Youth Programs Brochure.
- Send school(s) information about ALA CA Girls State and letter of invitation to participate.
- Identify a contact at each school (counselor, advisor for debate, service organizations, student government/leadership) to assist with coordination.
- Complete Google Reservation form as soon after September 1, but before October 1.
- Read GS bulletin at <https://c alegionaux.org/sources/bulletins/>.

October

- Follow-up with school(s) to confirm receipt of letter of invitation and answer any questions.
- Verify the accuracy of the online 2024 Reservation List.
- Continue or start raising funds for the Unit Enrollment Fee.
- Read GS bulletin at <https://c alegionaux.org/sources/bulletins/>.

November

- Review the written and/or video instructions about candidate selection and abiding by federal and state anti-discrimination laws.
- Introduce the Unit and ALA CA Girls State Program to potential candidates.
- Establish point/tally system for interview committee.
- Communicate with schools) and request that staff (those involved with students in ASB, service organizations, debate, U.S. government teachers) begin identifying potential interview candidates.
- Utilize last year's delegate(s) to promote ALA CAGS at school(s).
- Consider using an online application process. (See Resource Folder.)
- Apply for Girls State Alumnae Foundation Grants, if needed.
- Read GS bulletin at <https://c alegionaux.org/sources/bulletins/>.

December

- Contact schools to follow up with a selection of interview candidates and schedule interviews.
- Read GS bulletin at <https://c alegionaux.org/sources/bulletins/>.

January

- Review any additional candidate requirements from Department (i.e. vaccination).
- Ask school staff to provide five candidates for Unit to interview.

- Conduct candidate interviews, abiding by anti-discrimination laws and Girls State Code.
- Remind candidates that, if chosen, the student must attend the ENTIRE session of ALA Girls State. They cannot arrive late or leave early. There is no time during the session to complete summer school homework, AP tests, interviews, virtual meetings, or any other responsibility. They may not leave the session for any reason and return.
- Notify school(s) of selection of delegate and 2 alternates. ALWAYS choose 2 alternates and keep contact information for any interested student. (If a delegate drops and there is no alternate, Unit will not receive a refund from Department.)
- Read GS bulletin at <https://calegionaux.org/sources/bulletins/>.

February

- Provide delegate(s), alternates and schools) with online delegate/alternate application.
- Emphasize March 15 deadline for submission of online delegate/alternate application.
- Remind alternates to reserve June 14-19 (with time for transportation to and from Sacramento). We will contact alternates as soon as we hear a delegate will not attend, even as late as the morning of June 14.
- Read GS bulletin at <https://calegionaux.org/sources/bulletins/>.

March

- Follow-up early in the month to see if there are any barriers to submitting the online application.
- Remind delegate(s)/alternates that ALL applications are due March 15th.
- Send check with Unit Transmittal Form before March 31st.
- Verify with the online 2024 Reservation List whether applications have been submitted and fees have been received.
- Discuss transportation to session with delegate(s)/parents.
- Invite eligible delegates to begin the Samsung Scholarship application at <https://www.legion.org/scholarships/samsung>.
- Read GS bulletin at <https://calegionaux.org/sources/bulletins/>.

April

- Communicate with delegate(s)/alternates/parents/school(s) about ALA Girls State and answer any questions.
- Send invitations to District Tea or Luncheon, if date chosen.
- Read GS bulletin at <https://calegionaux.org/sources/bulletins/>.

May

- Communicate with delegate(s)/alternates/parents/school(s) about ALA Girls State and answer any questions.
- Attend District tea/luncheon/orientation with delegate(s)/alternates/parents/school staff.
- Invite delegates(s)/alternates/parents who are eligible to join Unit.
- Confirm with delegate(s) the mode of transportation that will be used to and from session.
- Remind delegate(s) to check their email for information for the 2025 session from alacagschief@gmail.com, alacagsdirector@gmail.com, and alacagsnurse@gmail.com.

- Read GS bulletin at <https://calegionaux.org/sources/bulletins/>.

June

- Check in weekly with delegates(s)/parents about how they are feeling, answer questions, etc.
- Maintain contact with alternate(s) to ensure they are still available to attend if the delegate is unable to attend.
- Remind delegate(s) to check their email for information for the 2025 session from alacagschief@gmail.com, alacagsdirector@gmail.com, and alacagsnurse@gmail.com
- Arrange for delegate(s) to contact Unit when arriving at session (check in).