

November 2013

Dear High School Principal and/or Counselor:

The American Legion Auxiliary, Department of Missouri will hold the 2014 session of Missouri Girls State at University of Central Missouri in Warrensburg on Sunday, June 22 through Saturday, June 28, 2014. We recognize that not all School Districts are close to an American Legion Auxiliary Unit; therefore, in order for these schools to have representation at Missouri Girls State, we have enclosed a 2014 Pledge Form with instructions on how to participate. Each school may send no more than 3 delegates and the fee will be \$225.00 per delegate. An additional transportation fee may be assessed and the school will be contacted at a later date regarding remittance.

The Pledge form, school check and all delegate registration forms are due **March 1, 2014**. We have enclosed the 2014 School Procedures Information Sheet, School Pledge Form, Parent/Delegate Information Booklet and Delegate/Alternate Registration Form. Please make copies as needed.

If you have selected alternates, we would like for the alternate to fill out the complete registration form and write alternate across the top of the form. This will allow us to already have the alternate's information if the alternate steps up to delegate. **Only delegates and alternates who have been selected to attend should be given the 2014 Registration Form to be completed.**

New for 2014: Deadline for registration form/s, pledge form, tuition fee/s: March 1, 2014

March 1, 2014– All delegate registration forms, school checks and pledge form must be received at
American Legion Auxiliary State Office, 600 Ellis Blvd., Jefferson City, MO 65101

May 31, 2014 – Deadline for full refund for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the school to return the money.

June 12, 2014 – Deadline for any alternates to be accepted on registration form.

June 21, 2014 – Deadline for partial refund of \$150 for any delegate cancellation. If the fee was paid by a contributing organization, it will be the responsibility of the school to return the money. There will be no refund to the school after June 22, 2014 or for any citizen leaving at anytime during the Girls State Session.

June 22, 2014 – If a delegate cancels after June 12 and an alternate registration form is on file, the alternate can be upgraded to delegate status and will be able to attend MGS.

We have also enclosed an informational brochure on the Missouri Girl State program. If you have any questions, please feel free to contact Linda Schaap, our primary contact person, or any member of the committee.

Sincerely,
Natalie Riley, Director
Linda Schaap, Director of Admissions
Email: missourigirlsstate@hotmail.com
Daytime Phone for Inquiries: (816) 358-4541 – Linda Schaap
Evening Phone: Same

Mai-02
9/20/13

Missouri Girls State
School Procedures and Information

Note: Only 2014 forms will be accepted. Copies on previous years' paperwork will not be accepted and will be returned to sender.

INSTRUCTIONS:

1. A school may send no more than 3 delegates.
2. Please make copies of **2014 3-page Parent/Delegate Information booklet** and **2014 Delegate Registration Form** as needed. Please have Parents and Delegates read both before filling out registration form.
3. **Registration Form: Delegate information** must be completed on front page and delegate and parents must read **Rules and Regulations** on back page and sign on front page and the delegate/alternate must also sign the back page.

Each delegate or alternate **must** go to the website at www.missourigirlsstate.org to pre-register and receive a *Pre-Registration ID#*. This number must be written on the Registration Form next to her name. A Registration Form without this number will not be accepted.

4. **School section** – Self-explanatory and complete as directed.

New for 2014 – School is asked to fill in Auxiliary Section as directed below.

5. Unit Name: Dept of MO
6. District #: Refer to map of Missouri provided with this mailing and write number that is in your county.
7. Unit #: 1000
8. Leave all other parts blank in this section with the exception if you had a contributing organization help with financial support for tuition fee/s. We would like to recognize the organization if you provide the complete mailing address. Otherwise the certificate will be mailed to the school.
9. Complete the attached 2014 School Pledge Form and return with all completed delegate/alternate registration forms and a check for \$225 per delegate payable to American Legion Auxiliary with Girls State in the memo line. The deadline is March 1, 2014 to:

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

10. NO registration form and pledge form will be accepted without a fee check [\$225.00 per delegate] included in the same envelope.
11. Beginning March 2, 2014 any openings will be filled from waiting list on a first come-first serve basis. Schools must contact Director if unable to comply with above deadlines. **IF YOUR PLEDGE FORM, CHECK AND DELEGATE REGISTRATION FORMS ARE NOT RECEIVED BY THE DEADLINE OF MARCH 1, 2014, YOUR DELEGATES MIGHT NOT BE ACCEPTED DUE TO LACK OF SPACE.**

**MISSOURI GIRLS STATE
SCHOOL PLEDGE FORM**

High School: _____ County: _____ ALA Dist # _____

Use MO map provided

Mailing Address: _____
Street City Zip

Contact Name: _____ Position: _____

Contact Name Email: _____

Phone: (____) _____ Extension (if applicable) _____

School Fax Phone # (____) _____ Summer Contact Phone #: (____) _____

NAMES OF DELEGATES/ALTERNATES SPONSORED FOR 2014:

1. _____ Delegate Alternate

2. _____ Delegate Alternate

3. _____ Delegate Alternate

_____ Delegate Alternate

_____ Delegate Alternate

Check here if school is interested in sending more than the three (3) delegates that are listed above. You will be contacted by the Director based on availability after March 2, 2014.

Send all paperwork to:

American Legion Auxiliary
600 Ellis Blvd
Jefferson City, MO 65101-2204.

*Delegate/Parent
Information Booklet*

**American Legion Auxiliary
Missouri Girls State**

June 22-28, 2014

University of Central Missouri
Warrensburg, MO 64093

Please read the enclosed material prior to filling out
your Registration Form for Girls State

Web site: www.missourigirlsstate.org

Please read this booklet before completing your Registration Form. Additional information can be obtained on the web site at www.missourigirlsstate.org with contact phone numbers for any questions.

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. It enforces the understanding that every person is an integral part of the political process and has a responsibility to make tomorrow a better time-- the world a better place regardless of religious or political beliefs. It provides an opportunity to form a local 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?

Missouri Girls State is an intensive week of government study and Americanism training sponsored by the American Legion Auxiliary. Americanism is 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 at the Ellis Residence Hall Dining Hall. 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. 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 it meets for several sessions to write, debate, and vote on various proposed bills.

Each delegate will select one of five (5) classes to attend daily. Classes include Legislative Procedure, Law, Law Enforcement, Communication/Media and Executive/Leadership 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 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 MGS band or chorus which performs before assemblies and the Friday inauguration of state officials.

MGS provides the opportunity to experience college living, meet new friends and expand awareness of other types of Missouri living, either rural or urban. A MGS store 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.

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 Missouri Girls State, a delegate must pre-register on the MGS website, obtain a pre-registration ID#, complete both sides of the Registration Form and the registration form is received by March 1, 2014 deadline or before capacity filled. The MGS rules and regulations are printed on the back of the MGS Delegate/Alternate Registration Form and must be signed by both delegate and parents.

ATTENDANCE POLICY

A delegate must remain at Girls State for the ENTIRE session, June 22-28, 2014 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.

All accepted delegates will download the complete delegate packet which will be available on or about April 1st from the website www.missourigirlsstate.org which includes more information and forms to be completed and brought to Girls State.

American Legion Auxiliary, Department of Missouri, Missouri Girls State reserves the right to accept or reject any delegate nominated to attend Missouri Girls State.

Any delegate of Missouri Girls State found to be using, or in possession of intoxicants, illegal drugs, firearms, other weapons or explosives, gambling, destroying property or leaving the campus area without permission of the Director or her Counselor 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 Missouri Girls State be stricken from the delegate's academic record. A delegate who fails to complete the Missouri Girls State 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 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 Missouri Girls State, 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 parent or guardian.

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 Missouri Girls State. If a delegate with a physical disability is selected that 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. Missouri Girls State 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. Missouri Girls State 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 that 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 Girls State 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 Girls State Director consulting with the University of Central Missouri.
6. This policy is in addition to the Missouri Girls State Disability Policy.

All arrangements for any delegate with a severe visual or hearing impairment must be submitted in writing and approved by the 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 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 Missouri Girls State, including any photo CDs, videos or films used to publicize and/or advertise Missouri Girls State and further understand that no compensation for such use will be paid to the delegate and/or her parent/guardian.

American Legion Auxiliary, Missouri Girls State Delegate/Alternate Registration Form

2014 delegates and alternates must pre-register on-line at www.missourigirlsstate.org to receive a pre-registration ID # that must be written on the registration form. A registration form without this number will not be accepted. Use dark blue or black ink only.

NAME: Last First Middle Pre-Registration ID # (you must obtain from website pre-registration)

PREFERRED FIRST NAME ON NAME TAG: Adult T-Shirt Size

ADDRESS:

CITY, STATE & ZIP: MISSOURI COUNTY:

DELEGATE: CELL PHONE: EMAIL ADDRESS:

NAME OF PARENT/GUARDIAN:

PARENT DAY/CELL PHONE: PARENT HOME PHONE:

Is the delegate/alternate a member of the American Legion Auxiliary? Yes No

We, the undersigned, have read the rules and regulations set forth on Page 2 of this Registration Form and the Delegate/Parent Information Booklet. We understand the commitment made by the Delegate and specifically acknowledge the Attendance Policy, Health Medical Policy and Photo Policy contained in the Delegate/Parent Information Booklet. The dates of MGS is June 22 - June 28, 2014.

Signature of Parent/Guardian Signature of Delegate/Alternate Date
Have you (parent/guardian) attended a Boys/Girls State program? Yes No
If so, please indicate when you attended and in what state the program was held. Year attended State

TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL/COUNSELOR:

I certify that the above delegate is a member of the 11th grade and I recommend this delegate for participation as a citizen in the Missouri Girls State program based on leadership, scholarship, character and service in community and school activities.

Contact Name: Email

High School: Position:

Address: Street City Zip

School Contact Phone: Summer Contact Phone:

TO BE COMPLETED BY AMERICAN LEGION AUXILIARY UNIT:

Unit Name: District No. Unit No.

Unit President Name: Phone:

Girls State Chairman Name: Phone:

Girls State Chairman Address: Street City Zip

Contributing Organization (if applicable)

Organization Mailing Address with Zip code:

TO BE COMPLETED BY DELEGATE AND PARENT/GUARDIAN. DELEGATE SHOULD RETURN ORIGINAL REGISTRATION FORM TO SCHOOL/UNIT AND MAKE COPY FOR YOUR RECORDS:

**AMERICAN LEGION AUXILIARY, DEPARTMENT OF MISSOURI
MISSOURI GIRLS STATE REGISTRATION FORM PAGE 2
RULES AND REGULATIONS**

1. No citizen shall bring, possess, or obtain firearms, fireworks, liquor, drugs, tobacco products nor any substance declared to be illegal under the Missouri Revised Statutes or the United States code.
2. No citizen shall leave the grounds of the Missouri Girls State program without signed permission from the Director or Dean of Counselors.
3. No citizen shall steal, deface, or destroy Girls State property, the property of another individual, or property of the host university.
4. No citizen shall operate any automobile or other form of non-pedestrian transportation while at Missouri Girls State.
5. No citizen shall bring electronic devices such as pagers, fax machines, computers, laser pointers, and hand-held video games.
6. Citizens may bring cell phones, but cell phones may only be used in Ellis Residence Hall during designated times set forth in the MGS schedule. Cell phones must be turned off at all other times. If cell phone is seen outside of Ellis Hall in any capacity, i.e. talking, text messaging, games, camera etc, the phone may be confiscated and returned at the end of the 2014 session.
7. No citizen shall harass or threaten any person, nor attempt to cause physical harm in any manner or form, either as an individual or as a member of a group. Harassment and Bullying 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.
8. No citizen shall 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.
9. No citizen shall violate the rules of common courtesy and decency in her relationship with another citizen or member of the Missouri Girls State counseling or university staff.
10. All citizens shall be amendable to the rules, ordinances, and statutes of the government of Girls State; and shall cooperate With all duly elected or appointed Girls State officials.
11. All citizens shall respect the authority of the Missouri Girls State counseling staff and shall conform to requests made by them in the line of duty; each citizen shall honor the spirit and purpose of the program by cooperating with all figures of authority.

I understand that Missouri Girls State (MGS) is sponsored by the American Legion Auxiliary, Department of Missouri. I understand that it is an Americanism program that is a study of city, county, and state government. I have read the rules and regulations outlined above and agree to obey the rules of MGS and University of Central Missouri. I will show respect for the American Flag. I will respect the judgment and authority of the MGS Staff. I will remain at MGS for the entire session and understand that I may not receive credit for attending MGS if I do not participate in the entire session. I am fully aware that MGS is not a Summer Camp for recreational activities, but designed to be an educational leadership training program. Failure to comply with any of the above rules and regulations may result in confiscation and/or dismissal without receiving credit for attending Missouri Girls State.

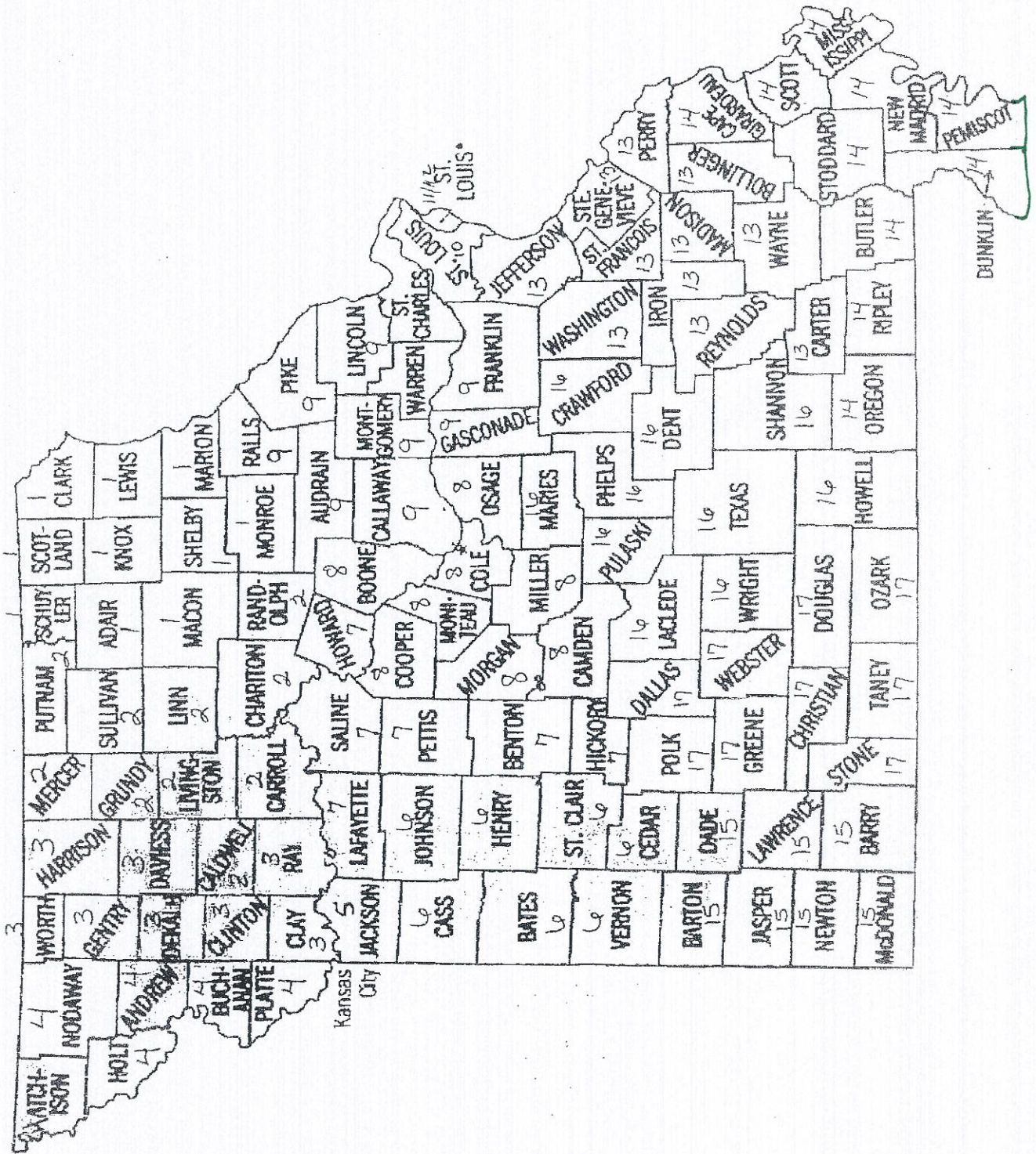
Delegate/Alternate Signature

Date

**REGISTRATION FORM TO BE COMPLETED AND RETURNED TO SCHOOL/UNIT
SCHOOL/UNIT SENDS PLEDGE FORM, FEES, AND ALL REGISTRATION FORMS BY MARCH 1, 2014 TO:**

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

A Registration Form without Page 2 completed and signed will not be accepted.



Mai-08
3/22/13