



American Legion Auxiliary  
401 Van Ness Avenue, Room 113  
San Francisco, CA 94102-4586

415.861.5092 415.861.8365 FAX  
calegionaux@calegionaux.org  
www.calegionaux.org

## INSTRUCTIONS

The application packets will be on the website and mailed by the department office after the first week of November. The cost of duplicate mailing of packets will be \$5.00 (five dollars), OR CAN BE PRINTED FROM THE WEB PAGE.

THE FOLLOWING FORMS AND INFORMATION ARE ENCLOSED WITH THIS PACKET:

### Unit Information Packet (One Copy)

Department Code Requirements

Letter to School Representative

Suggested Process Strategies

Suggested Interview Questions

Girls State Delegate Letter of Selection ~ to be given to Delegate.

1st & 2nd Alternates Letters of Selection ~ to be given to 1st & 2nd Alternates

Structure of Girls State ~ to be given to Delegate, 1st & 2nd Alternates.

Checklist

Transmittal form to Department Office for fees

Transmittal form to Department Chairman for applications

The Delegate and Alternate Application Packets can be found online at [cagirlsstate.org](http://cagirlsstate.org)

The Delegates and Alternates must go to this website to fill out and print their applications.

Directions on how they do this can be found in their letter of selection.

It is important that you fill out the bottom of the letter of selection so they have your contact info.

## TRANSMITTAL OF APPLICATIONS AND FEES

1. One Transmittal AND A CHECK ARE TO BE SENT TO THE DEPARTMENT OFFICE  
ALA Department of California  
401 Van Ness, Room 113  
San Francisco, CA 94102-4586
2. One Transmittal and ALL APPLICATIONS ARE TO BE SENT TO:  
Jean McGinnis  
Girls State Chairman  
2575 Casa del Oro Way  
Rocklin, CA 95677-2930

## ALL QUESTIONS SHOULD BE DIRECTED TO

GIRLS STATE CHAIRMAN  
Jean McGinnis  
916-624-3719  
325mwm@sbcglobal.net

GIRLS STATE DIRECTOR  
Sherry Schneider  
650-359-1305  
[cagirlsstate@sbcglobal.net](mailto:cagirlsstate@sbcglobal.net)

## DEPARTMENT CODE REQUIREMENTS FOR THE GIRLS STATE PROGRAM

### Eligibility Requirements:

Limited to girls who are 11th grade students for the current school year, (public, private, or home schooled). Each candidate must plan to continue high school and attend one or more semesters immediately following the Girls State Session. Girls under consideration for any other conflicting activities are not acceptable candidates.

Previous Girls State Citizens shall not be eligible as a candidate. The Department Chairman may accept or reject any applicant.

Candidates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness. Candidates 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.

### Faculty Guidelines:

As a guide to the faculty the following information shall be provided for use in selecting the most qualified candidate.

- a. Must be willing to confirm to all medical regulations as stated in the medical form
- b. Should be of excellent character and citizenship and in the upper third of her class scholastically
- c. Should possess qualities of courage and honesty and be cooperative with others. Candidate, upon her return from Girls State must be willing to relate the interest and sense of responsibility of government she has gained from participating at Girls State to her school, her community and sponsors.
- d. Under no circumstances have or had any marital status. Respecting the importance of the parental role, no candidate/delegate who is pregnant or a parent herself will be considered.
- e. The candidate and or alternates shall be informed that the final acceptance is dependant upon all papers being in order and all eligibility requirements having been satisfied. The Unit makes the final choice after recommendations and interviews.
- f. Schools will select no more than five (five) candidates for the Auxiliary to interview.

### Candidates Selection Procedure:

The Unit Chairman or her representative must present all materials, necessary information and selection guidelines to the school representative. The recommendation of no more than 5 (five) candidates shall be made by the school faculty and provided to the sponsoring Unit. Only the Unit shall have final approval of recommendations, subject to acceptance by the Department Chairman. Last year's girl state citizen may provide guidance in selection of the current candidate and may be included as part of the committee when interviews are scheduled. When a Unit has chosen the candidate, the fees and supporting papers shall be forwarded immediately as provided in the instructions.

Publicity may be released indicating that the delegate has been chosen as soon as the papers have been received from the candidate and generally accepted by the Unit and forwarded to the Department Chairman, usually after April 1st.

If a selected delegate and alternate, due to circumstances beyond their control, cannot attend the Girls State Session, the second alternate selected in the same manner shall attend to prevent forfeiture of the Unit fees.

Units must adhere to the following instructions:

- a. All application forms including medical and biographical form for the Delegate, and the Alternates, with the Unit transmittal form are to be sent to the Department Chairman. All fees must be sent to the Department Office with the transmittal form.
- b. Shall not engage in political discussion with the delegate upon departure to Girls State.
- c. Shall arrange for the citizen 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.
- d. Only 1 (one) Delegate may be selected from a school. Units may send two or more girls from different schools. Units may participate as joint sponsors.
- e. The Unit Chairman has the responsibility of carefully checking parent's release and application forms to ensure that all questions are completely answered and required signatures have been obtained **BEFORE** forwarding papers to the Department Chairman and fees to the Department Office.

APPLICATION FORM

Each application must be signed by the Delegate/Alternate, the Unit Chairman, and the School Representative. When two or more Units sponsor one candidate, only one application form shall be forwarded. The Unit responsible for processing the application shall sign the forms and the co-sponsoring Unit or Units shall attach their name, Unit number, and signature on a separate sheet and attach so that proper recognition may be given.

RULES

Each candidate must understand that she will attend for the entire session of Girls State (except in the case of an emergency). Sports tournaments, vacations, other conferences or events that overlap are not considered an emergency. The parent's signed release form affirms that the candidates are aware of this requirement. If a candidate leaves before the end of the session, refunds will not be granted to the Unit.

After arrival at the session if the Delegate/Citizen is not willing to comply with the rules and requirements previously agreed upon, or if a situation arises which would be counter-productive to the session, the Director at her discretion shall have the right to return the Delegate/Citizen to her home immediately. The Director shall be required to notify the Unit of the returned Delegate/Citizen in writing within ten days after the close of the session, providing complete details of the situation.

WITHDRAWAL OF SPONSORSHIP

Should a Unit withdraw from sponsorship of a delegate to Girls State, it shall be the responsibility of the District President and Unit Chairman to list the school as available and notify the Department Chairman in writing.



American Legion Auxiliary  
Department of California  
California Girls State



To the High School Principal or Counselor:

The American Legion Auxiliary, Department of California is proud to announce the 67<sup>th</sup> annual session of California Girls State which will be held at Claremont Mckenna College in Claremont on Saturday June 26<sup>th</sup> – Friday July 2<sup>nd</sup>, 2010.

If you have not had the opportunity to work with the Girls State program, this is a very worthwhile program and a great opportunity for Junior girls to participate in a weeklong session learning about government, in a hands on manner.

We would appreciate it if you would assist us by recommending five (5) candidates to the sponsoring unit and schedule a convenient time for unit representatives to interview the candidates. The Unit's primary goal in interviewing is to learn about each candidate, to put them at ease, and to make the best selection. It costs the Unit \$350.00 per delegate and some Units sponsor more than one school. It is always a difficult task because these girls are the best of the best, and we can only send one delegate from each school.

This year the delegates and alternates will be able to fill out the application online by going to the website [cagirlsstate.org](http://cagirlsstate.org). It is very important that the applications, medical forms and biographical sketches for the delegate and two alternates be filled out correctly, signed by the delegate and alternates and their parents or guardian. The school representative should review each document for completeness, sign where appropriate, and return to the Unit Chairman by March 1, 2010. Applications are subject to acceptance or rejection by the Department Girls State Chairman or Director. Once the papers have been processed and the applications accepted, publicity may be released after April 12, 2010.

Girls State is a work and study program in functional government AND NOT a forum for discussion of political Philosophies. Current issues are discussed in group sessions and during the legislative process.

A Girls State Citizen is one who accepts our traditional form of government and relates with other girls with a positive attitude getting to know each other on a one-to-one basis is one of the great values of Girls State. These facts will be stressed to the candidate at the time she is notified of her selection by the Unit. Upon return from Girls State, The Girls State Citizen should share the beneficial results of her experience with her school and community, emphasizing the sense of civic responsibility, which is stressed at Girls State.

On behalf of the American Legion Auxiliary, Department of California. I thank you very much for your cooperation.

GIRLS STATE CHAIRMAN  
Jean McGinnis  
916-624-3719  
[325mwm@sbcglobal.net](mailto:325mwm@sbcglobal.net)

DEADLINE DATE FOR UNIT TO PICK UP FORMS FROM SCHOOL ~ MARCH 1, 2010

Unit# \_\_\_\_\_ Dist# \_\_\_\_\_ Unit Name \_\_\_\_\_  
Chairman \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ CA, Zip \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
E-mail Address \_\_\_\_\_



American Legion Auxiliary  
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Selection Process Strategies

1. Contact the school and provide them with the Letter to School Representative and a copy of the Structure of Girls State so they inform interested students on the basis of the program.
2. Ask the school to select no more than 5 candidates for the Unit to interview.
3. Set up a time and location convenient to all for the interview selection process to take place. You can also consider having the candidates write an essay in lieu of or in addition to the interview.
4. Begin the interview by introducing yourself and the members of your committee. Give them your Unit name and number.
5. Give some brief information about the American Legion Auxiliary and specifically about your Unit's activities in the community.
6. Give some brief information about Girls State. Do not engage in political discussion. Share the information on the Parental and Delegate/Alternate Acceptance form. Ask the candidates if any of the requirements may preclude them from being considered. This is an approach to determine immediately if the candidate is qualified without the Unit asking specific questions which might be determined as prejudicial.
7. Review the dates of the Girls State session to insure that no one has a conflict with any activities they have planned for the summer. (Saturday June 26- Friday July 2)
8. There are a significant percentage of girls attending Girls State who are ill prepared for this fast paced experience. They are overwhelmed with being away from home, friends and family. They are not sufficiently outgoing enough to endure the intense competition of 500 plus over achievers. Here are a few suggestions to assist you in choosing a delegate who will be successful.
  - a) Assertive: Is the Delegate strong in her opinions, but a good listener? Does she seem to be willing to negotiate, adapt to the people around her, and influence others in a positive way?
  - b) Cooperative: Is the delegate able to work with others? Can she follow, as well as lead?
  - c) Courage: Does the delegate have the courage to defend her opinions? Does she have the courage to defend the opinions of others?
  - d) Honesty: Is the Delegate truthful?
9. Keep track of your information on a tally sheet. Everyone on the selection committee should take her own notes.
10. When interviewing the girls be sure to ask open-ended questions. Sample questions can be found on the Suggested Interview Questions form.
11. Will she be available to attend your luncheon, tea, or designated orientation program? Can she make a commitment to speak to her sponsoring group(s) upon return from Girls State?
12. Select a Delegate and Alternate(s) and inform them immediately following the interview or as soon as possible. Give them a copy of the appropriate selection letter and a copy of the structure of Girls State. Emphasize the deadline dates.
13. Give school representatives the names of the selected Delegate and Alternates. Solicit their aid in completing both Delegate and Alternate forms by the deadline dates. Arrange for a date to pick up the forms.
14. Contact the parents or guardians of the delegate and explain the program.
15. Avoid delays! Use the **checklist** provided to make sure everything is complete.



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Suggested Interview Questions

Tell us your name and some of the classes, clubs and activities you participate in at school.

Tell us about your community service activities or activities you participate in outside of school.

Tell us about your family. Do you have any brothers or sisters?

What do you see yourself doing over the next five years?

During the Girls State session we salute the flag every day. Would saluting the flag be a problem or make you uncomfortable?

Have you ever been away from family and friends? (Camps, workshops, etc.)

If you and your best friend both decide to run for Senior Class President, how would you run your campaign? What would you do if your friend won? If you won?

If you are sitting in an auditorium listening to a speech and the person next to you is trying to talk to you about what the speaker is saying, what would you do?

You believe that all seniors should be able to attend classes' half-day so they can have time to work and earn money for their college expenses. Your best friend believes that seniors should remain in class for the entire day so they are prepared for the rigors of college classrooms. How would you and your friend reconcile your divergent thinking?

There will be a mandatory orientation luncheon (or tea, dinner, etc.) on \_\_\_\_\_ for delegates and both alternates. We ask that all attend so that you can be prepared in case of an emergency and you have to take the place of the delegate.

Do you understand that you are obligated to visit and report to the American Legion Auxiliary Unit that sent you to Girls State?

"Do you have a parent/grandparent/great-grandparent who is/was a veteran?" If yes, this is a good lead to tell the candidate that if she is selected Delegate the SAMSUNG Scholarship is available only to Girl and Boy Staters.

Are there any questions that you would like to ask about the Girls State session?

Candidate's appearance and mannerism:

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Comments:

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American Legion Auxiliary  
Department of California  
California Girls State



Dear Girls State Delegate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout the State are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels: city, county and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the 6 pages under the delegate packet link. The Structure of Girls State letter has more information on what to expect while at Girls State.

<http://www.cagirlsstate.org>

Send all signed and completed forms to the Girls State Unit Chairman listed below:

Unit# \_\_\_\_\_ Dist# \_\_\_\_\_ Unit Name \_\_\_\_\_  
Chairman \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ CA, Zip \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
E-mail Address \_\_\_\_\_



American Legion Auxiliary  
Department of California  
California Girls State



Dear Girls State 1st Aternate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout the State are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels: city, county and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the 6 pages under the 1st Alternate packet link. The Structure of Girls State letter has more information on what to expect while at Girls State.

<http://www.cagirlsstate.org>

Send all signed and completed forms to the Girls State Unit Chairman listed below:

Unit# \_\_\_\_\_ Dist# \_\_\_\_\_ Unit Name \_\_\_\_\_  
Chairman \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ CA, Zip \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
E-mail Address \_\_\_\_\_



American Legion Auxiliary  
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California Girls State



Dear Girls State 2nd Alternate,

You have been selected to be part of a very special group of young women. Only 500 high school juniors from schools throughout the State are selected for this nationally recognized leadership program. For over 75 years, girls have traveled to Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels: city, county and state by living for a week as a self-governing citizen. To begin this journey, you need to go to the website listed below and fill out the 6 pages under the 2nd Alternate packet link. The Structure of Girls State letter has more information on what to expect while at Girls State.

<http://www.cagirlsstate.org>

Send all signed and completed forms to the Girls State Unit Chairman listed below:

Unit# \_\_\_\_\_ Dist# \_\_\_\_\_ Unit Name \_\_\_\_\_  
Chairman \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ CA, Zip \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
E-mail Address \_\_\_\_\_



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## Structure of Girls State

At Girls State, each citizen shares a dorm room with another girl in one of the residence halls. There are about thirty young women on each floor and these girls constitute a city. They will form their own governments, elect their Senators and Assemblywomen to represent them and the City Councils will enact ordinances to govern their city.

Each residence hall forms a county. Each county will form their own government after electing the Board of Supervisors, Superior Court Judge, District Attorney and other county officials. These elected officials will function in all county matters as provided by the constitution and laws of the State of California.

The four counties will form our state. Each girl will choose a political party, either Whig or Tory, so they may participate in party politics. They will develop their own party platforms and will choose their own issues to discuss. They will participate in primary and general elections to select a Girls State Governor, Lieutenant Governor, and all of the other state officials.

The citizens will publish a daily newspaper, and organize a choir, orchestra, and talent show. On the final day of Girls State, the Superior courts will hold their mock trials and the Governor will give her State of the State Address to the citizens.

This is a week of learning by doing: NO lectures, NO books, and NO tests. Each of the seven days is jam-packed with learning, living, and growing.

Be prepared for an experience of a lifetime!

Mailing address at Girls State:

California Girls State  
Claremont McKenna College  
742 N. Amherst  
Claremont, CA 91711

If you have any questions, contact:

Girls State Director, Sherry Schneider  
Phone: 650-359-1305  
E-mail: [cagirlsstate@sbcglobal.net](mailto:cagirlsstate@sbcglobal.net)

To learn more about the Girls State program, go to <http://www.boysandgirlsstate.org>.

To learn more about the American Legion Auxiliary, go to <http://www.calegionaux.org>.



American Legion Auxiliary  
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Unit Chairman's Checklist  
 PLEASE DO THE CHECKLIST

It is very important that the Girls State Unit Chairman complete the following information. Time and postage will be saved if, prior to mailing the application and biographical sketch to the Department Girls State Chairman, you compare the forms against this checklist to make sure the following items are completely and correctly filled out.

On the Delegate/Alternates Application Forms

- |  |   |
|--|---|
| _____ Unit Name and No., District No.  | _____ School Representative's Signature           |
| _____ Unit Chairman's Name             | _____ Girl's Name and Address (are they legible?) |
| _____ Unit Chairman's Address & E-mail | _____ Girl's Phone Number & E-mail                |
| _____ Unit Chairman's Phone Number     | _____ Parent's/Guardian's Consent Signature       |
| _____ Unit Chairman's Signature        | _____ Emergency Contact info                      |

On Participant and Parental Acceptance Forms

- |                                |  |
|--------------------------------|--|
| _____ Signature of Participant | _____ Signature of Parent(s)/Guardian(s) |
|--------------------------------|--|

On the Medical Certification Forms

- |   |   |
|---|---|
| _____ Emergency Contact info                              | _____ Past Illness yes or no for all questions                    |
| _____ Present State of Health yes or no for all questions | _____ Date of last tetanus vaccination listed                     |
| _____ Signature of Parent(s)/Guardian(s)                  | _____ Signature of Physician or school physical for Delegate only |

On the Medical Consent Forms

- |  |  |
|--|--|
| _____ Emergency Contact info             | _____ Insurance Information listed           |
| _____ Signature of Parent(s)/Guardian(s) | _____ Health Insurance Card (Front and back) |

On Biographical Sketch

- \_\_\_\_\_ All questions answered?

On Press Release

- \_\_\_\_\_ Signature of Parent(s)/Guardian(s) and witness

**Keep a copy of all forms for Unit records**

APPLICATIONS DUE TO DEPARTMENT CHAIRMAN MARCH 12TH

FEEES DUE TO DEPARTMENT OFFICE MARCH 12TH

All checks obtained from sponsors and parents must be deposited into Unit account.

Unit to send one check for \$400.00 per Delegate Sponsored.

Mail Fees  
 (Payable to Department of California, ALA)

ALA Department of California  
 401 Van Ness Avenue, Room 113  
 San Francisco, CA 94102

Mail Delegate & Alternate Applications:

Jean McGinnis, Dept. Girls State Chairman  
 2575 Casa del Oro Wy  
 Rocklin, CA 95677-2930

If all of the above items are filled out, YOU HAVE THE GIRLS STATE SPIRIT!

If not, please do whatever is necessary to correct the forms before mailing.

Thank you for your help and support

KEEP THIS CHECKLIST FOR YOUR RECORDS



American Legion Auxiliary  
 Department of California  
 California Girls State

Unit Name \_\_\_\_\_  
 Unit # \_\_\_\_\_ Dist # \_\_\_\_\_  
 Unit GS Chairman \_\_\_\_\_  
 Phone \_\_\_\_\_

Unit Transmittal to Department Chairman

Today's Date \_\_\_\_\_ Number of Applications being submitted \_\_\_\_\_  
 Check # \_\_\_\_\_ Sent to Department for \_\_\_\_\_ Delegates

Mail this page and applications to:  
 Girls State Chairman  
 Jean McGinnis  
 2575 Casa del Oro Wy  
 Rocklin, CA 95677-2930

Name of High School \_\_\_\_\_  
 Name of Delegate \_\_\_\_\_  
 Name of 1st Alternate \_\_\_\_\_ Name of 2nd Alternate \_\_\_\_\_

Name of High School \_\_\_\_\_  
 Name of Delegate \_\_\_\_\_  
 Name of 1st Alternate \_\_\_\_\_ Name of 2nd Alternate \_\_\_\_\_

Name of High School \_\_\_\_\_  
 Name of Delegate \_\_\_\_\_  
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Name of High School \_\_\_\_\_  
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Name of High School \_\_\_\_\_  
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Name of High School \_\_\_\_\_  
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 Name of Delegate \_\_\_\_\_  
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Name of High School \_\_\_\_\_  
 Name of Delegate \_\_\_\_\_  
 Name of 1st Alternate \_\_\_\_\_ Name of 2nd Alternate \_\_\_\_\_



American Legion Auxiliary  
 Department of California  
 California Girls State

Unit Name \_\_\_\_\_  
 Unit # \_\_\_\_\_ Dist # \_\_\_\_\_  
 Unit GS Chairman \_\_\_\_\_  
 Phone \_\_\_\_\_

Unit Transmittal to Department Office

Today's Date \_\_\_\_\_ Check # \_\_\_\_\_ Sent to Department for \_\_\_\_\_ Delegates

Application and Registration Fee	\$400.00	Send ONE check to cover all fees for all Delegates being transmitted today
Number of Delegates	X	
Total Amount Transmitted		

Mail this page and check to: American Legion Auxiliary  
 401 Van Ness Avenue, Room 113  
 San Francisco, CA 94102-4586

Fill in the information below

Name of Delegate	Name of High School