

American Legion Auxiliary Girls State Program Manual

The American Legion Auxiliary Girls State program is a program which trains females who are rising seniors in high school for civic leadership. Through a week-long immersion in “simulated government” on the local and state level, America’s future leaders assume roles in fictional “Nationalist” and “Federalist” political parties. They run for and hold offices that mirror their state’s elective offices. In a jam-packed week they learn fundamentals about the legislative process and the three branches of government, all this while having a great time and meeting other girls from across the Commonwealth. The delegates leave Virginia Girls State having enriched their lives by learning to be better citizens of this great land and by forming lasting friendships.

American Legion Auxiliary

Founded in 1919, the American Legion Auxiliary is the world's largest woman's patriotic service organization. With a membership of 800,000 women, local American Legion Auxiliary units have a strong presence in more than 9,500 communities nationwide. The American Legion Auxiliary's mission is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth and promote patriotism, good citizenship, peace and security. National Website: www.alaforveterans.org and Virginia ALA Website: www.vaauxiliary.org

American Legion Auxiliary Girls State

American Legion Auxiliary Girls State is a nonpartisan participatory program that teaches young women responsible citizenship grounded in ethics and respect for God and Country. Since the inception of the ALA Girls State program in 1937, nearly one million young women have had the opportunity to learn firsthand how their state and local government work. The program has grown to some 20,000 participants annually. The week's activities include simulated legislative sessions and government proceedings, along with presentations, assemblies and recreational programs. The American Legion sponsors a separate, but similar program for young men called American Legion Boys State, first established in 1935. Currently, both programs operate in all states with the exception of Hawaii. High school juniors are selected and sponsored by American Legion Auxiliary units to participate in the program. Local businesses and community organizations across Virginia help underwrite the expenses of Virginia Girls State participants. National Girls State Website: www.alaforveterans.org/ALA-Girls-State and Virginia ALA Website: www.vaauxiliary.org

Virginia Girls State

Within the Commonwealth of Virginia, for one week each year, a new state comes into being. Its' executive, legislative and judicial branches function to govern the cities of this new state, and in turn, the municipal governments regulate the activities of its citizens during this brief period. The physical boundaries of this "state within a state" are the limits of a university campus, but there are no limits to its usefulness in promoting real-life citizenship in Virginia. A quick perusal of this program will provide a basic background for our activities. In each instance, we have assemblies headlined by knowledgeable and articulate leaders who are experts in the various programs about which they speak. Virginia Girls State Website: www.vagirlsstate.org

**American Legion Auxiliary
Girls State Program Manual
Table of Contents**

| | |
|---|-----------|
| Section 1: Overview – The American Legion Auxiliary Girls State Program | 1 |
| Eligibility and Participation in the Girls State Program | 1 |
| Department Oversight of Program | 2 |
| Proper Trademark Usage of ALA Girls State Name and Logos | 3 |
| Media Release Consent | 5 |
| Sample ALA Girls State Media Release Consent Form | 6 |
| Section 2: General Information for Committees/Staff | 7 |
| Committee and Staff Overview | 7 |
| Committee Structure and Roles | 7 |
| Girls State Staff and Counselors | 7 |
| Staff and Counselors Meetings | 8 |
| Forms for completion by Staff and Counselors | 9 |
| Forms to be completed by Delegates and their Parents/Guardians | 10 |
| Sample Director/Chairman’s American Legion Auxiliary Girls State Planning Calendar: | 11 |
| Girls State Director Monthly Planning Agenda | 13 |
| Section 3: Girls State Program | 19 |
| General Program Information | 19 |
| 411 on Virginia Girls State | 20 |
| Fundamentals of Parliamentary Procedure | 21 |
| Elective offices | 22 |
| Registration and Check-In/Check-Out Procedures | 24 |
| Fire Drills | 26 |
| Accommodations and Dates of VGS | 26 |
| Virginia State Police | 26 |
| City Tax Dollars of VGS | 26 |
| Annual IRS Filings | 26 |
| Section 4: Roles of Staff | 27 |
| Activities at GS | 27 |
| Assistant Director | 28 |

| | |
|--|-----------|
| Assistant Office Manager | 30 |
| Director Duties | 32 |
| Sample Evaluation Form | 34 |
| Distinguished Guest Committee | 35 |
| Kathy Gear Owens Moot Court Activity | 36 |
| Girls State Liaison | 37 |
| Legislative Lead #1 | 40 |
| Legislative Lead #2 | 41 |
| MIA/POW Ceremony | 45 |
| Nurse at VGS | 46 |
| Office Manager | 47 |
| On-line GS Registrar Duties | 49 |
| Girls State Ordering Sources 2015 | 50 |
| GS Shopper | 52 |
| Stage Manager Duties at Jarman Auditorium And for Programs and Guest Escorts | 53 |
| Store Manager | 54 |
| Talent Show Duties | 56 |
| Duties of Various Staff | 57 |
| Verna Vance Scholarship | 60 |
| Section 5: Constitution and Bylaws | 61 |

Section 1: Overview – The American Legion Auxiliary Girls State Program

Eligibility and Participation in the Girls State Program

Qualification: Unmarried female students who have successfully completed their junior year of high school and who have at least one more semester remaining before graduation may be considered for selection as a participant of American Legion Auxiliary Girls State. Former ALA Girls State participants are not eligible to be selected as a participant in a subsequent year's American Legion Auxiliary Girls State.

In addition, participants in ALA Girls State must be citizens or legal inhabitants of the United States, with proper documentation from the Department of Homeland Security, Immigration and Customs Enforcement (ICE) obtained prior to girls being selected to participate in ALA Girls State for those who are not U.S. citizens.

Qualities: Female students who demonstrate leadership, character, scholarship, loyalty in their school and community should be considered. ALA Girls State participants are to be selected on the basis of merit and ability.

Contacts: Units should make every effort to sponsor eligible young women to participate in this program. The unit's ALA Girls State chairman should inform school districts and individual public and private schools about the benefits of this program, explain eligibility requirements, and distribute information to the schools.

Sponsors: To recruit Girls State citizens with the appropriate character and commitment to participating, units must select delegates wisely, provide them with an informative orientation, and recognize them when they return home. Although units may seek financial support from outside the Auxiliary, the American Legion Auxiliary sponsors each participant and decides who will participate.

Restrictions: ALA Girls State program is not designed for and may exclude pregnant or drug abusing teenage girls. ALA Girls State is designed for female high school students who are serious about and capable of carrying out the rigors of leadership. Because of possible medical implications, excluding girls who are pregnant or who are abusing drugs is appropriate, allowable, and removes a potential liability for the program. The policies and procedures in the ALA's governing documents have long specified that program eligibility excludes married teenage girls. The Girls State program is not funded in whole or part by taxes, nor are the programs operated by any government entity. Therefore, as a charitable sponsored programs, the Girls State program is under no obligation to change this eligibility requirement. However, the Girls State program must make a good faith effort to comply with the Americans with Disabilities Act.

Department Oversight of Program

Every American Legion Auxiliary Girls State program must adhere to the following rules:

1. The American Legion Auxiliary Department's Executive Committee **must** approve all officers, directors, and/or trustees of the ALA Girls State Corporation. Approval is required whether the ALA Girls State program officers, directors, and/or trustees are elected, appointed, serving an original term, a recurrent term, or filling a vacancy.
2. The ALA Girls State program must provide regularly scheduled reports to the department, the frequency of which is consistent with the department's reporting requirements to its executive committee or governing body, including financial reports. (For example, if the department's executive committee meets monthly, the ALA Girls State program reports must be submitted monthly to the executive committee.) The reports must disclose and include key activities, financial records, and financial accountings. Reports must be submitted even if they merely report that there was no activity for the report period.
3. The fiscal officer for the department, usually the Department Treasurer, must be a signatory on all bank accounts for the department's operations and its subsidiaries. An ALA Girls State program operating under the auspices of its own 501(c)19 or 501(c)3 is operating as a subsidiary of the Auxiliary and the American Legion Auxiliary Department. Its existence and operations are sanctioned by the department which is required to ensure that the trademark is protected at all times. Therefore, in every department, the department treasurer must be a signatory for the ALA Girls State bank account(s).
4. If a department's ALA Girls State program has its own bylaws, those bylaws and any amendments to the bylaws must be approved by the department's governing body (e.g. the Department Executive Committee). It is vital that the department and ALA Girls State program leaders understand and adhere to these rules of corporate law. An ALA Girls State program is a trademarked program and its operations, budgets, income, grants, and finances must be fully disclosed to and approved by the department. The name American Legion Auxiliary Girls State, and a variety of iterations (including American Legion Auxiliary Girls State Program, ALA Girls State, Girls State, and others) have all been federally trademarked by The American Legion and American Legion Auxiliary. Anyone who establishes an independent or copycat program that infringes upon the trademark is in violation of the federal trademark laws and is subject to prosecution

Proper Trademark Usage of ALA Girls State Name and Logos

The American Legion Auxiliary holds registered trademarks for the terms “American Legion Auxiliary” and “Girls State”, plus several iterations thereof, as well as the official American Legion Auxiliary emblem. The word “emblem” used herein shall mean insignia, badge, medal, emblem or any colorable imitation or reproduction thereof, of the American Legion Auxiliary. The American Legion Auxiliary national organization (National Headquarters) may grant permission to use the name and emblem in accordance with U.S. trademark law. The national officers are charged with resisting and restraining any unauthorized use of the name “American Legion Auxiliary” or the emblem. Some examples of proper use include: American Legion Auxiliary Michigan Girls State, American Legion Auxiliary Buckeye Girls State, etc. An American Legion Auxiliary Girls State program may use the “American Legion Auxiliary” and “Girls State” trademarks for stationery, publications, notices, posters or similar correspondence items without requesting national approval **only** for official Auxiliary business, assuming that such usage complies with the national organizations pre-approved emblems with no alteration. No other objects or lines shall be directly imposed upon the emblem. An application for permission needs to be submitted to the national organization for **any other merchandise** intended to bear the name or emblem of The American Legion Auxiliary Girls State program that is not ordered from The American Legion Emblem Sales office. This provision is especially important because the manufacturer has no right to make any use of any of the Legion Family emblems without written permission.

Use of the American Legion Auxiliary trademarks/emblem is controlled by the National Headquarters. All requests for approval to use the trademarks must be submitted to the ALA National Secretary. The written request must state the name of the product, its intended use, the person or company who will perform the duplicating (manufacturer), and the exact amount being ordered. The request may be submitted via email, with the details included in an attached document. Additional quantities require new authority. You must seek approval even if the manufacturer is a Legion or Auxiliary member. **The letter authorizing use of the trademarks by the National Secretary must be issued to the manufacturer and will be sent directly to the manufacturer.** Copies of the authorization letter will be sent to the department secretary and the person making the request, if that information has been provided.

Use of the name and emblem in print and online is governed by National Headquarters. If a program wishes to hire a third-party web designer to create its website or other online content, it must seek the same approval as if ordering manufactured goods. A request form must be sent to the National Secretary for approval, and letters of approval must be sent to the web designer before he/she can begin work; this approval applies to pro bono work as well.

If an American Legion Auxiliary Girls State program wishes to display one of the Auxiliary's trademarked names or emblems on a website, it must seek permission from the National Secretary. Approval may be requested and granted via email. The use of the emblem in the electronic medium does not constitute permission to reproduce it. Permission to reproduce the emblem is confined to those activities listed in "Emblem Usage" in the official emblem usage guide. If an American Legion Auxiliary Girls State program wishes to use the name and emblem on a newly designed graphic, a letter of request for approval must be sent to the American Legion Auxiliary National Secretary. This provision is especially important because of the danger of creating additional emblems or trademarks which are not registered and which, in some circumstances, can endanger or destroy the marks already protected.

Examples of items bearing the American Legion Auxiliary Girls State Program emblem for which you will need a national letter of permission:

- Any clothing.
- Any mugs, plates, etc.
- Third-party website design.
- Anytime new graphics or logos are created for your program.
- Any manufactured item.

Examples of items that may bear the American Legion Auxiliary Girls State program emblem without a national letter of permission:

- Unit/department publications.
- Notices.
- Posters.
- Place cards.
- Matters of ordinary routine; reports

Media Release Consent

It is imperative that all American Legion Auxiliary Girls State Program participants sign a media release consent form before attending any events where you plan to take photos or recordings for later use.

Having a signed media release consent form allows the program to use any images or recordings from the event for brochures, posters, promotional video, online, social media and other outlets and protects the program officials and department against legal claims such as invasion of privacy. Typically, newsgathering and educational uses of someone's likeness are exempt from invasion of privacy claims, while self-serving purposes such as advertising are not, so a release form is an important protection. Signed release forms should be kept on file and checked to be sure every person whose image is used has signed a form.

Sample ALA Girls State Media Release Consent Form

1. I, the undersigned, hereby authorize _____ to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions) as well as use my name and likeness.

2. I authorize the use of any such photographic or electronic reproductions and my name and likeness for any purpose, including, but not limited to, educational and other public media as may be deemed appropriate by _____ (I understand that I may be identifiable from such photographic or electronic reproduction) for nonprofit public purposes.

3. I understand that I will not be compensated financially for such uses.

Agreed and accepted by:

Print Name _____

Title _____

Address _____

City, State, ZIP _____

Phone _____

Signature and Date _____

PARENTAL CONSENT

I certify that I am the parent or guardian of the individual above, _____, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorization referred to in this General Media Release.

Signature of Applicant's Parent/Guardian Date

Address of Parent/Guardian (if different) Phone Number (if different)

City, State, ZIP Code

Section 2: General Information for Committees/Staff

Committee and Staff Overview

When utilized successfully, committees will make your American Legion Auxiliary Girls State program run more smoothly, operate more effectively and reach a greater audience with the ALA mission. Committees can be used to distribute the workload of the ALA Girls State Director; additionally, they are also useful for introducing new ideas and potential leaders into the program. There are many types of committee set-ups that can be used for your ALA Girls State Program. The structure will vary for each department depending on the guidelines that have been established for each department's program.

Committee Structure and Roles

The Virginia Girls State program committee is comprised of **volunteers** who are not paid for their volunteerism. The committee consists of a chairman who serves as the Director of VGS, a vice-chairman who serves as the Assistant Director of VGS, and an advisor. The chairman and assistant chairman serve for a one year term which may be renewed in intervals of one year terms up to a maximum of three years.

Girls State Staff and Counselors

Girls State is comprised of a staff of volunteers who serve in various capacities. These volunteers lead the following: daily afternoon activities, Model Citizen, Model City, Moot Court, Photography, Distinguished guests, Counselors, Media, POC for political and other guest speakers, flag disposal ceremony, guest speaker gifts, Girls Nation, Delegate and Counselor Handbook, Inaugural, Inventory, Jarman Auditorium and stage manager, Legislative, Longwood University Liaison, Nurse, Newspaper, Medical needs (nurse and her assistant), office manager, assistant office manager, hospitality, Party Conventions, POW/MIA Ceremony, shopper, Talent show, Verna Vance Scholarship, Samsung Scholarship, Voting machines, Website delegate registration, and advisor to GS Governor.

Virginia Girls State has a minimum of two counselors per each city. Currently, there are fourteen cities in Virginia Girls State. One counselor in each city should be a senior counselor who has volunteered previously at Virginia Girls State. Counselors meet daily for updates and briefings with the Assistant Director and at any other times deemed necessary.

Girls State staff will consist of members who have already demonstrated a commitment and passion to the American Legion Auxiliary programs as well as members who may be new to the organization but have great leadership potential. The final decision of who will serve as staff at VGS is decided by the Director. Counselors

will be recommended by the Assistant Director, but the final decision of who serves as counselors rests with the Director.

Staff and Counselors Meetings

A joint meeting of staff and counselors will be held on the Saturday before the beginning of VGS. All staff and counselors are expected to attend this meeting. Other meetings may be called as needed. A joint welcome dinner will be held on the Saturday evening prior to the beginning of VGS.

Daily meetings of counselors will be held at a time established by the Assistant Director. Staff, other than counselors, are permitted to attend this meeting.

Forms for completion by Staff and Counselors

In accordance with regulations passed down from National, all Girls State Staff and Counselors will complete and submit the following:

- Background checks
- Sexual Harassment Form
- Conflict of Interest Form
- Counselor Code of Conduct
- Health Form
- Emergency Contact Form

Forms are in the appendix.

Forms to be completed by Delegates and their Parents/Guardians

The following forms must be completed and turned in upon arrival at VGS.

- Consent and Waiver Form
- Medical History Form with a copy of insurance card
- Medical Care Consent Form
- Pledge Form
- VGs Social Media Policy
- Statement of Citizenship or Legal Residency

Forms are in the appendix.

Sample Director/Chairman's American Legion Auxiliary Girls State Planning Calendar:

11 months out: Update delegate/alternate applications.
Meet with department judge advocate for review of forms.
Begin work on budget for upcoming year.
Begin organizing key staff.
Identify prospective organizations/institutions to nominate eligible students.
Schedule budget meeting with department governing body.

10 months out: Update contact information for board and committee members.
Review staff and participant evaluations from previous ALA Girls State session.
Review standing rules and policies for any necessary updates.
Print delegate/alternate applications.
Add ALA Girls State date and application forms to department website.
Provide invitation materials to volunteers to distribute in the community.
Submit proposed budget to department finance committee for approval.

9 months out: Prepare/present Fall Conference Report to American Legion Auxiliary department.
Update school and institution contact information.

Confirm tentative daily event schedule.

Send information packets to unit chairmen.
Attend ALA Girls State Conference in Indianapolis, Ind.
(September)

8 months out: Review roles and responsibilities with key staff.
Review and evaluate list of on-site staff.
(counselors, nurse, government staff)
Review and update Counselor Handbook.

7 months out: Send on-site staff invitations.
Send invitation letters to school administrators.
Plan participant orientations that take place prior to ALA Girls State.

6 months out: Arrange transportation for any off-site trips.
ALA Girls State Director prepares welcome letter from sponsoring department.
ALA Girls State Director requests National Headquarters send welcome letters from national president and national ALA Girls State chairman for participant packets.
Place order for store items.

5 months out: Deadline for on-site staff commitments.
Request department secretary order lapel pins/charms for participants.
Request department secretary order participant flags and Blue Star banners.
Confirm speakers.
Send 30-day reminder that applications are due.

4 months out: Print Delegate Manuals/Handbooks.
Print Counselor Handbooks.
Meet with facility to finalize meal schedule, housing plans, A/V needs and required contract deposits. Review emergency plan and procedures. Return insurance packet to agent/contact with premium payment.

3 months out: Rough draft of committee plans due.
Participant applications due.

Capture participant information in central database; be sure to copy department if the department's Girls State program's database is not housed at department headquarters.

2 months out Convene board and committee to finalize American Legion Auxiliary Girls State session plans.

Notify selected participants.

Send invitations to special guests.

1 month out Send certificate of insurance to facility.

Send diagrams to university for A/V and room setups.

Conduct participant orientation(s).

0 months out ALA Girls State program begins!

1 month following Submit Sickness and Accident Audit form to agent/contact with any necessary payment.

File original release and liability forms with department for long-term storage.

Girls State Director Monthly Planning Agenda

September

- Answered several emails from prospective delegates to VGS 2015
- Wrote and submitted Plan of Action for Virginia Girls State to Dept Pres for approval.
- Attended Executive Board of Department in Richmond on Sept. 19-20 and gave overall view of Plan of Action to attendees and distributed abbreviated page to all present as follows: Golf cart recommendations, T-shirt recommendation, and Longwood University request to meet – TBA.

October

- Replied to several emails by rising juniors regarding applying to VGS 2015
- Attended the Department Fall Conference in Williamsburg and, as chairman of VGS, addressed those in attendance
- Arranged a meeting on Nov. 13 with Longwood University's Conference staff
- Wrote an article regarding VGS for the Department fall bulletin
- Consulted with VGS Treasurer and Department VGS Registrar (Frances Shelton), Webmaster (Amy Burghart), and Website Registrar (Margaret Greene) regarding VGS 2015

November

- Replied to several emails by rising juniors regarding applying to VGS 2015 (This is a monthly occurrence; I get between 4 and 8 inquiries monthly from interested parents or possible delegates.)
- On November 15 met with Longwood University Conference Staff regarding VGS 2015. In attendance representing VGS were the following: Susan Lee, Frances Shelton, Anne Starke, Peggy Thomas, Margaret Greene, and Erika Evans
- Following this meeting, those present and not affiliated with LU also reviewed informally some items for VGS 2015
- As a follow up to email sent by VGS Treasurer Frances Shelton I sent an email to District Registrars reminding them that they may encourage their local sponsors to begin the registration process and replied to any questions or concerns on their part

December

- Replied to weekly emails from rising juniors regarding applying to VGS 2015
- Prepared and mailed mid-year Virginia Girls State to the Chairman of Girls Nation. A copy of this report was sent to the members of the Department Finance Committee and to the Assistant Director of Virginia Girls State.
- Directed the Webmaster of VGS to post the Department map showing the breakdown of Districts and the names and contact information for District Registrars for VGS 2015. Currently, all District Registrars from 2014 have agreed to continue serving in this capacity in 2015.
- Began organization of files of VGS in preparation for compiling a manual for Virginia Girls State

January

- Replied to weekly emails from rising juniors regarding applying to VGS 2015
- Attended Eastern and Western Zone workshops to promote and answer questions about VGS 2015
- Contacted Assistant Director of VGS and advised to send info out to all possible counselors for VGS 2015 with a deadline of Feb. 15 to reply to her regarding their ability to attend in June
- Wrote letters to Governor, Lt. Gov., and Attorney General of Virginia inviting them to be guests speakers at VGS 2015
- Worked with various volunteers, including Frances Shelton regarding District Registrars (money sent) and supplies for VGS 2015 and Erika Evans regarding pins, GS counselor handbook, etc., needed for VGS 2015
- Contacted National and gained approval for new logo of VGS.
- Worked with Webmaster Amy Burkhardt to update site, including the addition of a link to any orientations held across the state, increase in Samsung Scholarship amount to \$1,100, etc.
- Worked with the online registrar Margaret Greene regarding information for Website and those using the Website

February

- Replied to weekly emails from rising juniors regarding applying to VGS 2015 and forwarded these to the appropriate District Registrar
- Communicated with National and finalized "Social Media Policy" form for posting on VGS Website
- Attended 14th District to promote and answer questions about VGS 2015
- Reviewed with the Assistant Director of VGS the counselor status for VGS 2015
- Contacted office of Governor, Lt. Gov., and Attorney General of Virginia regarding the status of their visits; scheduling replied that they are working on this.
- Appointed person for position of overseeing the activities of VGS and reviewed activities to be offered.
- Communicated with Conference Staff at LU about activities and future meeting
- Wrote letter to Captain Kvasnicka of Virginia State Police inviting 5 troopers to VGS 2015
- Communicated with District Registrars regarding registration timeline, especially concerning emails of girls interested in attending VGS 2015.
- Met with Webmaster Amy Burkhardt near Harrisonburg to review in person matters regarding the Website.
- Met personally with VGS online registrar Margaret Greene in Montross and continued work with her regarding information for the Website and those using the Website.
- Mailed letters to the following volunteers asking them to return to VGS 2015: Pearl Klingebiel (store manager and Citizenship speech), Rosel Fredericksen (Citizenship speech), Frances Shelton (office manager), Rita Chandler (assistance office manager), Madeline Johnson (shopper), Kathy Smith

(assistance store manager), Virginia James (administrative assistant), Theresa Fisher (driver)

- Mailed letters to the following guests at VGS 2015: Mayor of Farmville, President of LU, Buck Owens Post 104/flag disposal
- Continued work on VGS Manual

March

- Replied to daily emails and phone calls from rising juniors and/or counselors regarding applying to VGS 2015 and forwarded these to the appropriate District Registrar
- Sent insurance policy to Dept Sec/Treasurer to pay and sent to SA Vandyke Ins Company
- Attended 13th District to promote and answer questions about VGS 2015
- Reviewed and almost finalized with the Assistant Director of VGS the counselor status for VGS 2015.
- Attempted confirmation dates of Governor, Lt. Gov., and Attorney General of Virginia. Governor confirmed; others did not.
- Appointed person for position of overseeing the activities of VGS and reviewed activities
- to be offered with her and LU.
- Communicated with Conference Staff at LU about activities and future meeting which is set for April 14 at 1PM
- Wrote letter to Captain Kvasnicka of Virginia State Police inviting 5 troopers to VGS 2015. He replied; troopers are confirmed.
- Communicated with Department Registrar and District Registrars regarding registration timeline, especially concerning emails of girls interested in attending VGS 2015.
- Met with Webmaster Amy Burkhardt near Harrisonburg to review in person matters regarding the Website.
- Met personally with VGS online registrar Margaret Greene in Montross and continued work with her regarding information for the Website and those using the Website.
- Mailed letters to the following volunteers asking them to return to VGS 2015: Pearl Klingebiel (store manager and Citizenship speech), Rosel Fredericksen (Citizenship speech), Frances Shelton (office manager), Rita Chandler (assistance office manager), Madeline Johnson (shopper), Kathy Smith (assistance store manager), Virginia James (administrative assistant), Theresa Fisher (driver)
- Mailed letters to the following guests at VGS 2015: Mayor of Farmville, President of LU, Buck Owens Post 104/flag disposal, Lisa Chaplin (nurse), Nancy Harting (Pres ALA), Gov of VGS (Mbiye Kasonga)
- Continued work on VGS Manual and merging files of past years with current
- Worked on Program for VGS, including names, days, times, titles, etc. for speakers
- Completed on "Categories to be filled" form – positions (who, where) to be filled, e.g., Jarman Audition, nurse, POC for Politicians, etc (to be sent out early April)

- Sent to LU the Tax exempt form requested annually

April

- Replied to daily emails and phone calls from rising juniors and/or counselors regarding applying to VGS 2015 and forwarded these to the appropriate District Registrar. These increased substantially during the month of April.
- Attended a meeting at Longwood University regarding VGS 2015. Also, in attendance were two members of the conference staff at LU, one state trooper who will be present at VGS 2015, Anne Starke, Frances Shelton, Peggy Thomas, Margaret Greene, and Erika Evans.
- Continued to review and finalize with the Assistant Director of VGS the counselor status for
- VGS 2015
- Continued to attempt to confirm dates of Lt. Gov., and Attorney General of Virginia. (FYI – both confirmed May 1-5)
- Communicated with Conference Staff at LU regarding miscellaneous activities of VGS.
- Continued to communicate with Department VGS Registrar and District Registrars regarding registration of delegates to VGS and kept them apprised of the fact that we have space for more delegates. Composed a letter reaffirmed this to all registrars.
- Continued work on VGS Manual and merging files of past years with current
- Continued to work with Erika Evans regarding the program and counselor manual for VGS 2015.
- Confirmed second nurse to serve as assistant to nurse Lisa Chaplin.
- Worked with National, Frances Shelton, and Erika Evans to order supplies and confirm design for VGS pin
- Worked with Webmaster to bring attention to ALA as sponsor of VGS and communicated with her regarding other items on Website.
- Continued to communicate with Cindy Kokernak regarding College Day 2015 at VGS.

May

- Answered numerous emails from parents, schools, sponsors, etc.
- Sent Liability Insurance info to LU from Van Dyk Insurance Company
- Prepared and sent Bulletin Article to Dept
- Sent weekly “connections” to all GS staff, etc. (8 to be sent)
- Gave orientations at Mechanicsville and Reemington
- Communicated with Erika Evans, GS liaison to LU, and neared completion of GS program and counselor manual
- Confirmed some speakers at GS
- Attended the funeral visitation for former speaker Toney Lineberry and facilitated donation in his memory and dedication, In Memoriam, in GS program
- Continued Communication with Cindy Kokernak regarding college days
- Continued to confer with LU conference staff regarding VGS 2015
- Sent Webmaster updated information, esp for college days and speakers
- Arranged with Xerox to have machines delivered to GS at L U

- Background checks checked for completion or not (conferred with Frances about this)
- Conferred with Online Registrar and Department Registrar regarding matters concerning delegate registration

June

- Answered multitudinous emails from parents and delegates, as well as those from GS volunteers and unit members. Phone calls were also used as communication.
- Continued communication with District Registrars, Department Registrar Frances Shelton, and online Registrar Margaret Greene regarding delegates to VGS 2015
- Continued with weekly “Connections.” This was very much used and appreciated by all who volunteer with VGS as a very effective means of weekly communication.
- Continued to communicate regularly with Cindy Kokernak regarding College Fair and with the Webmaster to post updated information regarding this.
- Continued to review and finalize with the Assistant Director of VGS the counselor status for VGS 2015. I strongly recommend that each Counselor be contacted the Monday before the opening of GS with an individual phone call to verify that she will be there on the Saturday before GS begins.
- Continued to communicate with speakers esp with the offices of Governor, Lt. Gov., and Attorney General of Virginia regarding their visits to GS. Of special concern was the parking and POC for the day of arrival.
- Communicated with Conference Staff at LU regarding miscellaneous activities of VGS. Had to finalize numbers attending. (See contract.)
- Worked closed with LU liaison Erika Evans regarding the activities during the week of VGS. There were last minute changes
- Continued work on VGS Manual and merging files of past years with current. Much work is left for this manual.
- Finalized the use of “Square” for store sales.
- Continued to work diligently with Erika Evans regarding the program and counselor manual for VGS 2015 so it would be as complete as possible for GS.
- Worked with Webmaster to post any new information and clarify any misconceptions on the Website, esp regarding “dress” for GS.
- Finalized all positions for leadership at GS, including drivers and office staff.

July

- Rechecked to see if GS Insurance paid to SA VanDyke
- Worked with Webmaster to put up GN information from GN 2015 and message for applications for GS 2016
- Attended Department Convention and gave GS Chairman’s report
- Attended Department Convention and gave GS Director’s report.
- Send to delegates who left early from GS week their certificates and pins
- Communicated with Conference Staff at LU regarding miscellaneous information for GS 2015, such as asking which colleges LU waived fees for in 2015.
- Continued to reply to emails from volunteers, parents, and delegates interested in GS 2016

- Began GS POA for 2016 by reviewing National POA for GS

August

- Answered emails regarding GS – these were few.
- Communicated with the Deputy Director of Habitat for Humanity regarding the GS tax project for June 2016, as well as speaking with ALA President Janet Renner regarding this.
- Attended Legion College as chairman of GS; however, no report was required for GS.
- Attended National Convention and the GN/GS Preconvention Meeting.
- Continued work on GS POA for 2016.
- Wrote the GS POA for Department and submitted to Dept Pres.
- Wrote a one page summary of Program for distribution at Exec Board
- Wrote agenda for GS Exec Board in September

Section 3: Girls State Program

General Program Information

A manual of instructions and information will be provided to each participant in each city at ALA Girls State. The manual includes the weekly agenda and expectations at various events, as well as information about her state's government procedures, and ALA Girls State-specific rules.

Virginia Girls State has activities for delegates. These are scheduled for most afternoons and vary slightly each year. Examples include: an orchestra, band, Zumba, basketball, parliamentary procedure, and women in government. Some of these groups might perform during special events and ceremonies such as an inauguration or give a concert one evening.

Talent shows are a fun way for participants to showcase their unique skills and talents. Delegates are invited to try out for this at VGS.

Most ALA Girls States programs have pins or charms that bear the ALA emblem and ALA Girls State logo. Each delegate of VGS is given a Girls State pin and a certificate upon completion of her week Virginia Girls State.

Every participant in ALA Girls State should have a definite function in the government, no matter how small. Virginia Girls State aims to have each delegate hold either an elected or an appointed position.

411 on Virginia Girls State

Virginia Girls State is a program sponsored by the American Legion Auxiliary. The Clerk's Office of the Virginia House of Delegates and numerous school and civic groups from across Virginia provide additional support for the program.

Virginia Girls State is a "learn by doing program" which focuses on state and local government. At Girls State participants live and work together as self-governing citizens learning about the duties, privileges, rights and responsibilities of citizenship. Through participation, citizens gain increased understanding of the way governments function at all levels. More importantly, they become aware that, as citizens, they are essential parts of all government and are responsible for its character and success.

Most of the counselors and the administrative staff are members of the American Legion Auxiliary. All are volunteers and do not receive compensation. City Counselors — supervise the establishment of the city government and are responsible for the proper conduct of their citizens while at Girls State. They are in charge of their cities when moving them from one activity to another and must frequently take roll call. Certain responsibilities can be shared with Jr. Counselors, Mayors, and City Sheriffs with proper supervision.

Junior Counselors — are first time counselors at VGS. They will assist City Counselors with activities and work to better understand the VGS program and Virginia government.

Legislative Counselors — including representatives from the Clerk's Office of the House of Delegates, provide assistance to the Virginia Girls State legislature, moot court, state party conventions, government classes, memorial service, inauguration and other areas as requested.

Virginia State Troopers — are a vital part of the VGS program. They provide security, transportation assistance, and activity supervision as needed.

Counselors must remember they are the girls' role models during the week. Cities should always be supervised by counselor staff to ensure safety. Counselors should be familiar with the program schedule and help the cities be on time for all assemblies and activities. As counselors, the goal is to empower all the citizens of Virginia Girls State to participate as much as possible in the activities and learning experiences provided for them. Whenever possible, counselors should allow the citizens to perform their duties and tasks and decide city issues for themselves. The goal is to provide delegates with the information and knowledge needed to make their decisions.

Fundamentals of Parliamentary Procedure

- Justice and courtesy for all.
- Do only one thing at a time.
- The majority rules.
- The minority must be heard.
- Each proposition is entitled to a full and free debate.
- The purpose is to facilitate action, not to obstruct it.

Motions

- A motion is a request that business be brought before the assembly.
- A main motion introduces the action “I move that...”
- Only one main motion may be addressed at a time.
- A motion must receive a second to have discussion on the motion. If no second motion is received, the motion dies. If a second is received, after discussion, the presiding officer repeats the motion and calls for a vote. The vote is then taken.
- A subsidiary motion is the amending of a motion.
- A motion may be modified but the main idea of the motion may not be changed

Elective offices

City Offices

Mayor – The mayor is the chief executive officer of the city. She presides over all city meetings and is generally responsible for the city's conduct.

Council – Each city elects six members of the city council. The council passes ordinances for the city and assists the mayor.

City Treasurer – The treasurer holds any money collected for city activities. She also may be asked to investigate and report to the city council regarding monetary matters including the city budget.

City Party Clerk – The clerk keeps minutes for all city meetings. She also acts as court clerk in the event of a city circuit court trial.

–Clerk of Court -

Commissioner of Revenue – The commissioner collects any money necessary for city activities such as parties. She works with the treasurer in budget management.

Sheriff – The sheriff is the city's chief law enforcement officer. She assists the mayor in maintaining proper conduct.

Commonwealth's Attorney – She is the city's chief legal officer. She advises the mayor and the city council on legal matters. She prosecutes cases in the circuit court.

Senators – Two senators are chosen from each American Legion Auxiliary Girls State city, for a total of 28. This group sits as the upper house of the ALA Girls State Legislature. Senators introduce, debate and consider legislation.

Delegates – Four delegates are chosen from each ALA Girls State city for a total of 56. This group sits as the lower house of the ALA Girls State Legislature. Delegates introduce debate and consider legislation.

Other Elected Offices – Many other officials are elected, including city party chairman, state party chairmen, legislative leaders, mail clerk, nightingale, purchasing agent, and convention delegates. They are not considered "constitutional officeholders," as their offices are not established by constitution or law. The method of selection and the function of these officials will be explained during the course of the ALA Girls Stateweeklong session.

State Offices

Governor – The position of governor is the highest elected office at American Legion Auxiliary Girls State. The election of the governor usually takes place on Wednesday. The governor appoints and presides over a Cabinet of various state officials. The governor, with her cabinet, considers and either approves or vetoes bills passed by the legislature. The governor makes several speeches to the citizens of ALA Girls State, summarizing her activities and decisions. She usually returns the next session to preside until the new governor is elected.

Lieutenant Governor – The lieutenant governor serves as chief executive officer of ALA Girls State in the event that the person elected governor is unable to serve. The lieutenant governor is also presiding officer of the ALA Girls State

Senate.

Attorney General – The attorney general is the chief legal representative of ALA Girls State. She sits on the governor's cabinet and advises the governor on legal matters.

State Party Clerk (2) – One for the Federalist Party and one for the Nationalist Party. The state party clerks tally votes at the party conventions and serve as clerks for the legislature.

State Party Chair (2) – One for the Federalist Party and one for the Nationalist Party. The state party chairs preside at party conventions and serve as clerks for the legislature.

Restrictions on Offices

Running for different government seats may cause conflicts with programming, so restrictions might need to be set in place to make the election process run smoothly.

Elected city officials MAY run for a state office but must give up their lower-level positions if elected to a higher office. Example: A mayor gives up that position if elected county commissioner. The same rule applies to elected county officials seeking a state elected position.

A party delegate MAY NOT be an elected city official. However, she MAY run for her party's gubernatorial nomination or, she MAY run for Supreme Court justice, senator or representative, but MAY NOT be elected an official in the Senate or the House

A party chairwoman MAY run for the party's gubernatorial nomination. If she is nominated, she forfeits the party chairwoman position and the vice-chairwoman succeeds her. A party chairwoman MAY NOT run as an Independent candidate.

A delegate MAY ONLY run for one county office during the county convention. A delegate MAY run for senator OR representative, but not both.

Note: Girls State legislative volunteers should be sure to check with your state election laws so that your program mirrors current state law.

See the chart on the following page which outlines overlapping officers.

Registration and Check-In/Check-Out Procedures

Registration form(s) sent to participants include information about the check-in process and information about the end-of-session check-out process. The registration form(s) require that the parent(s) or guardian provide the names, addresses, and phone numbers of the following:

- a) The primary adult authorized to pick up the student and to be contacted in case of an emergency
- b) At least three additional adults authorized to pick up the student
- c) Additional adults who are authorized to be contacted in case of an emergency
- d) Adult(s) who specifically are **not** authorized to be contacted or to whom the student may be released under any circumstance.

It is important to have the contact information of at least four authorized adults in the event of an emergency or if the primary contact person does not show up to pick up the student at the conclusion of Virginia Girls State and cannot be reached.

The form(s) should also state that in an emergency, the Girls State Director is authorized to facilitate emergency medical care for a student and when attempts to reach the authorized adults are not successful

Check-In Procedures

Parents or guardians who drive their daughters to VGS should sign a form that clearly indicates who is allowed to pick up their student at the end of the Girls State session. Phone numbers for those authorized to pick up students must be included.

Those authorized to pick-up students may include a spouse, neighbor, friend or other relative. Parents or guardians should also indicate who, if anyone, is NOT PERMITTED to pick up their students.

Check-Out Procedures

When parents or guardians arrive to pick up students, whether at the end of the session or mid-week, their names and state-issued photo ID must be checked against the list of authorized persons. If the name of the person picking up the student is not on the list, release the participant will not be released.

If a person not on the authorized list attempts to pick up a participant at any time, Virginia Girls State will take the following steps:

- Call the parent or legal guardian immediately.
- Call other authorized persons on the list if the legal guardian or parent is not available.
- **Not** release a participant to an unauthorized person until confirmation is made with a person authorized by a parent or guardian.

- In the event that a parent or guardian authorizes the VGS Director to release a delegate to an adult who was not originally specified on the authorized list, the GS Director will make a note about the person to whom the minor has been authorized to be released and maintain a detailed description of the person and a copy of his/her photo ID.

The Girls State Director is responsible for the release of participants, and she or the ALA department may be liable for any repercussions for releasing a delegate to a non-authorized person.

Fire Drills

A fire drill will be held the first day of Virginia Girls State. The time will be set by the Fire Marshall after consultation with the Director. An evacuation plan will be posted in each city and reviewed with counselors at the general staff meeting. The counselors will review this plan at the first meeting with their delegates.

Accommodations and Dates of VGS

VGS will be held on the campus of Longwood University. The dates will coincide with the date of Father's Day in June until the following Saturday. Meetings will be held between the Director and identified staff of VGS and the Conference Staff of Longwood University in the fall and spring of the year of Virginia Girls State at a date agreeable to all parties.

All attempts will be made to provide counselors and staff with their own individual rooms. All attempts shall also be made to accommodate two delegates to each delegate room. Those with like allergies will be paired together if possible. All staff will be provided with room and building keys. Delegates will not receive keys to either their rooms or to the building.

Virginia State Police

Virginia Girls State is fortunate to have the assistance of the Virginia State Police. Usually five in number, they will arrive the Saturday before Girls State and leave on the Saturday following Girls State. They will assist the Director as needed. A meeting between the State Police and the Director will be held prior to the opening staff and counselor meeting on the Saturday prior to Girls State.

City Tax Dollars of VGS

Each delegate will be asked to bring a designed amount of money for city taxes and cans of food for distribution to the community of Farmville. This information will be posted on the Website of VGS. All tax dollars will be sent to one selected project, usually a project which reflects the support of the ALA for our country's veterans. This project will be determined by the Director. Funds will not be allocated elsewhere.

Annual IRS Filings

In order to maintain a nonprofit tax exempt status, VGS must file an annual return with the IRS. The Department Secretary/Treasurer will be responsible for necessary filings.

Section 4: Roles of Staff

Activities at GS

All activities from which delegates may choose are posted and described on-line. In Saturday counselor meeting, counselors received allotment numbers for delegates in each activity. Delegates sign up for activities during the first city session. Delegates do NOT choose their choice activity as they arrive. An objective system must be used. It is recommended that upon arrival at GS each delegate places her name in a bag and later at the first city session, as names are drawn, that delegate signs up for an activity.

Duties of Activities Leader:

March:

Begin to line up activities, activity speakers and activity leaders. – Collaboration with LU Office of Conferences and Event Services. (contact – Darlene)

Compiled descriptions of activities for website and for counselors

Week of GS:

Daily (Monday – Thursday):

Monitor activities; have golf cart driver available to transport

Saturday:

Inform counselors of activity monitoring duties as follows:

each staff member and counselor is to sign up to monitor one activity.

Anyone may attend more than one activity provided there is space.

One must arrive at the activity prior to its beginning to make sure the classroom is available, to welcome the activity leader, to take role, and at the end of the activity to give the speaker a gift where appropriate.

Monday:

Compile information for Band director about the band activity (citizen's names and instruments), emailed to band director.

Compile Chorus participants and parts, copy for Chorus director

Compile attendance lists for activities (time consuming!) and distribute to appropriate leader of each activity.

Call Conferences – asked for IT assistance classes needing special equipment

Assistant Director

The assignment of Senior and Junior Counselors may begin at any time after the close of the GS of the previous year. Some counselors may request to return and some may want to be paired with certain others. Initial letters of intent for counselors should be sent the first of February. This may be done earlier to complete the listings sooner.

Constant communication with counselors should be maintained to be sure that plans have not changed and some have decided not to come and that positions need to be refilled. Suggestion to have as many as 2-4 extras for those who drop off close to Girls State week. Also, the Assistant Director must make contact with all counselors the week prior to GS to ensure their appearance as counselors during the week of GS.

The Assistant Director of GS does the following daily:

- reviews with the Director the agenda for the Counselor meeting for the next morning and discusses any concerns
- attends as many events as possible which require counselor attendance, such as city sessions, legislative meetings, and conventions.
- as the Director travels on campus each day, she accompanies her as much as possible.
- is present on stage with the Director for assemblies which require the Director to be present.
- prepares and distributes a written meeting agenda for the morning counselor meeting to each counselor.
- prepares and puts in each counselor mailbox a sheet for items the counselor wishes on the agenda for the next meeting.

In addition the Assistant Director does the following:

FRIDAY

Helps set up office, makes copies of items needed for the counselors, sets up counselor totes and helps put the counselor manual together to make sure it is ready for all counselors, and reviews with the GS Director the agenda for the Counselor Meeting on Saturday. Prepares and prints a counselor meeting agenda for distribution. Spare time is used to assist in general office set up.

SATURDAY

Goes floor to floor to locate misplaced city totes, leads counselor part of staff meeting and assists with counselor and staff forms required turn in.

SUNDAY

Leads the morning counselor meeting and in late afternoon goes to each floor and for a list the no-show delegates and to see what questions counselors may have, greets delegates and parents 12:30-3:00, collects tallies for T- shirts sizes for delegates in each city after delegates arrive, helps organize t-shirts distribution, assists with mandatory afternoon fire drill, delivers T-shirts to each city during the evening, and organizes and checks off city forms as they arrive.

MONDAY

Leads counselor morning meeting.

TUESDAY

Leads counselor morning meeting.

WEDNESDAY

Leads counselor morning meeting.

THURSDAY

Leads counselor morning meeting

Assists with college fair

FRIDAY

Leads counselor morning meeting.

Leads new counselor meeting (feelings, suggestions, general how are you doing?).

Assists in packing up the office, including totes or materials from counselors in all cities.

SATURDAY

Attends final GS assembly and presents Model Citizen awards in each city

Completes packing the office

Assists parents and delegates as they depart

Assistant Office Manager

The Assistant Office Manager assists the GS Director and GS Office Manager in whatever duties she can and in whatever say she can.

Prior to June GS, the Assistant Office Manager obtains the phone contacts, emails, and text numbers for GS staff and counselors.

Her duties include the following:

Daily:

Answer any phone calls and see that information is given to proper person.

Assist with composing/creating and copying necessary materials for staff and counselors.

Contact LU with building concerns, such as overflowing toilettes.

Locate delegates who are needed by parents, staff, or counselors.

Collect any forms due in the office and use checklist form to verify all cities have reported.

Take interoffice messages among staff, counselors, and delegates.

Greeting any guests, including parents and late arriving delegates.

Directed any visitors to required locations.

Coordinated golf carts when necessary for those needing assistance across campus.

Friday:

Assist in setting up the GS office and unpacking GS materials.

Check that the GS office has supplies needed.

Be sure that the GS phone system and the FAX machine are working.

Print copies of phone numbers for staff and counselors to distribute at Saturday meeting.

Saturday:

Continue to set up GS office

Attend general staff meeting and introduce oneself; give cell number in case GS office number is not working. Share phone number of Director also.

Distribute phone number list and ask all to check for errors.

Review and update any GS general forms and assist in copying or updating any.

Collaborate with the GS Online Registrar to secure for the office various lists of delegates, including Alpha list and city list. Give the Director an Alpha list and a list with all personal contacts for delegates. These will be kept in a notebook in the GS office.

Prepare elevator postings of city locations.

Sunday:

Be sure all staff has a GS Delegate Handbook and GS pen.

Do NOT let NON counselors have a counselor handbook.

Keep an office copy of the counselor handbook.

Set up extra computer in office or elsewhere for delegates' use.

Monday:

See daily

Order bouquets or corsages for Inaugural Ceremony; check with Legislative lead and GS Director prior to doing this.

Tuesday - Thursday:

See daily

Friday:

See daily.

Begin packing up GS office.

Greeted parents of delegates leaving early and located delegate for parents.

Saturday:

Completed packing up of GS office.

Greeted parents and directed them to desired locations.

Director Duties

Friday

Arrive on Friday midday before GS.

Meet briefly with Longwood Conference Staff and invite them to dinner on Friday evening. Include the Assistant Director of GS and the Department Registrar.

Set up the office, including unpacking boxes.

Be sure telephones and computers are ready as soon as possible.

Check supplies for office and shop for any needed items. Check that GS programs for delegates and GS Manuals for counselors are ready.

Greet staff who arrive early as requested or needed. These should include the store staff, GS Treasurer/Registrar, Office and Assistant Office Managers, and LU liaison, and GS Online Registrar.

Be sure GS store staff has what they need; test "Square" sometime during the Friday or Saturday.

Consult with online registrar for room assignments.

Meet with dining hall staff manager.

Discuss golf carts with LU Conference Staff

Visit Fire Chief and go over rules

Meet with campus police chief

Review speech and notes for opening staff and counselor meeting and for Saturday evening dinner.

Consult with Longwood Conference staff to see if all is ready for dinner Saturday evening.

Work with online Registrar and GS Registrar for any alternates needed

Saturday

Greet remaining staff and counselors as they arrive.

Arrange for Staff photo on Sunday morning

Talk with all who will speak at opening staff and counselor meeting and be sure are present. Invite the assistant director, GS registrar, GS online registrar, nurse, store staff, troopers, Longwood liaison, GS photographer,

Meet with troopers prior to staff and counselor meeting. Go over fire drill and bus arrivals.

Hold general staff and counselor meeting; announce one hour long.

Prepare for evening dinner with staff and counselors; consult with GS Office Manager regarding years of service pins.

Consult with Office Manger regarding gifts for speakers.

Sunday

Be present for staff photo at designated time

Designate someone to post dining hall city assignments

Attend counselor meeting at 9AM

Greet parents and delegates and direct them as needed.

Assign someone to be posted at each elevator to move traffic

Speak at evening assembly

Make sure poppies are in place for assembly

Continue to work with Registrar regarding alternates

Be sure GS T –shirts are ready for distribution to delegates

Monday

Attend first counselor meeting.

Rotate among staff and counselors continuously to see that all is running smoothly, especially during activity time, including College Fair Day.

Be present in Jarman as much as possible and especially when there are guest speakers.

Consult with troopers at least once per day to see if they have any concerns.

Remainder of week

Continue to address all concerns and assist others as needed

Check the GS program consistently to see that all is in place.

Be present to greet distinguished guests and speakers.

Saturday

Be present for closing assembly and present Model City award on stage.

Sample Evaluation Form

Optional

Evaluation Form Saturday – Sunday 2014 Name _____

Please evaluate the following by making remarks where you wish and return to the VGS office.

1) Saturday Counselors' Meeting

2) Saturday recognition dinner

3) Sunday morning counselor meeting

4) Sunday check in of delegates

5) City Orientation Sunday (3-5) and fire drill

6) Sunday evening Assembly – VGS Welcome

7) Sunday evening city sessions

Additional comments:

Distinguished Guest Committee

Job description:

Act as the designated person for all Distinguished Guests who call for information or have questions, and be the Point of Contact for arrival of guests, including the Governor, Lieutenant Governor, General of Virginia, and any other speakers for the week.

Remain with these guests during their entire visit and escort them to meals if necessary and to Jarman Auditorium for speaking. Direct them to any facilities needed and provide them with beverages as needed.

Be prepared to give driving and parking directions to Longwood University and share phone contact information for day of arrival.

Work with State Troopers who will escort the Governor and work with other committee members of GS and the stage director of Jarman will be escorting guests, especially speakers to the platform. This includes a review of proper protocol.

Assist the GS staff daily as needed and directed. This may include the following:

- 1) distribution of GS T-shirts on Sunday, the preparation of which may begin on Saturday
- 2 welcoming and directing delegates and parents on Sunday to various locations, such as the GS office, GS store, GS nurse, and room accommodations
- 3) assisting with GS shopping and distribution of purchases
- 4) assisting in any other areas needed

Kathy Gear Owens Moot Court Activity

Much preparation goes into Moot Court. Four speakers are lined up prior to GS. This process begins in early spring. They are usually ladies with legal experience, and may include lawyers and judges.

Duties:

Daily:

Lead Moot Court Activity in the afternoons Monday – Thursday.

Sunday:

Check sign up list for those who are in the Moot Court Activity.

Monday – Tuesday:

See Daily duties.

Wednesday:

Set up 4 Moot Court Courtrooms for trials.

Meet with Judges to assign the VGS Appeals VGS Supreme Court positions; this is done during the afternoon activity time slot.

Thursday:

3PM: Set up 4 Moot Court courtrooms for trials

Friday:

Moot Court Assembly and Moot Court Finals during morning assembly time.

Girls State Liaison

Prior to GS

February/March

- Ordered lanyard (Justlanyards.com, color list with any changes in Erika's file)
- Ordered name badge holders (though Technomarketing Inc., may go directly to source in future, contact info in Erika's file)
- Ordered flag pins (Wright's Wholesale, contact info in Erika's file)
- Began re-working counselor manual based on previous year's recommendations
 - Change all speakers names, including VGS Governor
 - Change picture schedule (coordinate with Photographer & work around meal schedule).
- Began re-working delegate program based on counselor, staff and delegate feedback
- As supplies arrived, sorted into city sized portions for easier distribution

April

- Continued working on Manuals, updating as speakers confirm with GS Director
- Design Counselor Manual Cover, Delegate Program Cover, Name tag Format (anything needing to be printed) and submit to Director of GS for National's approval to print. Must include quantity, vendor and vendor contact information (Name, phone, email)

May

- Planned menu with LU Dining Services (contact – LU ARAMark Catering)
- Confirm with printing what special paper might be needed for newspaper, certificates (use gold marbled parchment if possible), programs, etc.... so it can be ordered.
- Order Officer Buttons (was last minute ordering in 2014, order early May to avoid rush fees, order from JustButtons.com)

June

- June 1 – Delegate program to printing (At least 3 weeks from Start of VGS)
- June 9 – Counselor Manual to printing (At least 2 weeks from Start of VGS)
- Nametags to printing (Monday before arrival at Girls State)
- Large format printing of schedule pages & Jarman maps (regular & Inaugural)
- Check press proofs as needed
- Submit A/V needs to Conference Staff
- Copy Conference Staff office on programs once they have gone to press, make sure copies get to A/V staff in Jarman (William/Clint/John)
- Print activity stickers for nametags
- Print index tabs for counselor manuals, assemble counselor manuals into notebooks
- Send information to Woman in Government & Oral History of Veterans speakers (directions, times, contact info, parking)
- State convention set up to Conference Staff (esp. for Blackwell)

Friday (arrival day)

- Assisted in setting up office
- Ran copies of all forms for counselor manual, inserted into manuals
- Compiled city supply bags (need master list for this)

Saturday (Staff arrival)

- Compiled "OOPS" (items missed/changed since printing in Counselor Manual) sheets for afternoon meeting
- Activities & Purchasing information during counselor meeting
- Compiled descriptions of activities for counselors
- Edited Chorus activity sheet to include singing parts
- Spray mount the Jarman maps to foamcore

Sunday

- Assisted Office Manager meet buses as they arrived and distributed bus tags (next year, the bus tags will be made the same size as the name tag, delegates can insert the tag behind their name tag in holder)
- Emergency shopping trip (one delegate forgot all linens/pillow)
- Golf cart chauffer
- Got signatures for Certificates – VGS Director and ALA Dept. President (Note: MUST do this while ALA Dept. President is at VGS. If she is not coming, she should sign her name 5 or 6 times on a white sheet of paper with black pen and send with someone to VGS for the certificate).

Monday

- Miscellaneous duties as needed in office, especially with activities.

Tuesday

- After Governor Candidates are selected from both parties, get their signatures as they would like to see them on a certificate (two sheets, white paper, one labeled Federalist Governor candidate, one labeled Nationalist Governor candidate. Each candidate signs the paper 5 or 6 times with a black pen). Signatures are submitted to printing so they can set up two different certificates.

Wednesday

- Names for certificates need to be sent to printing as excel spreadsheet
- Assisted with Judging of Girls Nation Candidates during speeches, committee to select following assembly

Thursday

- Once elections are over, find out winner from legislative staff. Call printing so they can begin to print certificates.
- Escort Oral History of Veterans Speakers to class in Chichester

- Worked with printing on format for insert into the Saturday newspaper with all the delegate emails.

Friday

- Created Model City Certificate (send to Susan for Google Drive)
- Separated certificates by city
- Packing up the office (make sure things that are needed prior to arrival are all together and in a marked container [i.e. Counselor Manual notebooks, mailing labels for activities, etc....])
- Signs for buses made (color coordinated with bus tickets) along with color coordinated sign for luggage in Curry Commons

Saturday

- Signs for Buses out as buses arrive (yard signs didn't work well, no grass in most areas, maybe large signposts next year? Conference staff held up signs this year.
- Completed packing up office.

Legislative Lead #1

Sunday:

Prepare Monday morning assembly regarding legislative information.

Monday:

With other Legislative lead, present "Become an Informed Citizen" – a presentation given in the morning about the election process at GS which explains caucusing, conventions, and election procedures.

Prepare city election ballots with the help of other staff members.

Afternoon: Distribute ballots and monitor city elections.

Evening: Assist with Nationalist (or Federalist) State Party Convention to select Party Clerk and Party Chair.

Tuesday:

Assist with State Party Convention (Nationalist) to select Attorney General, Lt. Governor, and Gubernatorial Candidates.

Wednesday:

Evening: State Party Convention to select Party Clerk and Party Chair (Nationalist or Federalist).

Wednesday:

Contact Prince Edward County Registrar and set up State Election Ballot

Check with LU Conference Staff regarding State Election Poll location.

Make sure it is set up for the election on Thursday.

Prepare delegate lists, supplies, and instructions for State Election Officials.

Evening: Help moderate candidate forum in the evening.

Thursday:

Set up polls for election

Meet Prince Edward County registrar to set up voting machines

Assign various duties to the State Election officials

Be present for State election usually held mid-morning

Confirm results from machine voting with Legislative leads of GS

Friday:

Practice for Inaugural

Inaugural Ceremony

Begin packing up GS office

Saturday:

Complete packing up GS office

Legislative Lead #2

January

1. Send email to Virginia State Legislators serving in the House of Delegates and the Senate inviting them to participate on the legislators' day. This email should be sent in January while legislators are in session. (The staff is not great about checking email when they are not in session.) Go to <http://viriniageneralassembly.gov/house/members/members.php> for list of house members and to <http://apps.senate.virginia.gov/Senator/index.php> for a list of Senators. Following is a sample email to use when inviting the members.

Sample:

Dear Delegate Marshall:

On behalf of the American Legion Auxiliary I would like to invite you to participate in the 2015 Session of the American Legion Auxiliary, Virginia Girls State. This program will be held once again on the campus of Longwood University from June 21st – 27th, 2015. We are looking forward to our 41st year in Farmville at Longwood University.

Girls State was first presented in the 1930's. The young women who attend are rising high school seniors. Their selection by the American Legion Auxiliary and by school officials is based on their academic and extracurricular performance. These participants, whom we call delegates, experience a week-long practical program that teaches the basic principles of self-government. During this time they become extremely knowledgeable about the democratic process and about how our republic works on the state level and national levels. You can find more information on our website at <http://vagirlsstate.org/>.

More than 630 young women and 55 counselors and staff are expected to attend this year. We would be honored if you could join us on Wednesday, June 24th from 10:30 am – Noon to give a presentation about the Virginia General Assembly and discuss the duties of your office. You are invited to join the delegates for lunch from 12 pm -1:30 pm following your presentation. Please rsvp by April 30th to mlwheatley@yahoo.com.

We are looking forward to your presentation to our delegates at Virginia Girls State this June.

Sincerely,

*Marcia L Wheatley
Associate Director*

*Susan F. Lee
Program Director*

2. Send an email to members of the Clerk's office that will be assisting with the Legislative portion of the session. Send an email to Tami Carsillo (tcarsillo@house.virginia.gov) and Jackie Scott (jscott@house.virginia.gov) to inquire who will be working with Girls State this year.

3. Continue work with clerk's office on legislative agenda for the week's session.
Confirm any special needs for AV equipment or handouts.

Late April or Early May

1. Follow up with legislators who RSVP that they were coming and give them the details of the day and parking.

Following is a sample email to use regarding confirmation of participation in the American Legion Auxiliary Virginia Girls State session on Wednesday, June 24th.

*Thank you for accepting our invitation to participate in Virginia Girls State on **Wednesday, June 24**, at Longwood University. The schedule for Wednesday, June 24, is as follows:*

10:30 a.m. *A Reception will be held in Dorrill Dining Hall for VGS City Mayors to meet General Assembly Members. Mayors will escort their guests to the city meetings.*

10:45 a.m. *Cities in session with General Assembly members*

12 noon – 1:15 p.m. *Lunch (VGS City Mayors take legislators to lunch.)*

*Dorrill Dining Hall can be found on the attached Longwood University campus map (#28). Enter the campus off Main Street onto Redford Street across the McDonald's. Travel two blocks to the Brock Commons Garage where parking will be available for legislators and park in spaces along the outer wall designed for "visitor" use. **The access code to the garage is 3249#.***

*The Virginia Girls State Office is located in the Curry Dormitory (#40 on the map) which is one of the two adjoining high-rise dormitories. The address for the Curry Dormitory is **412 Spruce Street, Farmville, Virginia 23901.***

Please contact me at (703) 625-6112 if you have any questions. We are looking forward to your participation in the 2015 session of Virginia Girls State.

*Sincerely,
Marcia Wheatley
Legislative Coordinator
mlwheatley@yahoo.com*

2. Communicate with Girls State Director, Assistant Director on a regular basis concerning the number of RSVPs in the affirmative and negative. The affirmatives are important so that a thank you gift for the visiting legislators can be order and presented the day of the visit.
4. Contact the current Department President for her bio to be read at the Sunday Opening Session of Girls State.

Week of Girls State

Saturday

Meet with Legislative Lead #1 to discuss any changes to schedule for the upcoming week.

Verify with Director the number of legislators expected later this week.

Set up work station in the Girl State office. Pick up counselor's manual and other handouts
Attend staff meeting.
Begin work on script for Sunday night's opening session.

Sunday

Meet with current Girls State Governor to review the script.
Add bios of any speakers for the opening session.
Check with Legislative Lead #1 and GS Director for any changes for the opening Session.
Meet with Jarman stage manager to discuss stage setup.
Work on script for Monday's session.
Work on presentation with Legislative Lead #1 on "Becoming an Informed Citizen to be presented at Monday's session.
After opening session, meet with Girls State Governor to go over script for Monday's session.
Finalize script for Monday.

Monday

Co-present with Governor Counselor the session on "Becoming an informed Citizen."
Run the party convention for one of the political parties. The Legislative Lead #1 will run the other party convention.
Meet with newly elected party chair and clerk to discuss their duties for running the next evening's convention.
Meet with Girls State Governor to go over script for Tuesday's session.
Assign meeting rooms for cities and visiting legislators on Wednesday. Insert the information to be read on Tuesday and again on Wednesday depending on schedule. Give information to Girls State Assistant Director to remind the counselors.
Finalize script for Tuesday.

Tuesday

Meet with Girls State Governor to go over script for Wednesday's session.
Finalize script for Wednesday.
Tuesday through Thursday or Friday, depending on week's schedule, meet with clerks from Richmond on needs for the day and travel to and from classrooms.
Confirm room assignments for Wednesday, if needed. Announce to mayors where to meet their guests on Wednesday for reception.
Attend evening party convention and advise party clerk and party chair on how to run the evening's nomination for 3 highest offices.
After party convention, meet with Governor, Lt. Governor, Attorney General, Party Clerk and Party Chair to discuss the format for the political rally on Wednesday.

Wednesday

Meet with Girls State Governor to go over script for Thursday's session.
Put names of Girls Nation's Senator in the script for announcement.
Finalize script for Thursday.
Meet mayors at the Legislator's reception before the arrival time of the legislators.

Introduce the mayors and confirm the details of the visit.
Put together a list of question for the candidates for today's political rally.

Thursday

Work with Legislative Lead #1 on the release schedule for cities to go vote.
Insert that information in Thursday's script.
Revise evening script to announce winners of Girls State Governor, Lt. Governor and Attorney General.
Meet with Girls State Governor to go over script for Friday's session.
Finalize script for Friday adding in names of Mayors to deliver their state of the city address and swearing in of Girls Nation Senators.
Start inserting names into script for inauguration. Need list of names from Governor Counselor on Judges, list of cabinet appointees from newly elected Governor.

Friday

Meet with newly elected Girls State Governor to go over script for Saturday's session.
Finalize script for afternoon installation, inserting any names not already done.
Meet with all inauguration participants for practice.
Using other members of the committee to help line up all the participants for the inauguration parade to their seats.
Supervise the inauguration by following the script and ensuring the participants that are speaking on at their proper place on the floor/stage and on the proper page.
Ask persons responsible for names to insert in script for Saturday, i.e. scholarship winner, Citizen Award for each City, etc.
Begin packing up GS Legislative information.

Saturday

Meet with newly elected Governor to go over changes to script.
Complete packing up materials

MIA/POW Ceremony

Duties of Lead for POW/MIA Ceremony:

Monday:

Review POW/MIA script and make sure all is easy to read. There should be AT LEAST one front-to-back copy for the podium. Give a copy of the script to the booth (LU staff) in Jarman. There should be one copy of the script WITH SONG LYRICS for the soloists and Girl's Nation speakers. Set eyes on needed materials.

Communicate with the Chorus leader that she/he should select two or three of the best singers to sing at the MIA/POW Ceremony on Thursday evening and give these names to the leader of the MIA/POW Ceremony as soon as possible.

Wednesday

Send a note to each city Mayor, the two Girl's Nation delegates, and to soloists selected by the Chorus leader to remind them that they are in the POW/MIA ceremony.

Thursday

Set up the stage for dress rehearsal for the ceremony. Run the entire program, once informally, so each one can read through her part. Then run through the entire program another time for those who are performing it. Make sure to stress the solemnity of the occasion, walking slowly, and how to sit/stand.

Thursday evening:

***CONCERT & POW/MIA: Traditionally, the band performs first, then clears the chairs and stands while the chorus files on. Next there is a short intermission while the stage is set for the POW/MIA. All citizens taking part will be called backstage during the intermission.

Nurse at VGS

Several months prior to GS, a nurse will be invited to serve at Virginia Girls State. This nurse will present proper identification and qualifications to the GS Director.

Once approved the lead nurse will identify an assistant nurse with whom she would like to serve. This assistant nurse will also present her proper identification and qualifications for approval by the GS Director.

Duties include the following:

Daily duties:

Check supplies

Dispense medicines to delegates

Address any medical issues of delegates and accompany them to the hospital if necessary.

Saturday:

Arrive and set up the nurses' office.

Check supplies, including a refrigerator, which have been stored at LU and brought to the nurses' room.

Purchase any necessary items and submit receipt to GS Treasurer for reimbursement.

Attend general staff meeting and address staff and counselors.

Apprise assistant nurse of information regarding her position and duties at GS.

Collect all forms from staff and counselors which they were required to submit.

Determine temporary nurses' station where they can meet parents and delegates and receive medicine to be kept by the nurses.

Prepare a sign for delegates and staff of hours of operation and contact information, such a phone contact, should a nurse not be in the nurses' station. Remind all that the State Troopers are always "on call" should the nurse not be available.

Sunday:

Check final supplies.

Set up temporary nurses' station to meet parents and delegates and receive medicine to be kept by the nurses.

Collect all forms for delegates and alphabetize by city, NOT by delegate.

Obtain a list of delegates from the office, including phone contacts and GS city location.

Monday – Friday:

See daily duties

Saturday:

Pack up nurses' items for storage by LU.

Make an inventory of items; keep one, place one in one of the storage bins, and give a copy to the GS Director.

Office Manager

Daily duties

Answer phone when needed.

Answered miscellaneous questions regarding GS

Volunteer in GS Store as needed.

Make daily bank deposit.

Count and distribute GS newspaper.

Handled any office, including delegates, staff counselors, and parents, concerns with dignity.

Sunday

Staff picture taken.

Checked arrival times for all buses.

Helped welcome delegates and parents directing them to where they needed to go.

Signed in late arrivals and directed them where to go.

Called no shows to be sure they were not coming.

Called alternates to get replacements for no shows.

Collected Staff Conflict of Interest, Health Forms, Sexual Harassment Statements and GS Code of Conduct Forms.

Assisted with distribution of GS T-shirts as needed.

Monday

Signed in late arrivals and sent them to their designated areas.

Wrote checks for counselor expenses.

Tuesday

Wrote checks for counselors' expenses.

Wednesday

Checked on missing counselor forms.

Wrote checks for counselor expenses.

Counted and placed in plastic bags the GS pins for each city.

.

Thursday

Wrote checks for counselors' expenses.

Interviewed delegates for the Verna Vance Scholarship.

Friday

Made final check on Counselor forms.

Signed out delegates for early departures.

Wrote checks for Counselor expenses.

Assisted judge and made final decision on Verna Vance Scholarship

Packed office supplies that could be packed and kept office inventory.

Saturday

Guided parents as needed, especially early departures

Continued to help pack office supplies.

Checked arrival time for all buses.

On-line GS Registrar Duties

The on-line registration process begins in March or as earlier if possible. The final room assignments begin approximately three weeks prior to the beginning of GS. However, delegates may register until the beginning of GS.

The on-line registrar makes all rooms assignments for staff, counselors, and delegates.

Daily:

Continue to update delegate lists with deletions, additions, corrections, and changes

Friday:

Set up computer in GS office.

Optional: Set up counselor mailboxes.

For GS Director: Alphabetize delegates by last name with District, Unit, High School, parental contact, and ALA Jr member and ROTC member information.

For counselors: alphabetize delegates by last name with room number and party

For counselors: Sort delegates by GS City and Room Number, party, and last name

For office: Alphabetize delegates by last name for emergency contact; print list

For legislative leads: Sort delegates by city and last name showing room number and party

For legislative leads: Sort delegates by party and then by last name

Print sheet with activity sign-up information

Continue to update on-line registration files.

Saturday:

Attend staff meeting and apprise staff and counselors regarding number of delegates and accommodations for delegates and staff.

Continue to check and monitor delegate status.

Assist with contacting alternate delegates and in registering same.

Sunday:

Assist with contact alternate delegates and in registering same.

Wednesday:

Send to LU printing a list of delegates for printing GS certificates.

Girls State Ordering Sources 2015

Name Badge Holders

TechnoMarketing, Richmond Virginia

James White, account manager

Office – 866-965-5330

Cell – 757-572-5457

(used starting 2013 for lanyards, name badge holders flag pins, pens [2013 only]).

If ordering direct – Meetingsdirect.com – Item MH208

Lanyards

Just Lanyards

Justlanyards.com

| Color | PMS Color Number | Imprint Color |
|---------------|------------------|---------------|
| Bright Pink | 806 | Black |
| Lilac | 252 | Black |
| Light Blue | 284 | Black |
| Lime | 802 | Black |
| Silver | Cool Gray 4 | Black |
| Yellow | Process Yellow | Black |
| Orange | 804 | Black |
| Peach | 1555 | Black |
| Purple | 267 | White |
| Royal Blue | Reflex Blue | White |
| Turquoise | 801 | White |
| Teal | 339 | White |
| Forrest Green | 357 | White |
| Black | Black | White |
| Red | Red 032 | White |

Officer Buttons

Just Buttons

Justbuttons.com

Reorder Number (need to find)

Flag Pins

Wrights Wholesale
105 West Main St.
Walhalla, SC 29691

(864) 718-8000

www.wrightsconfederatewholesale.com/success.html

(Call in March and ask if they can order the pins, they will need to do an order for the qty. we need. They will contact you when the pins)

Item # HP6027 – Waving American flag -- \$5.75 per dozen

GS Shopper

The GS Director will appoint a staff member who will purchase items which delegates need while at GS.

Oral information will be given to counselors on at the opening staff and counselor meeting on Saturday.

Duties include the following:

Sunday afternoon:

Place any necessary forms and written directions in city mailboxes by Sunday afternoon.

Check supplies, such as envelopes for containing purchase orders and money.

Daily duties, Monday - Friday

Check the shopper's mailbox for any purchase orders.

Shop for items for delegates and staff.

Keep a record of mileage and turn this in for reimbursement by the GS Treasurer.

Package individual orders and place in city mailboxes.

Friday afternoon:

Turn in final reimbursement charges to the GS Treasurer.

See form below:

Stage Manager Duties at Jarman Auditorium And for Programs and Guest Escorts

The stage manager should be present whenever there is an assembly in Jarman Auditorium. She is responsible for communication between the stage and the LU sound technicians. She is also responsible for greeting any guests and presenting them with corsages and boutonnieres when the Distinguished Guest Committee is not present.

The staff member will encourage and promote our American Legion Auxiliary Juniors by asking for their assistance on the Distinguished Guest committee and assistance with Posting of Colors in Jarman Hall. All guests and speakers will be given either a poppy corsage or a poppy boutonniere.

- The counselors will obtain a list of the ALA Junior members from their cities and turn them into the GS office the first day. Also a list is compiled of those ROTC members and turned in.
- Review the guest speakers needing escorts in the program. Contact the City Counselors and request a number of girls needed for the day's programs.
- Either gives a short orientation of guest escort duties the day of the event or plan on Monday morning to talk to all signed up ALA Juniors and ROTC members. Make sure all have flag etiquette booklet.
- Review the program booklet for each day to determine the number of junior members needed. Generally needed are 3 juniors as escorts and 2 for mic runners and 2 ROTC or Juniors for flag posting when needed. It is suggested that the guest speaker be actually escorted by a Senior member with 2 Junior Auxiliary members can be in front in pairs and then Senior member and Junior member to lead the Distinguished Guest committee down the aisle.
- There are two doorways into Jarman Auditorium. We ask the escorts to come to the lobby and line up to go in the right side doorway.
- The calls for the distinguished guest committee are made from the stage and then the guest committee proceeds down the aisle to the front of the stage. In most cases, the guest goes on the stage on the front right and the rest of the distinguished guest committee goes in front of the stage to reserved seats at opposite side to wait while the speaker presents and then the distinguished guest committee accompanies the guests return to the lobby up the opposite aisle.
- At least two Juniors can assist with running microphones for questions and they will stay in the back and be instructed by the stage crew. One on each aisle and will try to even out requests from each side for questions
- When the special guest is escorted to the lobby after speaking, if time permits, a request is made to have pictures taken with the speaker with all ALA Juniors assisting during the program. This makes being an ALA Junior a special event.

- Due to time constraints or poor weather conditions there may be days when the colors are already posted in Jarmon Auditorium. Instructions are the American flag is always higher and is posted first.

Store Manager

Several months prior to GS, the Manager chooses someone to be her Assistant Store Manager and discusses this person with the Director who invites her officially.

Longwood University stores the totes containing GS items from the previous year. These are brought to the GS Store on the Friday prior to GS.

The Treasurer of GS purchases some items sold at GS at a discount store and brings these to the GS store.

The GS Director sets up the use of a “cooler” for drinks at the GS Store, and this is in place upon arrival the Friday prior to GS.

The following are the duties of the GS Store Manager:

Daily:

Restock the store and send a list of needed items to the GS shopper.

Count the cash from the purchases from the previous day and set aside the bank for the start of the day, usually four hundred dollars.

Take the remainder of the money to the GS Treasurer who will take the deposit to the bank.

Assist delegates and staff with purchases and locating what they need

Friday prior to GS:

Arrive and unpack totes from previous year. Enlist the help of volunteers from the GS office to assist with this.

Check to see if “cooler” for drinks is in place.

Check inventory list from prior year.

Determine what items are needed for the GS Store and purchase these.

Saturday:

Post prices for items and make signs as needed for items, including sizes, in the GS store.

Set up the cash boxes.

Send a charge to “Square” to see that it is operating efficiently.

Continue to unpack and set up store.

Attend the opening staff meeting and advise all regarding store hours, their discounts, etc.

Sunday:

Do final check that all is ready for GS Store purchases

Open store by 1PM to delegates and parents

Monday - Thursday: see daily above

Thursday:

Contact the Assistant Director of GS and have her announce GS store hours for Friday at the morning counselor meeting on Friday and announce that the store will NOT be open on Saturday.

Post Friday store hours in prominent locations for all delegates to see

Friday:

Continue sales in GS store

Begin packing up GS store in later part of evening

Take inventory of leftover items in GS Store

Saturday:

Complete packing up of store items and leave these in the GS store for LU to store

Complete the inventory of GS store

Retain one copy of the inventory and give copies the both GS Director and to GS Treasurer

Talent Show Duties

Information regarding the GS Talent Show is posted on the GS Website. Anyone wishing to participate needs to read this information prior to arrival at GS and bring necessary items, including CDs, for her talent.

Trying out for the Talent Show NOT guarantee one a spot in the Talent Show.

The ultimate decision of who is in the Talent Show rests with the leader of this. The leader may choose up to two individuals from the GS Staff and Counselors to assist her with this show.

Following are the duties of the lead person for the Talent Show:

Saturday:

Announce general information regarding the Talent Show or if arriving Sunday, send information to the GS Director to be announced, at the staff meeting.

Monday:

Send Talent show audition sign-ups and time sheet to all cities.

Remind counselors to have the girls wear what they are planning to wear DURING the performance to the audition.

Wednesday:

Hold auditions early afternoon. Make decisions by late afternoon and send this information in the form of a printout to cities for posting that evening. Try to keep in mind those who is also signing up to be in the POW/MIA ceremony and not overbook any delegate.

Thursday:

All taking part in Talent show MUST have any music on a CD. All CDs need to have name and city on it and must be turned in to the talent show box in the office by dinner at the very, very latest.

Friday:

Make sure ALL CDs are in the Talent Show box. The ABSOLUTE deadline is lunch hour. Put together a program on Excel and print copies for the sound booth, the GS Governor for use as MC, and for the backstage crew. DOUBLE check the list and make sure no accepted act is missing.

Friday evening:

Show time!

Each performer sits in the audience and comes back stage approximately five minutes before it is time to perform.

Duties of Various Staff

LU Liaison: The GS Director chooses someone to be the Liaison between her and LU Conference Staff. This is usually person who lives in the vicinity of LU – hereafter referred to as the “LU Liaison.”

ALA Junior Members and Jr. ROTC: A GS staff member identify Jr ALA members and with Jr. ROTC members attending GS. These delegates will be asked to perform certain functions at GS, such as posting colors and escorting guests.

Counselor Handbook: The LU Liaison collaborates with the GS Director to design and publish a GS Counselor Handbook. The final product is approved by the GS Director prior to printing.

Counselor Hospitality: A staff member will maintain a cordial atmosphere in the GS office. She will maintain a station conducive to welcoming staff, counselors, delegates, delegates’ families, and guests. This station will have water, other beverages, and snacks available to any entering the office. Expenses for this are covered by donations.

Forms: All forms required from staff, counselors, delegates, cities, and legislative bodies must be turned in to the GS office in a timely fashion as designated on the form. Either a designated staff member, the GS Office Manager, or the GS Assistant Office Manager will distribute these forms to the appropriate person.

Evaluation of GS: Each staff members and counselor has the opportunity to evaluation the GS program. Forms are placed daily in each counselor’s mailbox and are available in the GS office. They are to be completed by the close of GS each year. The forms will be reviewed by the GS Director and results will be shared with the GS Executive Board, GS staff, and GS counselors. (See sample following.)

FACEBOOK: The GS Photographer and GS Webmaster prepare photos for Social Media, including FACEBOOK, and for the GS Website

Flag Retirement Ceremony: The GS Director or her designated person will contact an American Legion Post no later than March of the year of GS to secure a Post Honor Guard to give a Flag Retirement Ceremony.

Gifts for speakers and pins for delegates: The GS Treasurer and the GS Director collaborate in early spring to select and order gifts for the speakers and pins for delegates at GS.

Blue Star Ceremony: The ALA Department Chairman of National Security is invited to attend GS and present Blue Star pins to delegates whose immediate family members are currently serving in the military. This includes active Guard units. Each city is asked to submit names to the office by Monday morning. At a designated time these delegates are recognized with a presentation on the stage of GS by the National Security Chairman, or if she is absent, a designee of the GS Director. Any pins remaining after the presentation will remain in the care of the GS Director.

Girls Nation: Girls Nation is a program of the ALA. Two delegates and one alternate will be selected from VGS to attend Girls Nation which is usually held one week annually near the end of July. The GS Director will designate a staff member to head the selection of the GS Senators. Girls Nation information will be posted on the Girls State Website and distributed to each GS city for posting. An ad hoc committee will be selected by the GS head of this committee; candidates will give speeches at a GS assembly regarding issue which they have prepared. When time permits, a "Fish Bowl" question will also be asked of each candidate. The committee will recommend the two senators and alternate to the GS Director who will make the final selection. The chair of the ad hoc committee is responsible for completing all information required of selected senators and mailing this to National in accordance with packet directions received from National.

GS Program: The LU liaison designs and formats the GS Program. There is constant communication between the GS Director and the LU liaison regarding this. The final product must be approved by the GS Director before going to print.

GS Rooming List: The online GS Registrar assigns rooms to delegates, staff, and counselors. All counselors and staff have individual rooms when possible. Delegates are to be housed two to a room if possible. Delegates with the same allergies, when possible, are roomed together. Guests are assigned rooms if needed.

Inaugural Ceremony:

The GS Director, with the assistance of the legislative leaders of GS, select a staff member to head the Inaugural Ceremony. This takes place at a time designated by the GS Director, but is usually Friday afternoon. A script is in the GS files. The lead person collaborates with the legislative staff and the chorus and band directors to present this. A practice for all involved is held at a time designated prior to this program.

Menu: The LU Liaison works with the GS Director in early spring to determine the Menu for the week.

Model Citizen: A staff member will place in each counselor mailbox a form for Model Citizen of each GS city. The citizens of each city will vote by secret ballot for the delegate in their city who deserves this recognition. Criteria for this is published in the GS Delegate Handbook. The award will be presented at the Saturday morning closing assembly by the Assistant Director of GS.

Model City: A staff member designated by the GS Director will head the selection of GS Model City. Criteria is published in the GS Delegates Handbook. This information will be given to the GS Director on Friday. Final selection will be decided by the Director who will present the Model City plaque at the Saturday closing assembly. The plaque will be engraved by the Treasurer of GS and returned to GS at the following session.

Newspaper: The GS Director will select a person who will oversee the daily publishing of a GS Newspaper. This person will also serve as GS Photographer. City counselors will inform her of the names of the city newspaper reporters. These reporters will send her daily articles highlighting events and activities in their cities. She will have the newspaper printed daily by LU and brought to the GS office for distribution to staff, counselors, and delegates. She will also post this on the GS Website.

Photographer: The GS Director will select a person to be the photographer at GS. This person will also serve as the lead of the GS newspaper and send photos to the GS Website.

Samsung Scholarship:

Information regarding Samsung Scholarship is posted on the GS Website; all applications are to be completed prior to arrival at GS. Counselors collect these applications as delegates arrive and turn them into the GS office by Monday morning. An ad hoc committee selected by the GS Director reviews all applications and identifies the winner by Friday morning. The required paper work is completed by committee members and submitted to National in accordance with information requirements set forth in the packet mailed to the GS Director in May from TAL in Indianapolis.

Virginia State Troopers:

Generally five Virginia State Troopers, two or more of whom are females, attend Girls State annually. These troopers are selected by their Division Commander. In early February the GS Director sends a formal request to the commander asking for these troopers to be assigned to VGS. A reply usually arrives two or three weeks later. It

contains the names of assigned troopers, dates they are to attend GS, and time to be present for a trooper and GS Director meeting.

Verna Vance Scholarship

The lead on this prepares and distributes forms and criteria for this scholarship to each city counselor during the opening staff and counselor meeting. She also answers questions regarding this scholarship with all concerned. She selects two others to serve with her in the selection of the winner.

Counselors in each city consult one another and select by Wednesday evening their candidate for this scholarship. The candidate is given an application which she must complete and return by later that evening. On Thursday evening candidates are interviewed for the Verna Vance Scholarship and one is selected.

The lead person on this prepares a speech to recognize the winner; this scholarship is awarded by the lead person on Saturday morning. The winner is given a letter composed by the lead person. The letter congratulates the winner and directs her about how to collect the scholarship money.

Items in the Verna Vance packet include the following: city nominee sheet with names from 14 cities, VV Scholarship application information, VV scholarship application samples, VV Finalist sheet, VV Scholarship speech, and letter to winner.

Section 5: Constitution and Bylaws