

## **New for 2024 ALA CA Girls State**

1. Enrollment fee is \$425 per delegate. Registration fee remains \$75 per delegate for a total program cost of \$500 per delegate.
2. Department Girls State Chair phone number is 562-444-8296.
3. Once the Unit Transmittal Form is distributed April 1, 2024, send all Girls State fees to Department Treasurer, Kathy Tellyer. See the Unit Transmittal Form for Galt address.
4. On the Delegate/Alternate Information Sheet (page 15), mark who is responsible for transportation. This will help Delegates complete the online application accurately. The information they enter on the online application will be used to determine bus routes and transportation costs. It is important that the Delegates answer transportation questions as accurately as possible.

## **How to Use the 2024 ALA CA Girls State Unit Information Packet**

1. Contact the school to schedule the selection process.
  - a. Ask the school faculty to nominate no more than 5 candidates to the Unit.
  - b. You may wish to give the following to the school representative:
    - i. Department Code Requirements (page 2),
    - ii. Letter to School Representative (page 7), and
    - iii. [Youth Programs Brochure](#) which highlights the ALA Girls State program.

### **Prior to the selection process:**

1. Review the Department Code Requirements (pages 2-4).
2. Review the Selection Process Strategies (page 5-6).
3. Review the Suggested Interview Questions (page 8).
4. Complete the [2024 ALA CAGS Candidate Selection Instruction form](#) and instruct the Unit President to also complete. This is a Department Code Requirement. At the beginning of the form, there is a link to a Google Slides presentation which provides instruction about the types of questions that should be included in interviews and essays, and those which are discriminatory or not appropriate. The form includes questions to test your understanding of the instruction.
5. Decide what questions the Unit will ask each candidate.
6. Make a copy of the Delegate Letter of Selection (page 9), 1<sup>st</sup> Alternate Letter of Selection (page 10), and 2<sup>nd</sup> Alternate Letter of Selection (page 11) for each school the Unit will sponsor.
7. Make three copies of Structure of ALA Girls State (page 12) for each school the Unit will sponsor.
8. Make a copy of the Candidates' Contact Information (page 14) for each school the Unit will sponsor.
9. On the Delegate/Alternate Information Sheet (page 15), complete the American Legion Auxiliary Information section, then make 3 copies of that form for each school the Unit will sponsor.
10. You may choose to email documents to the selected students instead of making copies.

### **During the selection process:**

1. Obtain information from each candidate to complete the Candidates' Contact Information (page 14).
  - a. Maintain candidates' privacy by not showing candidates other candidates' information.
2. Confirm that each candidate will commit to participating in the entire session of ALA CA Girls State from Tuesday, June 25-Sunday, June 30, 2024.
  - a. A student is not allowed to arrive to the session late or leave the session early.
  - b. ALA CA Girls State does not afford time to engage in summer school courses, AP/IB summer assignments, interviews, appointments, or any other outside activity.
  - c. We start each day at roughly 7:15am and go until about 10pm each night. Everyone is asleep by 11pm. There is only about 30-45 minutes of potentially free time during the day but this is usually used to work on various projects.
  - d. Due to the rigorous nature of the program, it is not recommended students schedule other commitments immediately before or after ALA CAGS.
3. Remind the Delegate that the \$75 registration fee and the \$425 Unit Enrollment Fee is non-refundable. If the Unit chooses to pay the registration fee, a delegate that fails to participate in the entire session must pay \$75 to the Unit in addition to the \$425 Unit Enrollment fee.

### **After selecting a Delegate, 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate:**

1. In the Unit Selection box on the Candidates' Contact Information (page 14), write the names of the Delegate, Alternate #1 and Alternate #2. Keep this page for your records.
  2. Give the Delegate pages 9, 12, and 15 with the ALA Information section completed.
  3. Give the 1<sup>st</sup> Alternate pages 10, 12, and 15 with the ALA Information section completed.
  4. Give the 2<sup>nd</sup> Alternate pages 11, 12, and 15 with the ALA Information section completed.
  5. The Delegate, 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate will need this paperwork in order to complete the online application which is due **March 15, 2024**. Stay in close contact with the selected students.
  6. Please remind selected students that they will need a personal email account, not a school email account, to complete the online application and receive necessary communications. (School email addresses will often not allow Google Form submissions or delivery of emails to multiple recipients which we use for the administration of ALA CA Girls State.)
  7. Inform the Delegate, 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate how the \$75 registration fee will be paid.
  8. Inform the Delegate, 1<sup>st</sup> Alternate and 2<sup>nd</sup> Alternate how transportation to Sacramento State will be handled. If there is a fee, inform them how the transportation fee will be paid.
  9. Look for the Unit Transmittal Form which will be distributed April 1. Mail the completed form to Department Treasurer, Kathy Tellyer, with one check covering fees for all the schools the unit will sponsor by **April 15, 2024**.
- Page 15 has fillable forms. If you complete that page first, the District #, Unit #, ALA Unit GS Chair Name, Phone, and Email will automatically fill in on pages 7, 9, 10, and 11.
  - If you complete the Name of High School on page 14, the high school name will automatically fill in on page 7.



American Legion Auxiliary  
401 Van Ness Avenue, Ste 319  
San Francisco, CA 94102-4570  
(415) 861-5092  
[cagirlsstate.org](http://cagirlsstate.org)

### Instructions

The application/signature packets will be on the American Legion Auxiliary California Girls State website ([cagirlsstate.org](http://cagirlsstate.org)). If you know that a Unit Chairperson does not have access to the internet, please let the Department Chairperson know so that special arrangements may be made.

### Unit Information Packet

- Pages 2-4: Department Code Requirements – For Unit Chairperson information and to share School Faculty Guidelines.
- Page 5-6: Selection Process Strategies – For Unit Chairperson information.
- Page 7: Letter to School Representative – SUGGESTED: previously distributed at the end of October.
- Page 8: Suggested Interview Questions – SUGGESTED: for Candidate Selection Committee.
- Page 9: ALA Girls State Delegate Letter of Selection — For Delegate (1 copy needed per school).
- Page 10: 1st Alternate Letter of Selection — For 1st Alternate (1 copy needed per school).
- Page 11: 2nd Alternate Letter of Selection — For 2nd Alternate (1 copy needed per school).
- Page 12: Structure of ALA Girls State — For School Representative, Delegate, 1st & 2nd Alternates (4 copies per school).
- Page 13: Draft Unit Transmittal Form to Department Treasurer (finalized Transmittal Form will be available April 1).
- Page 14: Candidates' Contact Information for Unit Chairperson (1 copy needed per school for Chairperson to keep).
- Page 15: Delegate/Alternate Information Sheet (3 copies per school; fill out ALA information before you make copies).

### TRANSMITTAL OF DOCUMENTS

1. Online application submitted by Delegate and 1<sup>st</sup> & 2<sup>nd</sup> Alternates. **DEADLINE MARCH 15**  
Go to [cagirlsstate.org](http://cagirlsstate.org).
2. Department Office Transmittal (available April 1) and ONE CHECK sent to: **DEADLINE APRIL 15**  
Kathy Tellyer  
American Legion Auxiliary  
10400 Twin Cities Rd  
Suite 20 #107  
Galt, CA 95632

### PLEASE DIRECT ALL QUESTIONS TO:

ALA DEPARTMENT GIRLS STATE CHAIRPERSON  
Allyn Kau  
ALACAGSChair@gmail.com  
(562) 444-8296

ALA CA GIRLS STATE DIRECTOR  
Valerie Hardy  
ALACAGSDirector@gmail.com



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## **Department Code Requirements for the American Legion Auxiliary California Girls State Program**

### Guidelines for School Faculty:

The following information is provided as a guide to the school faculty for nominating the most qualified candidates.

- a. Candidates are limited to 11<sup>th</sup> grade students for the 2023-2024 school year (public, private, or home schooled). Each delegate must plan to continue high school and attend one or more semesters immediately following the ALA Girls State session.
- b. Previous ALA Girls State Citizens are not eligible to be a delegate. The ALA Department Girls State Chairperson may accept or reject any applicant.
- c. Delegates are selected based on outstanding leadership, scholastic merit, interest in community and government, character, honesty, and collegiality. Delegates should be independent in the physical requirements of daily living. If not, the Delegate's family must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant must be a minimum of twenty-one (21) years of age, be female, pass a background check, and attend the entire session.
- d. Delegates who have an underlying medical condition must have medical clearance from their licensed physician to attend ALA California Girls State.
- e. Candidates must be willing to conform to all medical regulations specified by federal and state law, the California Department of Public Health, and as stated in the medical sections. Delegates are strongly recommended to be current with all vaccinations recommended by CDC, including COVID-19 and flu. Any delegate who becomes sick must leave the campus as soon as reasonably possible and the delegate's family is responsible for arranging transportation home and any associated costs.
- f. Candidates must be of excellent character and citizenship and should be in the upper third of their class scholastically.
- g. Upon return from ALA Girls State, the Delegate must be willing to relate the interest and sense of responsibility of government the Delegate has gained from participating at ALA Girls State to the Delegate's school, community, and sponsors.
- h. The sponsoring ALA Unit makes the final selection of the Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate after recommendations and a selection process. Final acceptance of the Delegate is dependent on all paperwork being complete and eligibility requirements satisfied.
- i. Schools will select no more than five (5) candidates for the American Legion Auxiliary Unit to interview. Students must choose whether to interview for an American Legion or an American Legion Auxiliary program; a student may not interview for both programs.



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### Candidates Selection Procedure:

All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairperson or her substitute. The school faculty shall recommend candidates to the sponsoring Unit. Only the Unit shall have final selection of the Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate, subject to acceptance by the Department Chairperson. Last year's ALA California Girls State Citizen may provide guidance. When the Unit has chosen the candidates, the fee and Unit Transmittal Form shall be submitted by **April 15<sup>th</sup>** as provided in the instructions. Publicity may be released indicating that the Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate have been chosen.

If a selected Delegate and 1<sup>st</sup> Alternate, due to circumstances beyond their control, cannot attend the ALA Girls State Session, the 2<sup>nd</sup> Alternate selected in the same manner shall attend to prevent forfeiture of the Unit fees.

### Units must adhere to the following instructions:

- a. All fees must be included in one check and sent to the Department Treasurer Kathy Tellyer. See the transmittal form for Galt, CA address. Failure to pay all fees by **June 15** will result in the Unit not being seated at Convention.
- b. Prior to the selection process, the Unit Girls State Chairman and Unit President must review the [Candidate Selection Instruction](#) about abiding to federal and state anti-discrimination laws.
- c. Units shall not engage in political discussion with candidates.
- d. Units shall arrange for the Delegate to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. The Unit should encourage the school to present the Delegate at an assembly or other school functions.
- e. **ONLY ONE DELEGATE MAY BE SELECTED FROM A SCHOOL.** Units may send Delegates from different schools. Units may participate as joint sponsors.
- f. **Unit selects a Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate from each school sponsored.**
- g. The Unit Chairperson will make copies of the Contact Sheet for each school. Obtain each candidate's contact information while protecting all candidates' privacy; do not allow a candidate to see other candidates' information. *The Unit Chairperson will keep this form for the Unit's records.*
- h. The Unit Chairperson must fill out and copy the Delegate/Alternate Information sheet, giving one copy each to the Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate for use in filling out the online application and other documents, as well as for future contact with questions. The Unit Chairperson shall keep in close contact with all Delegates and Alternates to ensure that applications and documents are submitted to the Department Chairperson on time. The Unit Chairperson should check the Reservation List online to determine if each application has been submitted timely and correctly.



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### APPLICATION FORM

The Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate must each fill out and submit the online application. Delegates and Alternates are responsible to print out from the ALA California Girls State website ([cagirlsstate.org](http://cagirlsstate.org)) and fill out the Delegate Parent/Guardian or Alternate Parent/Guardian packet, then upload the completed Delegate Parent/Guardian or Alternate Parent/Guardian signature pages to the online application. Delegates may have a financial responsibility of a \$75 registration fee that they must pay to the Unit. (Each ALA Unit will determine how the registration fee is handled.) Online applications are to be submitted no later than **March 15, 2024**.

### RULES

Each candidate must attend the entire session of ALA Girls State (except in the case of an emergency). Sports tournaments, summer school, examinations, job interviews, vacations, other conferences, or events that overlap are not considered an emergency. The signed acceptance form affirms that the candidates are aware of this requirement. If a candidate leaves before the end of the session, refunds will **not** be granted to the Unit. **The Unit** will have the responsibility of recovering the \$425 registration fee and any other fees from the Delegate and her family.

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

### WITHDRAWAL OF SPONSORSHIP

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



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### Selection Process Strategies

1. Contact the school and provide them with the Letter to School Representative and the Youth Programs Brochure so they may inform interested students about the program prior to scheduled interviews.
2. Request the school representative to ask the candidates to review the websites [cagirlsstate.org](http://cagirlsstate.org) and [cagirlsstate.org](http://cagirlsstate.org) to find out more about the American Legion Auxiliary and ALA California Girls State.
3. Ask the school to select no more than five (5) candidates for the Unit to interview.
4. Review the [Candidate Selection Instruction](#) about abiding to federal and state anti-discrimination laws.
5. Set up a time and location convenient to all for the interview selection process to take place. You can also consider having the candidates write an essay in lieu of or in addition to the interview.
6. Begin the interview by introducing yourself and the members of your committee. Give them your Unit name and number.
7. Give some brief information about the American Legion Auxiliary and specifically about your Unit's activities in the community.
8. Give some brief information about American Legion Auxiliary California Girls State. Do **NOT** engage in political discussion. Share the Department Code eligibility requirements. Ask the candidate privately (not in front of any other students) if any of the requirements may preclude them from being selected.
9. Review the dates of the ALA California Girls State session (**Tuesday, June 25<sup>th</sup> – Sunday, June 30<sup>th</sup>, 2024**) to ensure that no one has a conflict with any activities they have planned for the summer. Buses will travel on the evening of Monday, June 24<sup>th</sup> and return early morning Monday, July 1<sup>st</sup>. Delegates must arrive between 7-9am Tuesday, June 25<sup>th</sup> and remain at the session until 4:30pm on Sunday, June 30<sup>th</sup>.
10. There are a significant percentage of Delegates attending ALA California Girls State who are ill-prepared for this fast-paced experience. They are overwhelmed with being away from home, friends, and family. They are not sufficiently outgoing to endure the intense competition of 500 overachievers. Here are a few suggestions to assist you in choosing a Delegate who will be successful.
  - a) Assertive: Is the candidate strong in her opinions, but a good listener? Does the candidate seem to be willing to negotiate, adapt to the people around her and influence others in a positive way?
  - b) Cooperative: Is the candidate able to work with others? Can the candidate follow, as well as lead?



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- c) Courage: Does the candidate have the courage to defend her opinions? Does the candidate have the courage to defend the opinions of others?
  - d) Honesty: Is the candidate truthful?
  - e) Resiliency: When has the candidate suffered disappointment or challenges and endured or overcome?
11. Keep track of your information on a tally sheet. Everyone on the selection committee should take his/her own notes.
  12. When interviewing the candidates be sure to ask open-ended questions. Sample questions can be found on the Suggested Interview Questions form.
  13. Will the candidate be available to attend your luncheon, tea or designated orientation program? Can the candidate make a commitment to speak to her sponsoring group(s) upon return from ALA California Girls State?
  14. Select a Delegate, 1<sup>st</sup> Alternate, and 2<sup>nd</sup> Alternate. Inform candidates as soon as possible after the interview or selection process. Be sure they give you their contact information. Candidates must have a Delegate/Alternate Information Sheet in order to complete their online application. Give them a copy of the appropriate selection letter and a copy of the Structure of ALA California Girls State. **Emphasize the deadline dates.**
  15. Give school representatives the names of the selected Delegate and Alternates.
  16. Contact the parents or guardians of the Delegate and explain the program.
  17. Avoid delays! Check in with your Delegates and Alternates regularly to remind them of deadlines, issue invitations to Unit activities and build a rapport with your Delegate and Alternates. You are the face of the ALA!



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To the High School Principal or Counselor:

The American Legion Auxiliary, Department of California, is proud to announce the 81<sup>st</sup> Session of ALA California Girls State to be held Tuesday, June 25 through Sunday, June 30, 2024 at California State University, Sacramento.

The ALA California Girls State program is a very worthwhile program and a great opportunity for students who have completed their junior year to participate in a weeklong session focused on learning, responsible citizenship, and leadership. The art of civil debate is one of the main skills learned at this premier program, hosted by the American Legion Auxiliary since 1937. Many ALA Girls State participants have gone on to a lifetime of service to our country in the military, civil service or advocacy.

Please seek interested candidates during the upcoming months. In December or January, the sponsoring ALA Unit will follow-up to schedule a convenient time for ALA Unit representatives to interview up to five candidates. The ALA Unit's primary goals in interviewing are to learn about each candidate, put them at ease, and make the best selection. It is always a difficult task because these students are the best of the best, and we can only send one delegate from each school.

There is a \$75 registration fee. Students may request financial assistance from the sponsoring ALA Unit for this fee due to financial hardship. The cost of sending a Delegate is \$425, not including the student's \$75 registration fee. The sponsoring ALA Unit may share the cost with the school and/or offer a scholarship for each Delegate to attend the session. Some ALA Units sponsor more than one school.

Applications are subject to acceptance or rejection by the ALA Department Girls State Chairperson and/or Director. Once the papers have been processed and the applications are accepted, publicity may be released after April 15, 2024.

ALA California Girls State is a work and study program in functional government and NOT a forum for discussion of political philosophies. Current issues are discussed in group sessions and during the legislative process. Each Delegate is encouraged to create or draft a bill to bring to ALA Girls State.

An ALA California Girls State Citizen is one who accepts our traditional form of government and relates with other Citizens with a positive attitude. Getting to know each other on an individual basis is one of the great values of ALA California Girls State. These values will be stressed to the candidate at the time the candidate is notified of her selection by the ALA Unit. Upon return from ALA California Girls State, the ALA Girls State Citizen should share the benefits of her experience with her school and community, emphasizing the sense of civic responsibility which is stressed at ALA Girls State.

For additional information, please consult our [Youth Programs Brochure](#) or [cagirlsstate.org](http://cagirlsstate.org). On behalf of the American Legion Auxiliary, Department of California, I thank you very much for your cooperation.

AMERICAN LEGION AUXILIARY DEPARTMENT CALIFORNIA GIRLS STATE CHAIRPERSON

Allyn Kau

[ALACAGSChair@gmail.com](mailto:ALACAGSChair@gmail.com)

(562) 444-8296

\_\_\_\_\_ High School is sponsored by ALA Unit \_\_\_\_\_.

ALA Unit Girls State Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



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### **Suggested Interview Questions**

Tell us your name and something about yourself.

Tell us about the classes, clubs, and activities you participate in at school.

Tell us something unique about you or your hobbies that we would not find on a resume.

Have you had the opportunity to look at the American Legion Auxiliary and ALA California Girls State website? What do you know?

What does "service above self" mean to you?

What one word would you use to describe yourself?

Do you have a parent/grandparent/great-grandparent who is/was a veteran? (If yes, this is a good lead to tell the candidate that the Samsung American Legion Scholarship is available only to ALA Girls State and TAL Boys State Citizens.)

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

Have you ever been away from family and friends for at least a week? (Camps, workshops, etc.)

Have you ever run for office before? Tell us about that.

What do you know about our government?

What current events or topics do you feel passionately about or are knowledgeable about?

How do you feel about your future right to vote?

If you were selected, and suddenly unable to attend, which of the other candidates would you pick to replace you and why?

How would you feel if you were chosen as an Alternate?

There will be an orientation luncheon (or tea, dinner, etc.) on \_\_\_\_\_  
for Delegates and both Alternates. We ask that all attend so that you can be prepared in case of an emergency and you have to take the place of the Delegate. Would you attend?

Are there any questions that you would like to ask about the American Legion Auxiliary or ALA California Girls State session?

\*Notes can be kept any way you would like. Make sure you write down the students' names and a way to help you distinguish them from the other candidates.



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Dear American Legion Auxiliary California Girls State Delegate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

To begin this journey, go to [cagirlsstate.org](http://cagirlsstate.org) and print, read, and fill out the Delegate Parent/Guardian Packet. Be sure all lines are completed and all signatures are obtained. Then complete the online Delegate Application. One of the questions will ask you to upload the signature pages. In order to complete the online application, you must use a personal email address. You cannot use an email address associated with a school account.

To accept this selection, you must arrive at Sacramento State University between 7:00-9:00 a.m. on Tuesday, June 25 and remain on campus through 4:30 p.m. on Sunday, June 30. Travel to and from Sacramento State University may extend that commitment to the evening of Monday, June 24 through the morning of Monday, July 1.

**Please remember that the online application must be submitted by **March 15, 2024.****

**Your Delegate code for your online application: **2024CAGSDEL****

AMERICAN LEGION AUXILIARY  
DEPARTMENT of CA GIRLS STATE CHAIRPERSON  
Allyn Kau  
[ALACAGSChair@gmail.com](mailto:ALACAGSChair@gmail.com)  
(562) 444-8296

YOUR SPONSORING ALA UNIT  
District #:                      Unit #:  
Unit Chairperson:  
Email:  
Phone:

[cagirlsstate.org](http://cagirlsstate.org)



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Dear American Legion Auxiliary California Girls State 1<sup>st</sup> Alternate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

To begin this journey, go to [cagirlsstate.org](http://cagirlsstate.org) and print, read, and fill out the Alternate Parent/Guardian Packet. Be sure all lines are completed and all signatures are obtained. Then complete the online Alternate Application. One of the questions will ask you to upload the signature pages. In order to complete the online application, you must use a personal email address. You cannot use an email address associated with a school account.

To accept this selection, you must arrive at Sacramento State University between 7:00-9:00 a.m. on Tuesday, June 25 and remain on campus through 4:30 p.m. on Sunday, June 30. Travel to and from Sacramento State University may extend that commitment to the evening of Monday, June 24 through the morning of Monday, July 1.

**Please remember that the online application must be submitted by **March 15, 2024**.**

**Your Alternate code for your online application: **2024CAGSALT1****

AMERICAN LEGION AUXILIARY  
DEPARTMENT of CA GIRLS STATE CHAIRPERSON  
Allyn Kau  
[ALACAGSChair@gmail.com](mailto:ALACAGSChair@gmail.com)  
(562) 444-8296

YOUR SPONSORING ALA UNIT  
District #:                      Unit #:  
Unit Chairperson:  
Email:  
Phone:

[cagirlsstate.org](http://cagirlsstate.org)



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Dear American Legion Auxiliary California Girls State 2<sup>nd</sup> Alternate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

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**Please remember that the online application must be submitted by **March 15, 2024**.**

**Your Alternate code for your online application: **2024ALT2CAGS****

AMERICAN LEGION AUXILIARY  
DEPARTMENT of CA GIRLS STATE CHAIRPERSON  
Allyn Kau  
[ALACAGSChair@gmail.com](mailto:ALACAGSChair@gmail.com)  
(562) 444-8296

YOUR SPONSORING ALA UNIT  
District #:                      Unit #:  
Unit Chairperson:  
Email:  
Phone:

[cagirlsstate.org](http://cagirlsstate.org)



American Legion Auxiliary  
401 Van Ness Avenue, Ste 319  
San Francisco, CA 94102-4570  
(415) 861-5092  
[cagirlsstate.org](http://cagirlsstate.org)

### **Structure of American Legion Auxiliary California Girls State**

At ALA California Girls State, each Delegate shares a dorm room with one or more Delegates in a residence hall. Each ALA CA Girls State City is comprised of about 30 Delegates. They will form their own government and elect Senators and Assemblymembers to represent them. The elected City Council will enact ordinances to govern their city. After taking the ALA CA Girls State Oath during Opening Ceremonies, Delegates are referred to ALA CA Girls State Citizens.

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

The four counties will form our state. Each Delegate will be assigned a political party, either Federalist or Nationalist. They will develop their own party platforms and will choose their own issues to discuss. They will participate in primary and general elections to select an American Legion Auxiliary California Girls State Governor, Lieutenant Governor, and other state officials.

There are multiple areas where Citizens can contribute to ALA CA Girls State at the city, county, and state level, in elected or appointed positions. They may utilize or develop their talents in public speaking, writing, art, and music.

This is a week of learning by doing: NO lectures, NO books, and NO tests. Each of the six days is jam-packed with learning, living, and growing. This is a fast-paced, rigorous program, with a short mid-day rest period but no personal space as we're living in residence halls with roommates and communal showers. All Citizens walk with a buddy, never unescorted. Go to [cagirlsstate.org](http://cagirlsstate.org) to see a typical day's schedule.

Be prepared for an experience of a lifetime!

If you have any questions, contact:

American Legion Auxiliary  
California Girls State Interim Director  
Valerie Hardy  
[ALACAGSDirector@gmail.com](mailto:ALACAGSDirector@gmail.com)

**To learn more about the American Legion Auxiliary:** [calegionaux.org](http://calegionaux.org).

**To learn more about the ALA California Girls State program:** [cagirlsstate.org](http://cagirlsstate.org).

**To learn more about the ALA Girls State program:** [legion-aux.org/ala-girls-state](http://legion-aux.org/ala-girls-state).



Unit Name \_\_\_\_\_  
 Unit# \_\_\_\_\_ District# \_\_\_\_\_  
 Unit GS Chairperson \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Unit Transmittal Form to Department Office – DUE by APRIL 15**

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

Enrollment Fee (GS43517) \$425 x _____ delegates	\$	Make check payable to: <b>ALA, Dept of CA</b> Earmark Memo line: <b>Girls State Fees</b>  Send <b>ONE</b> check to cover ← ← ← ← Total Amount Transmitted
Registration Fee (GS43518) \$75 x _____ delegates	\$	
Transportation Fee (GS43519) \$TBD x _____ delegates	\$	
Donations (GS43515)	\$	
<b>Total Amount Transmitted</b>	<b>\$</b>	

1. Email a picture or scan of this page to [alacagsassistdir@gmail.com](mailto:alacagsassistdir@gmail.com) and [n.passarelli83@gmail.com](mailto:n.passarelli83@gmail.com).

2. Mail this page and check to: **Kathy Tellyer**  
**American Legion Auxiliary**  
**10400 Twin Cities Rd**  
**Suite 20 #107**  
**Galt, CA 95632**

Fill in the information below. Write names of additional Delegates and high schools on the back side. For Transportation, refer to the [Reservation List](#) to determine whether bus transportation has been arranged for the sponsored high school.

- Only check Private if the Delegate is using private transportation BOTH ways.
- If the Delegate will take the bus one-way OR round-trip, check Bus.

Delegate Name	High School Name	Transportation
1.	1.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
2.	2.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
3.	3.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
4.	4.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
5.	5.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
6.	6.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
7.	7.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
8.	8.	<input type="checkbox"/> Bus <input type="checkbox"/> Private
9.	9.	<input type="checkbox"/> Bus <input type="checkbox"/> Private

## Candidates' Contact Information

**Name of High School** \_\_\_\_\_

Make a copy for each school to keep for your reference. Be sure to obtain contact information from each student **BEFORE** they leave the interview. Maintain candidates' privacy by not showing other candidates the other candidates' information.

### Candidate #1

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

<b>Unit Selection</b>
Delegate:
Alternate #1:
Alternate #2:

### Candidate #2

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

### Candidate #4

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

### Candidate #3

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

### Candidate #5

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

## Delegate/Alternate Information Sheet

If you have the following information ready and available, the online application should take you 20-30 minutes to complete. Please keep this form with the ALA information as a reference. **\*\*\*You must use a personal email address when completing the online application; you cannot use an email address that you use with a school account to complete the online application.**

### American Legion Auxiliary Information (Be sure the Unit Chairperson has completed this section before you leave.)

ALA District #:

ALA Unit #:

ALA Unit Girls State Chairperson Name:

ALA Unit Girls State Chairperson Phone Number:

ALA Unit Girls State Chairperson Email:

How the \$75 Registration Fee is collected by the ALA Unit:

How the Delegate will arrive to Sacramento State:

- The Delegate is responsible for own transportation to Sacramento State.
- The District/Unit will help coordinate transportation to Sacramento State.
- The Delegate attends a school south of Fresno/Salinas and is eligible for a seat on the Department chartered bus. How the transportation fee will be collected:

### Personal Information

Delegate/Alternate Code (found on the letter given to you by your Unit Chairperson):

Multiple Phone Numbers for Parent/Guardian(s):

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone Numbers(s):

School Representative Name (usually a counselor):

School Representative Email:

### Health Information

Have you received the Tetanus-Diphtheria-Pertussis (Tdap) Vaccine?

Have you received the Measles, Mumps, Rubella (MMR) Vaccine?

Current Prescriptions (name, dosage, frequency, storage information):

If you have health insurance, Name of Insurance Company:

Policy Number:

Person To Whom Policy Was Issued:

Please have the following ready to upload PRIOR to starting the online application:

1. Separate scanned copy or picture of each signature page of the Delegate Parent/Guardian or Alternate Parent/Guardian packet (found at [cagirlsstate.org/delegates-alternates](http://cagirlsstate.org/delegates-alternates)).
2. A photo of yourself (head shot). You may only upload one image file.

**\*\*\* The Online Application is due by MARCH 15. \*\*\***



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## Frequently Asked Questions

### 1. Why is only one student allowed to represent a high school when there are so many qualified students?

A search on 9/17/22 of the California Department of Education database resulted in 2,902 schools. Even at our pre-pandemic number of 540 delegates, only 18.6% of schools in the state would be represented. We want to broaden our reach as each delegate is encouraged to return to their high school to share what they learned with the entire school and community.

Limiting delegates to one per school improves the diversity of our program by encouraging American Legion Auxiliary Units to reach out to multiple schools in the area. Although it would be easier to contact one counselor at one school to obtain multiple delegates, our goal is to involve more high schools throughout the state in American Legion Auxiliary California Girls State.

Most of the delegates report that they feel comfortable trying new experiences or ones that are important to them instead of what others expect them to do because no one else at ALA CAGS knows them or expects them to run for a particular office. High school students often feel great pressure to live up to others' expectations. Delegates feel free to follow their own pursuits at ALA CAGS.

### 2. Is there only one American Legion Program in California - Boys and Girls State?

No, there are two separate programs sponsored by two separate organizations.

- The American Legion (TAL) administers the TAL California Boys State program, which held its first coed session in 2023.
- The American Legion Auxiliary (ALA) will hold its 81st session of the ALA California Girls State program in 2024.

A student may apply to either The American Legion CA Boys State or American Legion Auxiliary CA Girls State, but not both.

### 3. Is a female student who attends The American Legion CA coed Boys State program eligible to attend American Legion Boys Nation program?

At this time The American Legion Boys Nation program is not coed.

### 4. Is a female student who attends The American Legion CA coed Boys State program eligible to attend the American Legion Auxiliary Girls Nation program?

Only students who attend ALA CA Girls State may be selected to represent CA at ALA Girls Nation.

### 5. May students who do not identify as female attend ALA CA Girls State?

Female students, students who identify as females, and gender non-conforming individuals are all welcome

to apply to American Legion Auxiliary CA Girls State. All references on our website and paperwork to “women and girls” and “she/her” include gender-expansive individuals. A student may apply to either The American Legion CA Boys State or American Legion Auxiliary CA Girls State, but not both.

**6. How are students selected to attend ALA CA Girls State?**

Each sponsoring American Legion Auxiliary Unit determines its process to select a delegate, 1<sup>st</sup> alternate, and 2<sup>nd</sup> alternate for each school it sponsors. Applications, essays, and/or interviews are all commonly used.

**7. Why is The American Legion CA Boys State program larger than ALA CA Girls State?**

According to June 2023 membership reports, The American Legion had 418 Posts with 67,829 total members in CA. The American Legion Auxiliary had 238 Units with 17,808 total members in CA.

The ALA CAGS program is administered solely by volunteers at the ALA Unit, District, and Department (state) level.

Though there may be a large difference in the number of attendees between the programs, the number of high schools represented may be comparable or even larger with ALA CA Girls State due to the ALA CAGS goal to increase involvement of as many high schools throughout the state as possible.