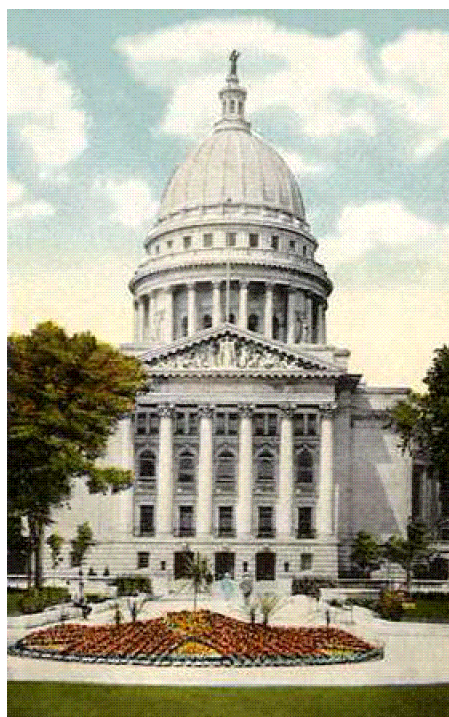




**American Legion Auxiliary
Badger
Girls State**

**Seventy Fourth Session
June 18-23, 2017**



Program Information & Reservation Form Packet

**UNIVERSITY OF WISCONSIN
OSHKOSH CAMPUS**



American Legion Auxiliary
Badger
Girls State

PO Box 140 ~ Portage, WI 53901-0140 ~ Telephone: 608-745-0124 ~ Fax: 608-745-1947
E-mail: bgsadmin@badgergirlsstate.org ~ Website: www.badgergirlsstate.org

October 2016

Attention Unit Presidents/Badger Girls State Chairman:

The American Legion Auxiliary 74th Badger Girls State Session will be held Sunday, June 18th through Friday, June 23rd, 2017, at the University of Wisconsin-Oshkosh campus, Oshkosh, WI. The fee is \$275.00 per delegate. Each delegate will pay a \$25.00 fee and in turn receive a shirt.

This packet contains a month-by-month Timetable of activities, a Delegate reservation form, a sample copy of the Prospective Delegate form, ALABGS brochure and a sample copy of the Principal letter that will be sent to the School's Guidance Counselor. *Familiarize yourself with all the information and deadlines.*

Please read the Refund Policy & Procedures section on the backside of the reservation form. We need you to select one of the options listed in the event your Unit has to cancel its reservation after the May 1st refund cutoff date.

The key to having a successful ALA Badger Girls State session is COMMUNICATION – between you, the school, contributors and delegates. Please don't fail to sponsor a girl due to financial reasons. If your Unit cannot financially contribute the delegate fee, find an outside contributor. Approach your school or other community civic groups to see if they are able or want to participate in the ALA Badger Girls State program. They receive recognition as the contributor while your Unit is still credited the sponsorship. **IF YOUR UNIT DECIDES THEY CAN NO LONGER PARTICIPATE IN THE ALA BADGER GIRLS STATE PROGRAM – NOTIFY YOUR SCHOOL IMMEDIATELY!** In the past Units have failed to do this and the school went ahead and selected an ALABGS delegate, only to find out that reservations were not paid by the sponsor. The school should not have initiated the selection process **but** the Unit was at fault for not communicating with them as soon as they received their reservation packet.

Please follow the instructions in the Timetable and make sure your reservation form along with the fee is sent to Department by January 29, 2017. If you have questions regarding your Badger Girls State reservation, please contact Auxiliary Headquarters 608-745-0124 or email bgsadmin@badgergirlsstate.org

Please contact me with questions regarding ALABGS procedures. If I'm not available, please contact one of the following committee members:

Joanie Dickerson, Assistant Executive Director – Phone: 608-996-2152 ♦ email: jomaried@gmail.com

Diane Kranig, Chairman – Phone: 715-252-9239 ♦ email: dianeqltr@hotmail.com

Danyelle Thompson, Vice Chairman – Phone: 920-379-6489 ♦ email: danyelle.thompson@gmail.com

Thank you for your continued support of ALA Badger Girls State.

Sincerely,

Delores Woolf

Delores Woolf, Executive Director

390 S. Court Street, Platteville, WI 53818

Ph: 608-348-7403 ♦ Email: dwoolf@centurytel.net



American Legion Auxiliary
Badger
Girls State

Timetable – Guide for Unit & Post

ALABGS has its own website: www.badgergirlsstate.org & email: bgsadmin@badgergirlsstate.org

October: ALABGS Reservation Packet is mailed to Units, which includes: a letter to the Unit Badger Girls State Chairman, an ALABGS Brochure, an ALABGS Timetable, a Reservation Form and a sample copy of the high school's promotional (informational) packet.

As soon as you receive this mailing, contact your high school(s) and talk directly to the person who works on the ALA BGS program.

Things to discuss/inform them of:

1. Does the school plan to participate?
2. A promotional packet will be mailed to school(s) in October.
3. Remind them that the Prospective Delegate selection form need to be copied and distributed to **all** interested 11th grade girls including home schooled girls.
4. Inform them that as the sponsor, you want to be on the Selection Committee.
5. It is preferred if the Delegate/Alternate completes online Registration. However, a parent/guardian or the school's Guidance Counselor can also register the Delegate/Alternate.
6. Remind your school that it is highly recommended for them to have an Alternate register, just in case the Delegate (for whatever reason) withdraws before session begins.
7. Information to register online will be sent to the schools in late January/early February.
8. Immediately after completing online registration, the Delegate/Alternate should receive an auto-generated confirmation email. The Delegate/Alternate should make a copy of their registration form.
9. Make the Delegate aware that her tuition is paid for by a sponsor/contributor and therefore, her commitment to be a delegate should not be taken lightly – monies will be forfeited if she decides not to attend and an Alternate cannot be found.

Now is the time to contact contributors to help promote this program so that they can have their funds to you before the January 29th deadline date. You may use the ALA BGS brochure when approaching a contributor as it explains the program in detail. You may make copies of the brochure or contact Department for additional copies.

Complete the reservation form and send it to headquarters along with the appropriate payment. It is very important that you include the school contact person's name on the reservation form so the mailing goes to the proper person at your school(s).

October: An informational packet is mailed to high schools which include letters to the Principal/Guidance Counselor, an ALABGS Brochure, an ALABGS Poster and the Prospective Delegate form. This mailing gives the school the date of session and promotional material for their 11th grade girls and informs them if they haven't been contacted by their sponsoring ALA Unit prior to the Holiday Break, they should contact one of the four officers of the ALA BGS Committee. **We recommend the Unit Chairman again make contact with the school(s) to see if this mailing was received and reinforce that as a member of the sponsoring organization she would be interested in being on the selection committee.**

January 29: Deadline for the reservation form along with fee. If your Unit does not plan to participate, **it is your responsibility to let your local high school(s) know. Very important** – Department **DOES NOT** contact schools regarding sponsorship.

-over-

January/February: Registration material is sent to (sponsored) high schools. This mailing includes everything the school needs in order to register their Delegates & Alternates: A letter to the school's Principal/ALABGS contact person, On-line registration information for the Delegate & Alternate and Interest group selection sheet. **We recommend the Unit Chairman again make contact with the school(s) to see if this mailing was received.**

April 1: Registration Deadline. Delegate and Alternate contact information will be sent to the sponsoring Unit's ALABGS Chairman after the April 1st deadline.

2017 Session Information for Delegates: Accessible (after February) on the ALA Badger Girls State website (www.badgergirlsstate.org) under the Session Info tab. This online material provides complete session details and all required forms. All forms must be filled out completely, signed by parents if required and presented at registration in Oshkosh.

Delegates **WILL NOT** get packets mailed to their homes – if they don't have internet access at home, they should ask their counselors to print the information for them. If they have questions or problems, they should contact headquarters for assistance.

April/May/June: Orientations will be held in almost every county. Unit Chairman should see that their delegate(s), alternate(s), parents, school personnel as well as Unit members are personally invited to an orientation. If your delegate is unable to attend the orientation in her county, she is welcome to attend a neighboring one. Orientation schedules are posted and updated online at: www.badgergirlsstate.org under the Orientation Info tab.

May 1: ABSOLUTE FINAL DAY FOR ACCEPTING NEW DELEGATE FEES/RESERVATIONS. Reservation forms and fees received after this date will be returned to the sender and that unit/school will have first consideration from a waitlist for openings in case of cancellations.

June: **CALL YOUR DELEGATE WITHIN TWO WEEKS OF SESSION** – remind her of the session dates, verify she's still planning on attending and ask her if she has any questions regarding the program. This is the best way to make sure your delegate(s) is still your delegate. Forfeiture of delegate fees and most cancellations happen in the two weeks prior to session and most because they haven't heard from or know how to reach their sponsor.

June: Transportation by bus will be arranged in some areas. Northwestern regions - contact Sherry Brasda at 715-533-6125 (h)/715-538-4303 (w). For the Oconto Falls area - contact Loretta Shellman (920-846-2701). For other possible locations, call an ALA Badger Girls State committee member.

June 18 – 23 ALABGS Session: While she's in session, send your delegate(s) a card at ALABGS, Gruenhagen Conference Center, UW-Oshkosh, 208 Osceola Street, Oshkosh, WI 54901. Invite her to a Unit meeting to give a report after session. You will want to invite your contributors and school personnel so they learn more about ALABGS.

**Units, schools and delegates are also encouraged to check the
ALA Badger Girls State website for updates: www.badgergirlsstate.org**

Unit Presidents will be contacted if their delegate fails to report on registration day - Sunday, June 18.

The importance of communication cannot be emphasized enough – from the unit to the school – school to the students – students and schools to the unit – it's a continuous circle of communication.

**Communicate . . . communicate . . . communicate . . .
As the sponsor, it's your responsibility!**



American Legion Auxiliary
Badger
Girls State

RESERVATION FORM - 2017

Deadline - January 29, 2017

District # _____

Unit # _____

Unit Location (city) _____

County _____

Unit Contact Person: _____

Address: _____

Phone: _____

Email: _____

Total # of delegates: _____ @ \$275.00 ea

Total amount enclosed \$ _____

Note: A \$25.00 fee will be charged for any check returned by the bank.

Fee: \$275.00 per Delegate - Make check payable to: ALABGS
Mail To: P.O. Box 140, Portage, WI 53901

School Name	School Contact Person	How many Delegate(s)?

CONTRIBUTORS (BUSINESS/CLUB/ORGANIZATION):

Business/Club/Organization Name & Contact Person	Address, City, State & Zip	School	How many Delegates?

NOTE: ATTACH ADDITIONAL SHEETS IF YOU SPONSOR DELEGATES FROM MORE THAN 5 SCHOOLS OR HAVE MORE THAN 5 CONTRIBUTORS

NEW: Revised Refund Policy for 2017

The following REFUND POLICY will be followed:

(All cancellations must be submitted **in writing** either by USPS mail: ALABGS, PO Box 140, Portage, WI 53901 or e-mail: bgsadmin@badgergirlsstate.org)

FULL REFUND – 100% Back! A full refund of the delegate/alternate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **by April 15th, 2017.** So don't hesitate to send in your reservation by January 29th!

Cancellations and refund requests **postmarked/emailed on or after April 16th 2017,** will be assessed a \$50 processing fee for *each* delegate/alternate reservation cancelled, resulting in a partial refund issued to the sponsor.

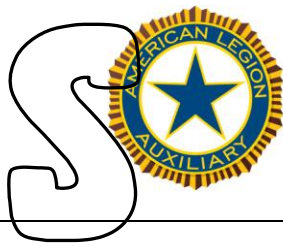
No refunds will be issued for cancellations **postmarked/emailed on or after May 1, 2017.** Please select one of the following two options if you wish to have your contributor fee redirected:

- Please transfer our contributor fee to sponsor a delegate from another school and provide us with her information.
- Please donate our portion of the non-refundable contributor fee to the Badger Girls State Scholarship Fund

If you do not make a selection, your non-refundable delegate fee is used to help offset expenditures of the Badger Girls State program.

Please note: Communication is the key to having a successful Badger Girls State session!

- If your Unit is unable to pay the delegate fee, please try to find another contributor. Approach your Post, other civic organizations, and businesses in your community or the school itself.
- If your Unit will not be participating in the 2017 Badger Girls State program, you must notify the school(s) you sponsor. They rely on you to contact them before you make the reservation and pay the delegate fee.
- Auxiliary Department Headquarters office does not notify a school when an Auxiliary Unit does not pay a reservation fee.
- Reservation forms and fees must be sent to Department Headquarters office by January 29th, 2017 by the sponsoring Auxiliary Unit.
- Make a copy of your completed reservation form for your record



American Legion Auxiliary Badger Girls State

PO Box 140 ~ Portage, WI 53901-0140 ❖ Telephone: 608-745-0124 ❖ Fax: 608-745-1947
E-mail: bgsadmin@badgergirlsstate.org ❖ Website: www.badgergirlsstate.org

October 2016

Dear High School Principal/Counselor,

The American Legion Auxiliary Badger Girls State session will be held at the University of Wisconsin – Oshkosh campus, Oshkosh, WI beginning Sunday, June 18 and ending Friday, June 23, 2017. This will be our 74th session of promoting this Americanism program and we sincerely hope that your school plans to participate again this year.

Our 73rd session ended last year with 726 young ladies completing our citizenship-training program. We hope your school's delegates benefited and will be available to encourage others from your school to participate.

Your school's sponsoring American Legion Auxiliary Unit or Post has been sent the 2017 Badger Girls State Reservation and Informational packet. A representative from that Auxiliary Unit or Post should be contacting you regarding your schools plans to participate. They will then complete and submit a reservation form (with the delegate fee) to Department Headquarters in Portage by the deadline date of January 29, 2017. **IF YOUR SPONSORING UNIT HAS NOT CONTACTED YOU BY HOLIDAY BREAK - OR IF YOU DO NOT KNOW WHO SPONSORS YOUR SCHOOL, PLEASE CONTACT A COMMITTEE MEMBER LISTED BELOW FOR ASSISTANCE.**

To help you promote the program with ALL YOUR 11th GRADE GIRLS INCLUDING THOSE WHO ARE HOME-SCHOOLED, we've enclosed the ALA Badger Girls State brochure and a publicity poster for you to display. The poster is intended to plant the seed and peak student interest in the program while providing them with contact information and the brochure will give them the opportunity to read about the program, discuss it with their parents and decide whether or not they would like an opportunity to represent your school. Please feel free to make copies.

In February, a Registration packet containing full instructions and materials your delegate(s) as well as alternate(s) will need to register will be sent to sponsored high schools. Please help us update our database, by emailing Carrie at bgsadmin@badgergirlsstate.org, as to who receives registration information for your school.

NOTE: SCHOOLS SHOULD MAKE SURE THEY ARE BEING SPONSORED BY AN AUXILIARY UNIT OR AMERICAN LEGION POST BEFORE STARTING THE SELECTION PROCESS.

It is most important to include your sponsoring American Legion Auxiliary Unit in on the choice of your delegate so they too have contact information for these delegates and alternates should something happen after the school closes for the summer and before the ALA Badger Girls State Session begins. If you have any questions about registration contact Carrie (at Dept. Headquarters) at 608-745-0124 ext. 114.

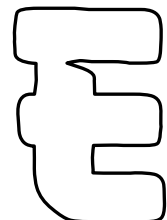
Please do not hesitate to call or e-mail if you have questions. If I'm unavailable, direct your call or e-mail to one of the following committee members:

Joanie Dickerson, Assistant Executive Director: Phone: 608-996-2152 ♦ email: jomaried@gmail.com
Diane Kranig, Chairman: Phone 715-252-9239 ♦ email: dianeqltr@hotmail.com
Danyelle Thompson, Vice Chairman: Phone 920-379-6489 ♦ email: danyelle.thompson@gmail.com

Sincerely,

Delores Woolf

Delores Woolf, Executive Director
ALA Badger Girls State Committee
390 S. Court Street, Platteville WI 53818
Telephone: 608-348-7403 ★ Email: dwoolf@centurytel.net



List all Social Studies classes you have had or are now taking, Scholastic and Honorary Awards and all Extracurricular Activities in which you have participated. Be sure to indicate all offices held.

Grade 9

Grade 10

Grade 11

I talked to the girl(s) that attended the session last year.

M

_____ Yes _____ No

At the end of my fifth semester, my grade point average is _____ which puts me in the upper half of my class.

P

High School Counselor's Signature: _____

Selection Committee: Following is the point system, which we encourage you to use.

Point System:

- Interest, Leadership, Character, Fitness**.....50%
- 1. Candidate is a **Junior member of the American Legion Auxiliary**, the sponsoring organization of ALA Badger Girls State (automatic 10% of the 50%)
- 2. Interest (Social Studies classes should indicate interest in government)
- 3. Leadership (Class/Club Offices, etc.)
- 4. Character... High standard of conduct (cooperative, considerate, courteous); good reputation; dependable; truthful; fine ideals; punctual; interest in family and school; willingness to follow rigid rules.
- 5. Good health and physical fitness.
- Scholastic** (not the prime point)... upper half of class.....30%
- Extra-Curricular Activities**.....20%
- (Athletics, Clubs, Speech, Music, Knowledge of Parliamentary Procedure/Roberts Rules)

L

E