

Badger Girls State Timetable – Guide for Unit

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Badger Girls State has its own website: www.badgergirlsstate.org & email: bgsadmin@badgergirlsstate.org

Late November: BGS Information/Reservation Packet mailing to Unit which includes: letter addressed to Unit President/Badger Girls State Chairman, BGS Brochure, BGS Timetable, Reservation Form and copies of Prospective Delegate to BGS form and the informational letter that is being sent to the contact person at our high school(s) in December.

As soon as you receive this mailing, contact your high school(s) and talk directly to the person who works on the BGS program. Things to discuss/inform them of:

1. Do they plan to participate?
2. Information letter will be mailed to school(s) in early December.
3. Remind them that Prospective Delegate forms need to be copied and distributed to **all** Interested 11th grade girls – this form will be in the schools BGS Registration Information packet mailed in March. **Ask them not to pre-select or start selection process until they receive their registration mailing..**
4. Inform them that as the sponsor, you want to be on the Selection Committee.
5. Registration will need to be completed by/at the school, not given to the delegate to complete!
6. Registration **must be** signed by **both** the school and the sponsor**. Make arrangements to either pick up the completed card or have the school mail it to you. Keep copies of all registration cards.
7. 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 a replacement cannot be found.

Now is the time to contact contributors to help promote this program so that they can have their funds to you by January 31st. You may use the 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 to headquarters along with appropriate payment. It is very important that you include the school contact person name on the reservation form so the mailing goes to the proper person at your school(s).

December: First mailing to schools (Letter to Principal, Brochure, Poster). This mailing gives the school the date of the session and advertising 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 BGS Committee.

January 31: Deadline for 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.

March 3: Registration mailing to high schools. This mailing includes everything the school needs in order to start the selection process. Letter to school Principal/BGS contact person, Registration Card(s), Prospective Delegate to BGS form, Letter to Prospective Delegate, Orientation Schedule and Interest Sheet. **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.**

** If online registration is applicable then signature will not be required.

****March 31:** Registration Card for each delegate and alternate selected is due at Department Headquarters. These cards should be typed or legibly printed by the school and **signed by both** a representative from school and the sponsoring Unit. **It would be advisable for the school and Unit to keep copies of all registration cards and information necessary to contact the delegate if need be.**

2008 Session Information for Delegates: Available online at the Badger Girls State website in March 2008. 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 it 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. All County Presidents will be contacted for possible hosting of an orientation. 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.

May 15: 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 (715-984-2492 – home, 715-538-4303 –work) and Oconto Falls area contact Loretta Shellman (920-846-2701). For other possible locations, call a Badger Girls State committee member. Transportation information will be included in the delegate packets.

June 15 – 20 . . . BGS Session: While she's in session, send your delegate(s) a card at WALABGS, Gruenhagen Conference Center, UW-Oshkosh, 208 Osceola Street, Oshkosh, WI 54901. Invite her to a Unit Meeting to give a report after session. You may even want to invite your contributors and school personnel so they learn more about BGS.

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

Unit Presidents will be contacted if their delegate fails to report on registration day, June 15.

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 obligation!

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