

AMERICAN LEGION AUXILIARY
BADGER



Seventy-Eighth Session June 18-23, 2023



Program Information & Reservation Form Packet

**UNIVERSITY OF WISCONSIN
OSHKOSH CAMPUS**



PO Box 140, Portage WI 53901-0140
Telephone: 608-745-0345
E-mail: alabgs@amlegionauxwi.org
Website: www.alabgs.org

November 2022

Attention ALA Badger Girls State Chairman:

The American Legion Auxiliary 78th Badger Girls State Session is scheduled for Sunday, June 18th through Friday, June 23, 2023, at the University of Wisconsin Oshkosh campus, Oshkosh, WI. The reservation fee is **\$400.00** per delegate for the 2023 session.

It is frustrating when delegates leave early or drop out at the last minute. We are including a **Memorandum of Understanding** you **may** wish to use with your delegates. Other sponsors have used this in the past, and it communicates to the delegates how serious it is financially if they do not attend after having been chosen and registered.

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 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.

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.

IF YOUR UNIT DECIDES THEY CAN NO LONGER PARTICIPATE IN THE ALA BADGER GIRLS STATE PROGRAM – NOTIFY YOUR SCHOOL IMMEDIATELY! In the past sponsors 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 sponsor 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 and fee are sent to Department by **January 31, 2023**. If you have questions regarding your ALA Badger Girls State reservation, please contact Carrie Thrasher at Auxiliary Headquarters 608-745-0345 or email alabgs@amlegionauxwi.org.

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

- Delores Woolf, Executive Director- Phone: 608-348-7403 ♦ email: dwoolf@centurytel.net
- Joanie Dickerson, Assistant Exec. Director – Phone: 608-412-0658 ♦ email: bgs.asst.director@gmail.com
- SuAnn Pagel-Rast Vice Chairman – Phone: 715-572-4733 ♦ email: alabgs.vicechairman@gmail.com

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

Sincerely,

Dany Thompson, ALABGS Chairman

Ph: 920-379-6489 ♦ Email: alabgs.chairman@gmail.com



Timetable

ALABGS has its own website: www.alabgs.org Check out the video on the front page as a recruitment tool.

November: ALABGS Reservation Packet is mailed to sponsors, which includes: a letter to the ALABGS 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 ALABGS 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 November.
3. Remind them that the Prospective Delegate selection form needs 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 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 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 31st deadline date. You may use the ALABGS 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).

November: A promotional packet is mailed to high schools, which includes letters to the Principal/School 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 sponsor prior to the Holiday Break, they should contact one of the four officers of the ALABGS Committee. **We recommend the sponsor contact the school(s) to see if this mailing was received and reinforce that as a member of the sponsoring organization, would be interested in being on the selection committee.**

January 31: 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.

January/February: Registration material is sent to (**sponsored**) high schools. This mailing includes everything the school needs to register their Delegates & Alternates: A letter to the school's ALABGS contact person, on-line registration information for the Delegate & Alternate and Interest group selection sheet. **We recommend the sponsor contact 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.

2023 Session Information for Delegates: Accessible (after February) on the ALA Badger Girls State website (www.alabgs.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 virtually. Sponsors should see that their delegate(s), alternate(s), parents, school personnel as well as Unit members are strongly recommended to watch the orientation video. There are also plans to have online question and answer sessions in the spring where parents and delegates can ask questions the orientation did not answer- those dates will be posted at www.alabgs.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; mostly because they haven't heard from or know how to reach their sponsor.

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 meeting to give a report after session. You will want to invite your contributors and school personnel, so they learn more about ALABGS.

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

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

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

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



RESERVATION FORM

Deadline - January 31, 2023

Sponsor Info:

District _____ Unit/Post/Squadron _____

Location (city) _____ County _____

(First & Last) Name: _____

Address/City/State/Zip: _____

Phone: _____ Email: _____

Total # of delegates: _____ @ \$400.00 each

Total amount enclosed \$ _____

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

Fee: \$400.00 per Delegate - Make check payable to: ALABGS
Mail To: P.O. Box 140, Portage, WI 53901

School Name	School Contact's Name	How many Delegates(s)?

CONTRIBUTORS:

Business/Club/Organization Name & Contact Person	Address City/State/Zip	School Name	How many Delegate(s)?

NOTE: IF NEEDED ATTACH A SEPARATE SHEET TO LIST ADDITIONAL SCHOOLS AND SPONSORS

Refund Policy for 2023

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: alabgs@amlegionauxwi.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 15, 2023.** So, don't hesitate to send in your reservation by January 31st!

Cancellations and refund requests postmarked/emailed on or after **April 15, 2023**, 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, 2023.** Please select one of the following two options:

- Please transfer our contributor fee to sponsor a delegate from another school
- Please donate our portion of the non-refundable contributor fee to the ALABGS Scholarship Fund

Please Note: If you do not select an option, your non-refundable delegate fee is used to help offset expenditures of the ALA Badger Girls State program.

If your Unit is unable to pay the delegate fee, please try to find a contributor. Approach your American Legion Post/SAL Squadron, American Legion Riders, other civic organizations, and businesses in your community or the school itself.

If your Unit will not be participating in the 2023 ALA 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 31, 2023.

Make a copy of your completed reservation form for your record

Communication is the key to having a successful ALA Badger Girls State session!



ALA BADGER GIRLS STATE PROGRAM Memorandum of Understanding

To help preserve our investment in the American Legion Auxiliary Badger Girls State Program and security of attendees to the program, the following criteria will be presented to the candidate and her parents (guardian) before her enrollment is forwarded to the American Legion Auxiliary State Headquarters by our Unit.

- The candidate will acknowledge her enrollment fee is paid by the American Legion Auxiliary, _____ unless another fee has been specified with the attendee.
(Unit/Post Name and Number)
- That the enrollment fee is non-refundable after May 1st from the ALA Badger Girls State Program.
- The candidate will understand the financial loss/burden to our unit is substantial and that all funds are solely received from the unit fundraising activities to fund its program donations.
- A contract of agreement/commitment must be signed by the candidate and her parents (guardian), acknowledging responsibility for payment of a \$50.00 Cancellation Processing Fee to our unit should the candidate dropout of the program after April 1st.
- Should a cancellation occur after April 30th, the candidate will be responsible for repayment of the full fee plus the \$50.00 cancellation processing fee to the unit. These fees will be collected immediately from the candidate upon cancellation.
- If a new candidate has been appointed and established with State Headquarters by the appropriate time, the dropped candidate may be eligible to receive a partial refund of the enrollment fee.
- Other major circumstances may be considered at the time of cancellation by the unit regarding fee refunds.
- Should the parent (guardian) refuse to sign the commitment form, the unit has the right to choose another candidate to take her place.

I understand and agree to these terms set by _____
(Unit Name and Number)

to be sponsored by this unit as a candidate to American Legion Auxiliary Badger Girls State.

Candidate Signature & Date

Parent (Guardian) signature & Date



PO Box 140, Portage WI 53901-0140
Telephone: 608-745-0345
E-mail: alabgs@amlegionauxwi.org
Website: www.alabgs.org



November 2022

Dear High School Principal/Counselor,

The American Legion Auxiliary 78th Badger Girls State Session is scheduled for Sunday, June 18th through Friday, June 23rd, 2023, at the University of Wisconsin Oshkosh campus, Oshkosh, WI. The reservation fee is **\$400.00** per delegate for the 2023 session.

American Legion Auxiliary Badger Girls State Reservation and Informational packets have been mailed out. Your sponsor should be contacting you regarding your school's plans to participate. They will then complete and submit a reservation form (with the sponsorship fee) to Department Headquarters in Portage by the deadline date of January 31, 2023. **IF YOUR SPONSOR HAS NOT CONTACTED YOU BY HOLIDAY BREAK - OR IF YOU DO NOT KNOW WHO SPONSORS YOUR SCHOOL, PLEASE CONTACT A COMMITTEE MEMBER 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 they would like an opportunity to represent your school. Please feel free to make copies. You may also check out the video about ALABGS on our website- www.alabgs.org. The video can be useful to recruit potential delegates.

Delegates must attend the ENTIRE week of ALABGS session. If they arrive late or leave early, they will not be recognized as having completed session. They will not be eligible to apply for ALABGS scholarships and should not list ALABGS on their college applications.

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 Thrasher at alabgs@amlegionauxwi.org, as to who receives registration information for your school. **NOTE: SCHOOLS SHOULD MAKE SURE SPONSORSHIP FUNDS HAVE BEEN RECEIVED BY DEPARTMENT 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 ALA Badger Girls State Session begins. If you have any questions about registration, contact Carrie (at Dept. Headquarters) at 608-745-0345.

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:

- Danyelle Thompson, Chairman- Phone: 920-379-6489 ♦ email: alabgs.chairman@gmail.com
- Joanie Dickerson, Assistant Exec. Director – Phone: 608-412-0658 ♦ email: bgs.asst.director@gmail.com
- SuAnn Pagel-Rast, Vice Chairman – Phone: 715-572-4733 ♦ email: spagelrast@gmail.com

Sincerely,

Delores Woolf, Executive Director

ALA Badger Girls State Committee

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

Grade 12 (if applicable)



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)