AMERICAN LEGION AUXILIARY
Badger Girls State

# Timetable

Updated Info For 2027
Please Read

**ALABGS website:** (www.alabgs.org) View videos as a recruitment tool or (if possible) talk with last year's delegate.

**November:** ALABGS Sponsorship Packet is sent out. The packet includes: a letter to the ALABGS Chairman, brochure, Timetable, Sponsorship form and information for high school(s) or homeschooled (HS) junior student(s).

**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:

- Confirm your commitment to sponsor a Delegate or inform them you are discontinuing your sponsorship.
- If the school plans to participate, advise them that the prospective Delegate application and promotional flyer can be downloaded from the ALABGS website under the High School tab.
    - Please remind them that the prospective Delegate application should be copied and distributed to all interested 11th grade girls, including those who are home schooled.
    - They should also refer interested students to view video testimonials posted on the ALABGS website.
    - Or (if possible) have them talk with last year's delegate.
- Inform your school that **as the sponsor**, you should have representation on the Selection Committee.
- Emphasize to the Delegate that her commitment to attend ALABGS should not be taken lightly – monies will be forfeit if she decides not to attend and an Alternate cannot be found.
- Discuss/Review Memo of Understanding with potential Delegates.
    - The use of the Memo of Understanding form is optional and the responsibility of the sponsor to enforce if necessary.
- It is preferred for the Delegate/Alternate to complete online Registration. However, it is acceptable for the parent/guardian, or the school counselor to register the Delegate/Alternate.
- Remind your school that it is **highly recommended** for them to register an Alternate/or Alternates just in case the Delegate (for whatever reason) withdraws before session begins.
- Online registration information will be made available to sponsored schools in February.

Now is the time to contact area community groups to help promote this program. You may use the ALABGS brochure as it explains the program in detail or direct them to the ALABGS website. You may make copies of the brochure or contact Department for additional copies.

Complete the sponsorship form (Delegate's name is not needed at this time) and send it to Department Headquarters along with the appropriate payment. It is important you include the school contact person's name on the sponsorship form to ensure registration information is sent to the proper person at your school(s).

Promotional and prospective Delegate applications are available for download on the ALABGS website, under the High School tab. **We recommend the sponsor contact the school(s) before winter break. To confirm sponsorship for the 2027 ALABGS session and to check if the school currently has any high school junior or homeschooled students interested in ALABGS, or (at least) to start the recruitment process. Also, emphasize as the sponsor, you should have representation on the selection committee.**

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**January 31:** Deadline for the sponsorship form along with fee. If you do 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.

- Review refund policy. It has been updated for the 2027 session.

**February:** Registration material is sent to the High School's point of contact listed on the sponsorship form.

- Registration information will be sent to sponsored high schools or to the home of home-schooled students.
- Information will include a link to the ALABGS registration website, sponsor number, a list of interest groups as well as links to National, Department and Samsung applications.
    - 2027 Delegates who complete the entire week of session are eligible for the ALABGS scholarship. Guidelines and application link will be sent to Delegates after January 1st, 2028.

**2027 Session Information for Delegates:** Accessible (after March) on the ALABGS website (www.alabgs.org) under the Session Info tab. This material provides complete session details and all required forms.

Delegates **WILL NOT** get packets mailed to their homes – if they do not 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 department headquarters (alabgs@amlegionauxwi.org or 608-745-0345) for assistance.

**March:** Orientations will be held virtually. Delegate(s), Alternate(s), Parents, School personnel as well as Sponsors 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 on the ALABGS website.

**April 1:** Delegates and Alternates must complete online registration. Delegate and Alternate contact information is sent to the sponsor after the April 1st deadline.

**May 15: ABSOLUTE FINAL DAY FOR ACCEPTING NEW DELEGATE FEES/SPONSORSHIPS.** Sponsorship forms and fees received after this date will be returned to the sender.

**May/June: CONTACT YOUR DELEGATE WITHIN TWO TO FOUR WEEKS OF SESSION** – remind her of the session dates, verify she still plans to attend 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 have not heard from or know how to reach their sponsor. 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 20th.

The importance of communication cannot be stressed 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 is your responsibility!