

*American Legion
Auxiliary*

Department of Washington



2016

*Evergreen Girls State
Unit Chairman
Handbook*

The American Legion Auxiliary
Department of Washington
Evergreen Girls State

Dear American Legion Auxiliary Unit Chairman,

I would like to take this opportunity to thank-you for your time and dedication to the American Legion Auxiliary Evergreen Girls State program. Your extra effort with our program facilitates this “workshop of democracy” for approximately 300 young women who are the leaders of tomorrow. It is you who will have the responsibility of nominating, selecting and funding these young women. Each young lady who attends Evergreen Girls State will participate in this exciting citizenship training that involves learning the rights and responsibilities of city, county and state government.

Process selection. Each American Legion Auxiliary Unit is responsible for the selection process. Use a selection process that works for your unit! As chairmen, become involved with your selection committee. You may choose to use the expertise of school officials or past Girls State citizens in your selection process as well.

Pre-Paid funding is a necessity. The program is limited to 300 citizens. This year, we are allowing you to send as many citizens as you can afford. Money should be sent to Department by **May 20th**, but sooner is always better!

Communications Expert. The American Legion Auxiliary Girls State Unit Chairman is the initiator of the program. Units must make the first effort to contact the schools, set-up selection committees, and facilitate the selection process. You must be able to communicate the program to others. This is the reason for this handbook, to help chairmen kindle the initial interest among perspective candidates. As we work together and share information, the strengths of the Evergreen Girls State program shine brighter. For further information visit our web site at: www.walegion-aux.org or at www.evergreen-girlsstate.com or check us out on YouTube at **American Legion Auxiliary Evergreen Girls State 2016.**

Chairman’s Responsibilities

1. **Read your handbook!**
2. **Make a reservation for each citizen you are sending.** Send this money to Department as soon as possible.
3. **Refund procedures.** The deadline for refunds is *May 23, 2016. (By 5:00 pm)*
4. **Make an appointment** to visit the High Schools in your area. Contact counselors, junior class advisors, US History teachers or principals. Introduce yourself!
5. **Information is available at www.walegion-aux.org and at www.evergreen-girlsstate.com** Information has also been sent to each school counselor around the state. (*Public and private*)
6. **Seek funding.** Ask various groups to help you secure funds for future citizens. Some of the following groups may prove to be helpful:
 - a. Lions Club

Candidate - A young woman interested in attending the American Legion Auxiliary Evergreen Girls State program.

Citizen - A young woman that has been selected by a local American Legion Auxiliary Unit to attend the American Legion Auxiliary Evergreen Girls State program.

Sponsor - The American Legion Auxiliary Unit, a group, organization or someone who is providing funds to **pay the Attendance Fee** for a citizen to attend the American Legion Auxiliary Evergreen Girls State program.

Nominations - Usually made by a staff member of a High School with an interest in a young woman attending the American Legion Auxiliary Evergreen Girls State program.

Selections - Are made **only** by a local American Legion Auxiliary Unit, or the Evergreen Girls State Director.

Attendance Fee -- \$285 usually paid by an American Legion Auxiliary Unit. (*Sponsorship fee*)

Registration Fee -- \$120 paid by the citizen upon arrival at Central Washington University on the day of registration.

Citizen Instructions - A complete set of instructions will be mailed to each citizen after the sponsoring Unit has accepted her application and her registration form has been received by the Girls State Committee.

Alternate - An eligible candidate who is selected to attend the American Legion Auxiliary Evergreen Girls State, without application fee funding, or an open position available.

Medical Insurance - Information will be outlined in the citizen packet of instructions.

Visitor - Anyone, not a member of the Staff or a citizen, who wishes to attend the American Legion Auxiliary Evergreen Girls State program. (*Visitors Welcome, see text.*)

PURPOSE

Evergreen Girls State is an Americanism and government-training program sponsored by the American Legion Auxiliary. It is a nationwide program for girls who have just completed their junior year of high school. This program allows young women an opportunity to live together as self-governing citizens, and informs them about the duties, privileges, rights and responsibilities of American citizenship. Through participation, young ladies will have a better understanding of the functions of their government and the responsibilities they will assume, as they become adults.

PROGRAM

The American Legion Auxiliary Evergreen Girls State program is conducted on a “**learn by doing**” basis whereby the selected citizens will learn the mechanics of city, county and state government, and the functioning of political parties, and a state legislature. It is a workshop in democracy whose goal is to develop active and intelligent citizens.

There are twelve cities, four counties, and two political parties at Girls State. Each citizen is assigned to a city and to a political party (*either the Nationalist or Federalist party*). Citizens learn through activities the advantages and disadvantages of the two-party system of government.

Political parties are organized at the city precinct level and continue through county and state conventions. Platforms are developed, candidates for county and state offices are endorsed, and primary and general elections are held.

Two girls will be elected United States Senators to represent Evergreen Girls State at the American Legion Auxiliary Girls Nation program in Washington DC in July 2016. *These US Senators and the Evergreen Girls State Governor will have additional responsibilities.*

The Evergreen Girls State Legislature is organized upon the principles of the Washington State Legislature. Bills are introduced and by legislative process, defeated or enacted into law. Procedures are conducted according to Reed's parliamentary rules and the laws of the State of Washington. Throughout the session, real life city, county and state officials come to Girls State to share their knowledge of government.

Complete instructions will be mailed to citizens prior to leaving home for Evergreen Girls State. This material will help them prepare for a successful week. Information will include program rules, scholarship information and a list of helpful items to bring. Upon arrival, citizens receive guidebooks that will list times and locations of every activity during the week along with other information pertinent to the program.

The flag is raised each morning, presented at all assemblies, and lowered each evening. Citizens will be taught how to show proper respect for the American Flag. Grace will be given before each meal and invocation at the beginning of each assembly.

Every afternoon there is a structured activity period. The day ends with a quiet time for fellowship and the sharing of ideas. **Attendance at all functions is required;** there may be a choice of which activity to attend, but never a choice of whether or not to attend.

From this practical school of government, the young citizen has the opportunity to learn for herself that her government is just what she makes it. She learns the part each citizen must play in our system of government. Each citizen can run for office, vote for the candidate of her choice and has a voice in shaping the policies of her government.

NON-PARTISAN

The American Legion Auxiliary Evergreen Girls State program is **non-partisan, non-sectarian and non-military**. Problems will be considered without reference to any existing political party, and will be free from propaganda. The sole purpose is to enable the citizen to grasp the meaning of some of the responsibilities that she will be called upon to assume, as she becomes an adult.

It should be distinctly understood that selection and assignment of the citizen to political parties is in no way connected with existing political parties in the State of Washington. They are purely mythical and none of the principles typifying any of the existing parties will be assigned to the parties at Evergreen Girls State.

ELIGIBILITY

Juniors in High School are preferred. Citizens must be 16 to 17 years of age and must not have attended previous American Legion Auxiliary Girls State programs. *Candidates who have not completed the 11th grade or who have graduated will not be accepted.* The greatest benefit can be achieved from High School Juniors when they return home to offer leadership in their school and communities during their senior year. *Applications of candidates who do not meet the above requirements will be returned to the sponsoring Auxiliary Unit.*

SELECTION

Selection of citizens is the responsibility of the local American Legion Auxiliary Unit. The method used should be based on fairness to every eligible candidate. The program is aimed at developing citizenship. Emphasis should be made to secure an all around school leader. Selection should be based on the following five-point criteria: **citizenship, leadership, character, scholarship, and service.** Please note: *Race or creed can have NO bearing on eligibility or selection.*

If a special needs student is selected who needs assistance to fully participate, that student's contributing organization must furnish a full-time female aide, over 25 years of age, to assist that student. All expenses for the aide, including the transportation, meals, and lodging must be furnished to the American Legion Auxiliary Girls State office with the registration form of the special needs student. Also the Girls State Office must be assured that proper insurance is provided for the student and her aide. The contributing organization, Auxiliary Unit, parent or guardian of the special needs student must assume any additional premiums.

Select only candidates who can stay for the entire time. *Choose an alternate* in case the candidate originally chosen is unable to attend. *The local American Legion Auxiliary Unit must approve all alternates.* Notify the American Legion Auxiliary Evergreen Girls State Director's office at once in case a substitution is necessary.

Over 400 public and private high schools exist in the State of Washington. This should be kept in mind when selecting citizens. Consult school personnel throughout your area and see that each school is represented if at all possible. *As Units contact the schools, please inform the school personnel that the Evergreen Girls State staff is happy to proctor finals the Girls State Girls may need to complete during the week. The staff is more than willing to work with the schools to provide this service.*

THE DEPARTMENT HEADQUARTERS OF THE AMERICAN LEGION AUXILIARY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICATION TO THE AMERICAN LEGION AUXILIARY EVERGREEN GIRLS STATE PROGRAM.

After the American Legion Auxiliary Evergreen Girls State Program is in progress, the right is reserved for the Director to dismiss any citizen for violation of rules of the American Legion Auxiliary Evergreen Girls State regardless of sponsorship.

TIME AND PLACE

The 2016 American Legion Auxiliary Evergreen Girls State program will be held on the campus of Central Washington University in Ellensburg, Washington, from **June 12th to June 18th, both dates inclusive.** *The first meal will be served Sunday evening, June 12th.* Citizens should not arrive prior to June 12th. **Registration will begin at noon on June 12th.** The final session will close by 9:00 am on Saturday, June 18th. Housing and meals will not be provided prior to registration, or following the closing time.

EXPENSES

The **attendance fee is \$285** to be paid by the sponsoring Auxiliary Unit. This fee covers all program costs, with exception of a **\$120 registration fee to be paid at the time of registration by the citizen.** If the Unit opts to pay the registration fee, please send the money to the **Director only along with the name of the girl the Unit is paying for.**

TRANSPORTATION

Local American Legion Auxiliary Units may arrange for transportation to and from Evergreen Girls State. It is suggested that such transportation be used and that each citizen and her parents be responsible for the cost of their own transportation. **Transportation is NOT the responsibility of the American Legion Auxiliary Evergreen Girls State Inc.**

SPONSORSHIP

Enrollment is limited to 300 citizens. Early enrollment is therefore imperative in order to assure qualified candidates of a reservation at the 2016 American Legion Auxiliary Evergreen Girls State. Send registration fee to the Department Secretary, via your local **American Legion Auxiliary Unit, by May 20, 2016.** Make checks for sponsorship payable to: **The American Legion Auxiliary Evergreen Girls State Inc.**

The American Legion Auxiliary Department of Washington wishes to invite local, civic, educational, religious, labor and other compatible organizations to fund scholarships for properly qualified young women to attend. **All selections, however, must be made through an American Legion Auxiliary Unit.**

Due to limited enrollment, Auxiliary Units are urged to contact other organizations immediately. Emphasis should be on sending registration fees at once through the local American Legion Auxiliary Unit in order to ensure a reservation. Experience has proven that the privilege of sponsorship is one that will be eagerly assumed when the program is properly explained. Emphasize to the organization, they are donating the sponsorship fee to the American Legion Auxiliary Unit to be used as the Unit sees fit in citizen sponsorship.

Upon your citizen's return home, she should be expected to appear before her sponsoring organization. She should make a report to its members about her impressions of the American Legion Auxiliary Evergreen Girls State program.

PHYSICAL EXAMINATION

A physical examination by a physician is **NOT** required. Applicants must meet normal health standards and complete the application questionnaire. Evergreen Girls State is a strenuous and exhausting program, physically and emotionally. It is no place to recover from an illness!

ATTENTION!

Any citizen of Evergreen Girls State found to be using, or in possession of intoxicants, tobacco products, illegal drugs, firearms, or other weapons or explosives; gambling, destroying property, or leaving the Evergreen Girls State Campus area without permission from the Director, will be subject to immediate dismissal without refund and barred from further participation in the program.

NOT A RECREATION CAMP

Although there will be designated times for rest and relaxation **Evergreen Girls State is NOT a picnic -- NOT an outing -- NOT a recreational camp.** Sponsoring groups are requested to note that the American Legion Auxiliary Evergreen Girls State is in no sense a rehabilitative, disciplinary, or recreational camp.

THE EVERGREEN GIRLS STATE STAFF

The Director, Assistant Director, office staff, counselors and junior counselors in charge of this program are well-trained and experienced leaders. They are women of high ideals who are recognized as being responsible citizens in their respective communities and occupations.

Counselors, who by experience know the functions and procedures of state government and its political subdivisions, guide the citizens. They are careful, however, to allow the citizens to function themselves. Most of the staff are members of the American Legion Auxiliary and donate their time during this week.

REST AND RELAXATION

Citizens of Evergreen Girls State are provided with time to participate in varied recreational activities each day. Activities may include visiting CWU's bookstore, or activities inside the residential dorms. The emphasis for this time is rest and relaxation.

HEALTH AND MEDICAL

During Evergreen Girls State, first aide and or medical attention, if required, will be available. Every care will be taken to avoid accidents and prevent illness, but the American Legion Auxiliary Evergreen Girls State Inc. will not be responsible for either injuries or sickness should they occur. Participants who do not already have group insurance coverage are insured under a group policy underwritten by Sentry Insurance.

INSTRUCTION PACKET

Complete instructions will be mailed to each participant by the end of May. Program information is also available at www.walegion-aux.org or at www.evergreen-girlsstate.com These instructions include information about the program, Evergreen Girls State rules and regulations, and what items to bring from home.

SCHOLARSHIPS

The Samsung American Legion Scholarship is available to those who attend Evergreen Girls State. The citizen chosen to represent Evergreen Girls State will win a \$1000 scholarship to be used at the college of her choice. Her application will then be sent to National Headquarters where it will be judged with others from around the country for \$20,000 scholarships awarded by the National judging committee.

The Samsung American Legion Scholarship requires information from school records for eligibility. Applications are available on the Internet at www.walegion-aux.org or at www.evergreen-girlsstate.com Working on the application early allows for adequate time to acquire information. Please encourage the citizens to take the time to fill out this scholarship! **Scholarship deadline is June 12, 2016.**

COLLEGE CREDIT

Citizens who attend Evergreen Girls State may earn 6 college credits from Adams State University. The cost is \$60 per credit. The classes offered are HGP 179 Citizenship and HIST 179 American History and it Veterans, 1890 through Today. Girls State citizens may find more information at www.leadershipcredit.org. Information about the requirements are found on their website. Material on these courses will be given to each Girls State Citizen as well.

GRADUATION

Citizens who successfully complete the course of instruction, who earnestly take part in all phases of Evergreen Girls State will be given a graduation certificate and pin at the close of the session. Citizens who DO NOT participate fully and who, in the opinion of the Evergreen Girls State Director, DO NOT successfully complete their training WILL NOT receive a certificate or pin. Selecting American Legion Auxiliary Units, sponsors, parents and high school principals will be notified of participants failing to receive certificates.

TALENT

Citizens may audition for performances during the program. Interested candidates will receive information in the Girls State Instruction Packet or may also find it on our website. Auditions will be held Sunday, June 12th in Ellensburg during registration.

VISITORS

Visitors are cordially invited to view the activities of the American Legion Auxiliary Evergreen Girls State Program at any time. Representatives of sponsoring organizations are especially invited to attend scheduled events. Due to arrangements necessary as to dining, it will not be possible for visitors to have meals with the citizens. **All visitors must check into the Evergreen Girls State office on campus for a visitor's pass before attending any session.**

DRESS CODE

Citizens are asked to abide by a dress code while in attendance at Girls State. Casual shorts are restricted to activity period. Jeans in good condition may be worn to sessions prior to dinner only. No grubby, torn jeans are allowed at anytime. Dress pants, skirts and dresses are appropriate at all times. Long walking shorts are allowed. Wear shoes, slippers or sandals at all times.

REGISTRATION

Registration will be held in the Lombard Room on University Way, CWU Campus, Sunday, June 12, 2016 from 12:00 PM to 2:00 PM. **Citizens must present a signed Evergreen Girls State Pledge and \$120 registration fee at this time.**

REFUNDS

Refund of the Attendance Fee will be made only if the **cancellation is made in writing and received in** the American Legion Auxiliary Department of Washington Office by the end of the business day (5:00 pm), **May 23, 2016. NO OTHER FEES ARE REFUNDABLE.**

Address inquiries to:

YOUR LOCAL AMERICAN LEGION AUXILIARY UNIT, or

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