



CALIFORNIA



American Legion Auxiliary
401 Van Ness Avenue, Ste 319
San Francisco, CA 94102-4570
(415) 861-5092

Instructions

The application/signature packets will be on the American Legion Auxiliary California Girls State website (cagirlsstate.org). If you know that a Unit Chairperson does not have access to the internet, please let the Department Chairperson know so that special arrangements may be made.

Unit Information Packet

- Pages 2-4: Department Code Requirements – For Unit Chairperson information and share School Faculty Guidelines.
- Page 5: Selection Process Strategies – For Unit Chairperson information.
- Page 6: Letter to School Representative – SUGGESTED: email or mail to Counselor/Principal 3-4 weeks before interviews.
- Page 7: Suggested Interview Questions – SUGGESTED: make copies for interviewers.
- Page 8: ALA Girls State Delegate Letter of Selection — Give to Delegate after selection (1 copy needed per school).
- Page 9: 1st Alternate Letter of Selection — Give to 1st Alternate after selection (1 copy needed per school).
- Page 10: 2nd Alternate Letter of Selection — Give to 2nd Alternate after selection (1 copy needed per school).
- Page 11: Structure of ALA Girls State — Give to School Representative, Delegate, 1st & 2nd Alternates (4 copies per school).
- Page 12: Unit Transmittal Form to Department Office (mail with ONE check by MARCH 31).
- Page 13: Candidates' Contact Information for Unit Chairperson (1 copy needed per school for Chairperson to keep).
- Page 14: Delegate/Alternate Information Sheet (3 copies per school; fill out ALA information before you make copies).

TRANSMITTAL OF DOCUMENTS

1. Online application submitted by Delegate and 1st & 2nd Alternates. **DEADLINE MARCH 31.**
Go to cagirlsstate.org.
2. Department Office Transmittal and ONE CHECK sent to: **DEADLINE MARCH 31.**
ALA Department of California
401 Van Ness Avenue, Ste 319
San Francisco, CA 94102

PLEASE DIRECT ALL QUESTIONS TO:

ALA DEPARTMENT GIRLS STATE CHAIRPERSON
Allyn Kau
ALACAGSChair@gmail.com
(626) 622-2354

ALA GIRLS STATE DIRECTOR
Tammy Sollazzo
ALACAGSDirector@gmail.com
(760) 835-6925



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Department Code Requirements for the American Legion Auxiliary California Girls State Program

Guidelines for School Faculty:

The following information shall be provided as a guide to the school faculty for selecting the most qualified candidates.

- a. Candidates are limited to 11th grade students for the 2021-2022 school year (public, private, or home school). Each Delegate must plan to continue high school and attend one or more semesters immediately following the ALA Girls State session.
- b. Previous ALA Girls State Citizens shall not be eligible to be a Delegate. The Department Chairperson may accept or reject any applicant.
- c. Delegates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness.
- d. Candidates must be of excellent character and citizenship and should be in the upper third of her class scholastically.
- e. Upon her return from ALA Girls State, the Delegate must be willing to relate the interest and sense of responsibility of government the Delegate has gained from participating at ALA Girls State to her school, community, and sponsors.
- f. Delegates must be independent in the physical requirements of daily living. If not, the Delegate's family must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant must be a minimum of twenty-one (21) years of age, be female, pass a background check, and attend the entire session.
- g. Candidates must be willing to conform to all medical regulations as stated in the medical sections.
- h. Candidates must be fully vaccinated (two shots of Pfizer or Moderna vaccine or one dose of Johnson and Johnson, plus 14 days after the last dose). If a candidate completed the primary COVID-19 vaccination series (first two shots) before January 15, 2022, a booster (third shot) is required.
- i. The sponsoring ALA Unit makes the final selection of the Delegate, 1st Alternate, and 2nd Alternate after recommendations and interviews. Final acceptance of the Delegate is dependent on all paperwork being complete and eligibility requirements satisfied.
- j. Schools will select no more than five (5) candidates for the American Legion Auxiliary Unit to interview.



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Candidates Selection Procedure:

All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairperson or her substitute. The school faculty shall recommend candidates to the sponsoring Unit. Only the Unit shall have final selection of the Delegate, 1st Alternate and 2nd Alternate, subject to acceptance by the Department Chairperson. Last year's ALA California Girls State Citizen may provide guidance. When the Unit has chosen the candidates, the fee and Unit Transmittal Form shall be submitted by **March 31st** as provided in the instructions. Publicity may be released indicating that the Delegate, 1st Alternate and 2nd Alternate have been chosen.

If a selected Delegate and 1st Alternate, due to circumstances beyond their control, cannot attend the ALA Girls State Session, the 2nd Alternate selected in the same manner shall attend to prevent forfeiture of the Unit fees.

Units must adhere to the following instructions:

- a. All fees must be included on one check and sent to the Department Office in San Francisco with the transmittal form. Failure to pay all fees by **June 15** will result in the Unit not being seated at Convention.
- b. Units shall not engage in political discussion with the Delegate.
- c. Units shall arrange for the Delegate to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. They should encourage the school to present the Delegate at an assembly or other school functions.
- d. **ONLY ONE DELEGATE MAY BE SELECTED FROM A SCHOOL.** Units may send Delegates from different schools. Units may participate as joint sponsors.
- e. **Units should select a Delegate, 1st Alternate and 2nd Alternate from each school the Unit sponsors.**
- f. The Unit Chairperson will make copies of the Contact Sheet for each school. Each candidate will fill in their information on the form. *The Unit Chairperson will keep this form for the Unit's records.*
- g. The Unit Chairperson must fill out and copy the Delegate/Alternate Information sheet, giving one copy each to the Delegate, 1st Alternate and 2nd Alternate for use in filling out the online application and other documents, as well as for future contact with questions. The Unit Chairperson shall keep in close contact with all Delegates and Alternates to ensure that applications and documents are submitted to the Department Chairperson on time. The Unit Chairperson should check the Reservation List online to determine if each application has been submitted timely and correctly.



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APPLICATION FORM

The Delegate, 1st Alternate and 2nd Alternate must each fill out and submit the online application. Delegates and Alternates are responsible to print out from the ALA California Girls State website (cagirlsstate.org) and fill out the Delegate Parent/Guardian or Alternate Parent/Guardian packet, then upload the completed Delegate Parent/Guardian or Alternate Parent/Guardian signature pages to the online application. Delegates may have a financial responsibility of a \$75 application fee that they must pay to the Unit. (Each ALA Unit will determine how the registration fee is handled.) Online applications are to be submitted no later than **March 31, 2022**.

RULES

Each candidate must attend for the entire session of ALA Girls State (except in the case of an emergency). Sports tournaments, vacations, other conferences, or events that overlap are not considered an emergency. The parent's signed acceptance form affirms that the candidates are aware of this requirement. If a candidate leaves before the end of the session, refunds will **not** be granted to the Unit. **The Unit** will have the responsibility of recovering the \$350 registration fee from the Delegate and her family.

After arrival at the session if the Delegate is not willing to comply with the rules and requirements previously agreed upon, or if a situation arises which would be counterproductive to the session, the Director, at her discretion, shall have the right to return the Delegate to her home immediately. The Director shall be required to notify the Unit of the returned Delegate in writing within ten days after the close of the session, providing complete details of the situation.

WITHDRAWAL OF SPONSORSHIP

Should a Unit withdraw from sponsorship of a Delegate to ALA Girls State, it shall be the responsibility of the District President and Unit Chairperson to list the school as available and notify the Department Chairperson in writing or email.



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Selection Process Strategies

1. Contact the school and provide them with the Letter to School Representative and the Youth Programs Brochure so they may inform interested students about the program prior to scheduled interviews.
2. Request the school representative to ask the candidates to review the websites calegionauxiliary.com and cagirlsstate.org to find out more about the American Legion Auxiliary and ALA California Girls State.
3. Ask the school to select no more than five (5) candidates for the Unit to interview.
4. Set up a time and location convenient to all for the interview selection process to take place. You can also consider having the candidates write an essay in lieu of or in addition to the interview.
5. Begin the interview by introducing yourself and the members of your committee. Give them your Unit name and number.
6. Give some brief information about the American Legion Auxiliary and specifically about your Unit's activities in the community.
7. Give some brief information about American Legion Auxiliary California Girls State. Do **NOT** engage in political discussion. Share the Department Code eligibility requirements. Ask the candidates if any of the requirements may preclude them from being selected.
8. Review the dates of the ALA California Girls State session to ensure that no one has a conflict with any activities they have planned for the summer (Monday, June 27th – Saturday, July 2nd, 2022).
9. There are a significant percentage of Delegates attending ALA California Girls State who are ill-prepared for this fast-paced experience. They are overwhelmed with being away from home, friends, and family. They are not sufficiently outgoing enough to endure the intense competition of 500 plus overachievers. Here are a few suggestions to assist you in choosing a Delegate who will be successful.
 - a) Assertive: Is the candidate strong in her opinions, but a good listener? Does the candidate seem to be willing to negotiate, adapt to the people around her and influence others in a positive way?
 - b) Cooperative: Is the candidate able to work with others? Can the candidate follow, as well as lead?
 - c) Courage: Does the candidate have the courage to defend her opinions? Does the candidate have the courage to defend the opinions of others?
 - d) Honesty: Is the candidate truthful?
10. Keep track of your information on a tally sheet. Everyone on the selection committee should take his/her own notes.
11. When interviewing the candidates be sure to ask open-ended questions. Sample questions can be found on the Suggested Interview Questions form.
12. Will the candidate be available to attend your luncheon, tea or designated orientation program? Can the candidate make a commitment to speak to her sponsoring group(s) upon return from ALA California Girls State?
13. Select a Delegate and Alternate(s) and inform them immediately following the interview or as soon as possible. Be sure they fill out the Contact Sheet. Candidates must have a Delegate/Alternate Information Sheet to be able to complete their online application. Give them a copy of the appropriate selection letter and a copy of the Structure of ALA California Girls State. **Emphasize the deadline dates.**
14. Give school representatives the names of the selected Delegate and Alternates.
15. Contact the parents or guardians of the Delegate and explain the program.
16. Avoid delays! Check in with your Delegates/Alternates regularly to remind them of deadlines, issue invitations to Unit activities and build a rapport with your Delegate/Alternates. You are the face of the ALA!



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To the High School Principal or Counselor:

The American Legion Auxiliary, Department of California, is proud to announce the 79th Annual Session of ALA California Girls State, which will be held June 27th-July 2nd, 2022 at California State University, Sacramento.

The ALA California Girls State program is a very worthwhile program and a great opportunity for Junior students to participate in a weeklong session focused on learning, responsible citizenship, and leadership. The art of civil debate is one of the main skills learned at this premier program, hosted by the American Legion Auxiliary since 1937. Many ALA Girls State participants have gone on to a lifetime of service to our country in the military, civil service or advocacy.

We would appreciate if you would assist us by recommending five (5) candidates to the sponsoring ALA Unit and scheduling a convenient time for our Unit representatives to interview those candidates. The Unit's primary goal in interviewing is to learn about each candidate, put them at ease, and make the best selection. It is always a difficult task because these students are the best of the best, and we can only send one Delegate from each school.

There is a \$75 registration fee. Students may request financial assistance from the sponsoring Unit for this fee due to financial hardship. The Unit provides a \$350.00 scholarship for each Delegate to attend the session and some Units sponsor more than one school.

Applications are subject to acceptance or rejection by either the ALA Department Girls State Chairperson or Director. Once the papers have been processed and the applications are accepted, publicity may be released after April 15, 2022.

ALA California Girls State is a work and study program in functional government and NOT a forum for discussion of political philosophies. Current issues are discussed in group sessions and during the legislative process. Each Delegate is encouraged to create or draft a bill to bring to ALA Girls State.

An ALA California Girls State Citizen is one who accepts our traditional form of government and relates with other citizens with a positive attitude. Getting to know each other on an individual basis is one of the great values of ALA California Girls State. These facts will be stressed to the candidate at the time the candidate is notified of her selection by the Unit. Upon return from ALA California Girls State, the ALA Girls State Citizen should share the benefits of her experience with her school and community, emphasizing the sense of civic responsibility which is stressed at ALA Girls State.

On behalf of the American Legion Auxiliary, Department of California, I thank you very much for your cooperation.

AMERICAN LEGION AUXILIARY DEPARTMENT CALIFORNIA GIRLS STATE CHAIRPERSON

Allyn Kau

ALACAGSChair@gmail.com

(626) 622-2354

_____ High School is sponsored by ALA Unit _____.

ALA Unit Girls State Chairperson: _____

Phone: _____ Email: _____



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Suggested Interview Questions

Tell us your name and something about yourself.

Tell us about the classes, clubs and activities you participate in at school.

Tell us something unique about you or your hobbies that we would not find on a resume.

Have you had the opportunity to look at the American Legion Auxiliary and ALA California Girls State website? What do you know?

What does "service above self" mean to you?

What one word would you use to describe yourself?

Do you have a parent/grandparent/great-grandparent who is/was a veteran?" (If yes, this is a good lead to tell the candidate that the Samsung American Legion Scholarship is available only to ALA Girls State and TAL Boys State Citizens.)

What do you see yourself doing over the next five years?

Have you ever been away from family and friends for at least a week? (Camps, workshops, etc.)

Have you ever run for office before? Tell us about that.

What do you know about our government?

What current events or topics do you feel passionately about or are knowledgeable about?

How do you feel about your future right to vote?

If you were selected, and suddenly unable to attend, which of the other candidates would you pick to replace you and why?

How would you feel if you were chosen as an Alternate?

There will be an orientation luncheon (or tea, dinner, etc.) on _____ for Delegates and both Alternates. We ask that all attend so that you can be prepared in case of an emergency and you have to take the place of the Delegate. Would you attend?

Are there any questions that you would like to ask about the American Legion Auxiliary or ALA California Girls State session?

Would you be willing to comply with COVID vaccination, test requirements, and other protocols that may be required (i.e. mask mandates, hand hygiene, social distancing)?

*Notes can be kept any way you would like. Make sure you write down the students' names and a way to help you distinguish them from the other candidates.



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Dear American Legion Auxiliary California Girls State Delegate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

To begin this journey, go to cagirlsstate.org and print, read, and fill out the Delegate Parent/Guardian Packet, then upload the signature pages to complete the online application. Be sure all lines are completed and all signatures are obtained. In order to complete the online application, you must use a personal email address. You cannot use an email address associated with a school account.

Please remember that the online application must be submitted by **March 31, 2022.**

Your Delegate code for your online application is: **2022CAGSDEL**

AMERICAN LEGION AUXILIARY DEPARTMENT CALIFORNIA GIRLS STATE CHAIRPERSON
Allyn Kau
ALACAGSChair@gmail.com
(626) 622-2354

cagirlsstate.org



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Dear American Legion Auxiliary California Girls State 1st Alternate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

To begin this journey, go to cagirlsstate.org and print, read, and fill out the Alternate Parent/Guardian Packet, then upload the signature pages to complete the online application. Be sure all lines are completed and all signatures are obtained. In order to complete the online application, you must use a personal email address. You cannot use an email address associated with a school account.

Please remember that the online application must be submitted by **March 31, 2022.**

Your Alternate code for your online application is: **2022CAGSALT1**

AMERICAN LEGION AUXILIARY DEPARTMENT CALIFORNIA GIRLS STATE CHAIRPERSON
Allyn Kau
ALACAGSChair@gmail.com
(626) 622-2354

cagirlsstate.org



American Legion Auxiliary
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Dear American Legion Auxiliary California Girls State 2nd Alternate,

You have been selected to be part of a very special group. Less than 1% of high school juniors from schools throughout California are selected for this nationally recognized leadership program. Delegates travel to ALA Girls State each summer in every state to learn not only about the structure and responsibilities of state government, but about themselves as well. You will learn about the importance of meaningful participation on all levels of government: city, county, and state by living for a week as a self-governing citizen. The Structure of ALA Girls State letter has more information on what to expect while at ALA Girls State.

To begin this journey, go to cagirlsstate.org and print, read, and fill out the Alternate Parent/Guardian Packet, then upload the signature pages to complete the online application. Be sure all lines are completed and all signatures are obtained. In order to complete the online application, you must use a personal email address. You cannot use an email address associated with a school account.

Please remember that the online application must be submitted by **March 31, 2022.**

Your Alternate code for your online application is: **2022ALT2CAGS**

AMERICAN LEGION AUXILIARY DEPARTMENT CALIFORNIA GIRLS STATE CHAIRPERSON
Allyn Kau
ALACAGSChair@gmail.com
(626) 622-2354

cagirlsstate.org



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Structure of American Legion Auxiliary California Girls State

At ALA California Girls State, each Delegate shares a dorm room with one or more Delegates in a residence hall. There are about thirty Delegates on each floor and these citizens constitute a city. They will form their own government and elect Senators and Assembly Members to represent them. The elected City Council will enact ordinances to govern their city.

Four cities form a county. Each county will form their own government after electing the Board of Supervisors, Superior Court Judge, District Attorney, and other county officials. These elected officials will function in all county matters as provided by the constitution and laws of the State of California.

The four counties will form our state. Each Delegate will be assigned a political party, either Federalist or Nationalist, so they may participate in party politics. They will develop their own party platforms and will choose their own issues to discuss. They will participate in primary and general elections to select an American Legion Auxiliary California Girls State Governor, Lieutenant Governor, and other state officials.

The citizens will publish a newspaper and organize a choir, orchestra, and talent show. On the final day of ALA California Girls State, the Superior courts will hold their mock trials and the Governor will give her State of the State Address to the citizens.

This is a week of learning by doing: NO lectures, NO books, and NO tests. Each of the six days is jam-packed with learning, living, and growing. This is a fast-paced, rigorous program, with a short mid-day rest period but no personal space as we're living in dormitories (and no one travelling alone). Go to cagirlsstate.org to see a typical day's schedule.

Be prepared for an experience of a lifetime!

If you have any questions, contact:

American Legion Auxiliary
California Girls State Director
Tammy Sollazzo
ALACAGSDirector@gmail.com
(760) 835-6925

To learn more about the American Legion Auxiliary: calegionaux.org.

To learn more about the ALA California Girls State program: cagirlsstate.org.

To learn more about the American Legion Auxiliary Girls State program: boysandgirlsstate.org.

Candidates' Contact Information

Name of High School _____

Make a copy for each school to keep for your reference. Be sure to obtain contact information from each student **BEFORE** they leave the interview.

Candidate #1

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

Unit Selection

Delegate:

Alternate #1:

Alternate #2:

Candidate #2

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

Candidate #4

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

Candidate #3

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

Candidate #5

Name:

Address:

Phone Number:

Personal Email (do not use a school email address):

Parent/Guardian Email:

Delegate/Alternate Information Sheet

Many of the questions on the online application you will be able to answer on your own. There are several questions for which you will need to gather some information. This worksheet has been created to help you gather that information. If you have the information ready and available, the online application should take you 20-30 minutes to complete. Please keep this form with the ALA information as a reference. *****You must use a personal email address when completing the online application; you cannot use an email address that you use with a school account to complete the online application.**

American Legion Auxiliary Information (Be sure the Unit Chairperson has completed this section before you leave.)

ALA District #:

ALA Unit #:

ALA Unit Girls State Chairperson Name:

ALA Unit Girls State Chairperson Phone Number:

ALA Unit Girls State Chairperson Email:

How the \$75 Registration Fee is collected by the ALA Unit:

Personal Information

Delegate/Alternate Code (found on the letter given to you by your Unit Chairperson):

Multiple Phone Numbers for Parent/Guardian(s):

Parent/Guardian Email:

Emergency Contact Name:

Emergency Contact Phone Numbers(s):

School Representative Name (usually a counselor):

School Representative Email:

Health Information

Year of last TDAP:

Date of MMR vaccination:

Current Prescriptions (name, dosage, frequency, storage information):

If you have health insurance, Name of Insurance Company:

Policy Number:

Person To Whom Policy Was Issued:

Please have the following ready to upload PRIOR to starting the online application:

1. Separate scanned copy or picture of each of your completed pages 3, 4, and 6 of the Delegate Parent/Guardian or Alternate Parent/Guardian packet (found at cagirlsstate.org/delegates-alternates).
2. A photo of yourself (head shot). You may only upload one image file.
3. Separate scanned copy or picture of your COVID-19 Vaccination card.

***** The Online Application is due by MARCH 31. *****