

## GIRLS STATE MEMO

To: Unit Girls State Chairman  
From: Bobbie Swanlund, Director  
Date: January 2017  
Subject: 2017 American Legion Auxiliary Wyoming Girls State of Wyoming  
June 11-17, 2017 – Laramie County Community College, Cheyenne

It is time to start working on the 2017 Wyoming Girls State session. The Girls State Committee and I are very excited about the upcoming session and hope you are too. Chairman and Delegate Packets will be given out at Mid-Winter and mailed to those not attending. The Delegate, Unit Chairman and School packets are also available online (<http://www.wyamericanlegionauxiliary.org/girls-state>) again this year. Forms for Delegate packets are fill-able. Please take the time to look through the packet as some of the forms have changed and new ones added. **The first deadline for forms and the \$30.00 delegate processing fee is April 1, 2017.**

Education assignments are made on a first come first serve basis so please submit your delegate's paperwork on time to ensure they get their first choices. We make every effort to expose each delegate to all of their peers. Please encourage your delegates not to select the same education choices as a group. If this occurs there is a strong possibility we will reassign them to allow for additional peer exposure.

Please note we do not have separate electives this year. We will have a Girls State Choir that all delegates will participate in.

**The Unit delegate fees of \$250.00 per delegate are due May 1, 2017.** It is very important to pay these fees by this due date as we rely on the monies to pay for and support the program. Delegate withdrawals after May 1, 2017 will be refunded based on a sliding scale determined by the Girls State Committee once your unit requests a refund. If your Unit doesn't have enough delegates to fill your Unit quota and you are willing to sponsor a delegate/alternate from another area please notify the director.

The following information is important as you select and train the 2017 Wyoming Girls State delegates:

**Schedule** – Due to safety concerns of late night travel after a very full schedule on Friday, the Girls State Committee will continue to hold graduation on Saturday morning (June 17, 2017). This will require all delegates remain on campus through Saturday morning. We highly discourage scheduling of ACT/SAT if the date conflicts with the Girls State session. The girls are usually tired after the long week and are not at their peak performance for testing.

**Selection Process** – You should be making your selection of delegates/alternates soon. Please keep in mind the first deadline is April 1, 2017. You should hold a meeting with your selected delegates/alternates soon after you select them. Please stress that they **MUST** stay for the ENTIRE WEEK (June 11-17, 2017) in order to be eligible for any special recognition, awards or scholarships.

**Training** – The importance of this is paramount to the success of the delegate and the program. Please refer to the Fact Sheet provided with this Mid-Winter packet. Please include your alternates in all training so they are prepared should they be added at the last minute. Tap into community resources and schedule visits with local judges, city officials and state legislators. Please don't hesitate to contact a member of the Girls State Committee if you need help with training or have questions.

**Publicity** – Blow your horn! It is truly an honor to attend American Legion Auxiliary Wyoming Girls State and the community should be made aware of this event. Publicize the delegates selected starting with their selection, through the training process and before attending the session. Provide pictures or ask the newspaper to attend a training session. Recognize any contributing organizations but remember Girls State is a program of the American Legion Auxiliary. Included in the packets will be a Sample Press Release for your use. Please share copies of the publicity with the Director.

**Forms** – **PLEASE USE THE FORMS PROVIDED IN THE CURRENT PACKET** as some have changed and new ones added. These need to be complete and legible. Please stress to the delegates that the forms need to be filled out using a pen or they are now available online as fill-able forms. A picture on the Application and Waiver form is required. Incomplete or unreadable forms lead to delays and added cost to the program. As the chairman, please ensure all forms are complete before submitting. **Please note the Medical History form needs to be completed the week of May 18, 2017 to ensure the information is current and up to date.** Please submit your alternate's paperwork at the same time as delegates and mark them as alternates.

**Deadlines** – All forms and dates required are included on the Unit and Delegate Check Lists. These deadlines are set for a reason and request that you strive to meet them.

**Delegate Fees** – Checks payable to **American Legion Auxiliary**  
Mail to: Bobbie Swanlund, Director  
5220 Danielle Court  
Cheyenne, WY 82009  
Deadline: May 1, 2017

**Transportation** – We urge Units within the same area to pool resources to provide transportation. We discourage delegates from driving themselves to Cheyenne as the Auxiliary's exposure to liability greatly increases when they drive. Inform your delegates they will be required to turn in their keys upon arrival and they will not be returned until just prior to departure. Any questions regarding travel may be directed to the Girls State Committee.

**For God and Country** – Our organization is dedicated to God and Country, therefore, daily attendance at Flag Ceremonies and Retreat are mandatory for all delegates. If you have any doubt as to their beliefs, we can only recommend they do not attend the Girls State session. Flag Ceremonies are held twice daily and each city will take a turn conducting the ceremony. Retreat is a positive, short, non-denominational service held each evening. Encourage delegates to bring poems, readings and other appropriate materials to share.

**Americanism** – This is an integral part of Girls State making the Flag Etiquette booklet very important. If your Unit does not provide this booklet, one will be provided at check in. If your Unit provides the booklet, please ask them to bring with them to Girls State. Tailor some of your training to include questions and answers from the booklet. Practice proper care and folding of the American Flag. An Americanism Test will be given at Girls State.

**Unit Tidbits** – Please provide each delegate attending Girls State a poppy corsage. All delegates and staff wear these corsages for picture day and when the Governor visits. Care packages from the Unit are encouraged. Encourage your delegates to share the Girls State address as mail call is a very important part of the day. Send mail early in the week to assure it will arrive prior to the end of the session.

**Homesickness** – It is not uncommon for the delegates to experience homesickness the first couple of days. Encourage the delegates to address this issue with their city counselor.

**Safety and Welfare** – Delegates must remain on campus in their assigned groups at all times. Any deviation may result in the delegate being sent home.

**Helpful Hints** – If you have an email account please send an email to the Director so we can establish email contact. Please inventory the packet to ensure you have all forms. Encourage the delegate to utilize the Check List (Form 19). Please initial the Check List and encourage the delegate to take to Girls State. Completed forms count towards Outstanding City Award.

**Chairman Packet** – In addition to all of the delegate forms, the Chairman packet contains a copy of this letter, Sample Press Release, Fact Sheet and a Unit Chairman Check List.

**Membership** – Please remember, if a delegate is eligible to apply for the Samsung scholarship, she is eligible for membership. Don't miss this opportunity to increase your Unit's membership.

The Girls State Committee is looking forward to working with you and your delegates. Thank you for the gift of your time and dedication to the most influential program the American Legion Auxiliary has to offer to the young women of our state. Without your assistance and hard work this program would not be possible. Please contact any member of the committee if you have any questions or concerns.

Director: Bobbie Swanlund, 5220 Danielle Court, Cheyenne, WY 82009, 307-287-4546, [gaswanny@aol.com](mailto:gaswanny@aol.com)  
Asst. Director: Linda Feezer, 831 S. McKinley, Casper, WY 82601, 307-234-0246, [moke49@msn.com](mailto:moke49@msn.com)

Committee Members:

Susan Dansereau, 2110 Wyoming Dr., Green River, WY 82935, 307-875-4408, [dansereau\\_r\\_f@hotmail.com](mailto:dansereau_r_f@hotmail.com)  
Kathy Wright, 913 Whispering Hills, Cheyenne, WY 82009, 307-637-5451, [kjwright@gmail.com](mailto:kjwright@gmail.com)  
Belle Temple, 1073 E. 12<sup>th</sup>, Gillette, WY 82716, 307-682-3984, [bqtemple54@gmail.com](mailto:bqtemple54@gmail.com)