

AMERICAN LEGION AUXILIARY



PROGRAM AND OPERATIONS GUIDE



American Legion Auxiliary Girls State Program and Operations Guide

The American Legion Auxiliary Girls State program is a marquee program of the American Legion Auxiliary that has been training female high school students for civic leadership since 1937. Through a week-long “simulated government” immersive learning experience, America’s future leaders assume roles in the fictional “National” and “Federal” political parties, run for and hold offices that mirror their state’s elective offices, and in one jam-packed week learn fundamentals about the legislative process, the three branches of government, and parliamentary procedure. Students selected to participate in this prestigious program learn life-long lessons in leadership grounded in civility, teamwork, advocacy, consensus-building and respect. They have fun. They make lasting friendships. And they leave enriched, using what they learn throughout their lives for the betterment of our country.

Why this American Legion Auxiliary Girls State Program and Operations Guide?

Because ... times have changed! Youth programs are now subject to far more laws, rules and regulations than ever existed when, in the 1930’s, a select few young ladies initially attended a mixer with The American Legion’s Boys State. It is important that, today, anyone involved with the ALA’s Girls State program has access to this resource guide.

This guide is intended for educational and informational purposes and provides general, non-specific legal information. Information provided within this American Legion Auxiliary Girls State Program and Operations Guide is **not** legal advice intended as a substitute to consulting with your local attorneys and public accountants.

This guide recognizes that some ALA Girls State programs are incorporated as a separate legal entity from their Auxiliary Department, and other ALA Girls State programs are run by the Auxiliary Department. **Regardless of whether an ALA Girls State program is separately incorporated or not, the ALA Girls State program is subordinate to and accountable to the department**, and the relationship between the ALA Girls State program and the Auxiliary Department should be clearly defined.

A separately incorporated ALA Girl State program is a subsidiary of and subordinate to the Auxiliary Department. While a separately incorporated ALA Girls State program may have a separate board of directors and Articles of Incorporation, the Auxiliary Department must maintain certain controls over the ALA Girls State program in order to preserve the American Legion Auxiliary’s trademarks and comply with corporate law. The Auxiliary Department must grant approval of the officers and operations of the ALA Girls State program including confirming the corporate officers, reviewing and maintaining the program’s financial records, and approving the program’s bylaws and

organizational policies. An ALA Girls State program that does not abide by these rules can become independent of the American Legion Auxiliary, but it cannot use the name “American Legion Auxiliary”, or “Girls State”, or infringe upon any of the many trademarks held by the American Legion Auxiliary.

This guide is intended to ensure that the American Legion Auxiliary Girls State program remains an outstanding experience for our country’s most promising young women, and that programs adhere to branding requirements and minimize the Auxiliary’s exposure to risk and liability so that the Auxiliary can continue this premier immersive learning experience for the many future generations of young women who will become America’s leaders.

Thank You

This American Legion Auxiliary Girls State Program and Operations Guide has come together with countless hours of work by a number of people, notably, The American Legion National Judge Advocate Philip Onderdonk, American Legion National Headquarters Staff, and the Chairmen and members of the 2010 through 2012 national American Legion Auxiliary Girls State committees.

Special thanks go to Vickie Koutz, Kathy Dungan, Mary “Dubbie” Buckler, Colette Fike, Aaron Meyer, Kristen Low, Ariel Meyers, Andrew Talbot, and Laura Baim for their hands-on work composing this guide, and to all those who have contributed to the success of the program over the years and whose efforts have influenced the program and this guide.

How to use this Guide

1. Read it.
2. Follow it.
3. To print it:
 - a. This Guide is designed to be printed in black and white on 3-hole punch paper, and to be placed inside a 3-ring binder.
 - b. Two cover options are included – one in color and the other in black and white. To print this guide on a color printer, select “color”; one cover will print in color and the other cover along with the rest of this document will print in black and white.
 - c. Printed copies of this guide are available for departments to order from American Legion Auxiliary National Headquarters for \$12. The cost of printed copies is subject to change.

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This American Legion Auxiliary Girls State Program and Operations Guide provides general information about planning and conducting an ALA Girls State program. It is intended as a guide to make program volunteers and staff aware of pertinent issues. This Guide does not constitute legal advice. If you have any legal concerns about your ALA Girls State program, you should contact your Auxiliary department and an attorney licensed in your state.

Section 1: Overview – American Legion Auxiliary Girls State Program

Mission of the American Legion Auxiliary

In the spirit of service not self, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of veterans, military, and their families, both at home and abroad.

For God and Country we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

Purpose of the American Legion Auxiliary

In fulfillment of the American Legion Auxiliary Mission, we adhere to the following purposes:

To support and advocate for veterans, active-duty military and their families.

To support the initiatives and programs of the American Legion.

To foster patriotism and responsible citizenship.

To award scholarships and promote quality education and literacy.

To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and participation in government.

To increase our capacity to deliver our Mission by providing meaningful volunteer opportunities within our communities.

To empower our membership to achieve personal fulfillment through “service not self”.

The American Legion Auxiliary Girls State Program

American Legion Auxiliary Girls State is a nonpartisan participatory program that teaches young women responsible citizenship grounded in ethics, the principles of our nation's founders, and respect for God and Country. American Legion Auxiliary Girls State is among the nation's most respected educational programs of government instruction and leadership development for U.S. high-school students.

Since the inception of the ALA Girls State program in 1937, nearly 1 million young women have had the opportunity to learn firsthand how their state and local government work. The program has grown from a few hundred participants to some 20,000 annually.

Select high-school girls who have completed their junior year spend an intensive week of experiential learning, working together as self-governing citizens. These young women learn government and the rights, privileges and responsibilities of franchised citizens by forming a fictitious state of cities; electing public officials at the local, county and state levels; and carrying out the duties of those offices. The week's activities include simulated legislative sessions and government proceedings, along with presentations, assemblies, and recreational programs.

The American Legion sponsors a separate but similar program for young men called American Legion Boys State, first established in 1935. Currently, both American Legion Boys State and American Legion Auxiliary Girls State programs operate in all states with the exception of Hawaii.

High-school juniors are selected and sponsored by American Legion Auxiliary units to participate in the program. Local businesses or community organizations may help underwrite participants' expenses. Because the structure of state and local government varies from state to state, American Legion Auxiliary Girls State programs may vary in content and method of procedure, but each adheres to the same basic core values in teaching government from the township to the state level.

Eligibility, Participation in American Legion Auxiliary Girls State Program

Unmarried female students who have successfully completed their junior year of high school and who have at least one more semester remaining before graduation are eligible to be considered for selection as a participant of American Legion Auxiliary Girls State. Former ALA Girls State participants are not eligible to be selected as a participant in a subsequent year's American Legion Auxiliary Girls State.

Only female students who demonstrate leadership, character, scholarship, loyalty and service in their school and community should be considered. ALA Girls State participants are to be selected on the basis of merit and ability.

ALA units should make every effort to sponsor eligible young women to participate in their department ALA Girls State program. The unit's ALA Girls State chairman should inform school districts and individual public and private schools about the benefits of the program, explain eligibility requirements and distribute information and applications to the schools.

To recruit ALA Girls State citizens with the appropriate character and commitment to participating, units must select delegates wisely, provide them with an informative orientation, and recognize them when they return home. Although units may seek financial support from outside the Auxiliary, the American Legion Auxiliary sponsors each participant and decides who will participate.

ALA Girls State programs as well as the ALA Girls Nation program are not designed for and may exclude pregnant or drug abusing teenage girls. ALA Girls State and Girls Nation are designed for female high school students who are serious about and capable of carrying out the rigors of leadership. Because of possible medical implications, excluding girls who are pregnant or who are abusing drugs is appropriate, allowable, and removes a potential liability for the program.

The policies and procedures in the ALA's governing documents have long specified that program eligibility excludes married teenage girls. Neither the American Legion Auxiliary Girls State programs nor the ALA Girls Nation program are funded in whole or part by taxes, nor are the programs operated by any government entity. Therefore, as charitable sponsored programs, the ALA Girls State and Girls Nation programs are under no obligation to change this eligibility requirement.

However, the American Legion Auxiliary Girls State and Girls Nation programs must make a good faith effort to comply with the Americans with Disabilities Act.

The American Legion Auxiliary Girls Nation Program

Each American Legion Auxiliary Girls State program selects two of its female student participants to attend ALA Girls Nation as "senators". ALA Girls Nation senators meet for a week in Washington, D.C., where they run for political office, campaign for the passage of legislation and possibly meet with state representatives and senators. A meeting with the President of the United States at the White House caps the ALA Girls Nation week.

Following the annual conclusion of all the ALA Girls State programs, each ALA Girls State program's directors should designate two girls from among the current year's participants to represent their state as ALA Girls Nation senators. ALA Girls Nation convenes each summer at a dormitory campus-type facility in the Washington D.C. area. The current site for ALA Girls Nation is the National 4-H Center in Chevy Chase, Maryland. ALA Girls State program directors should work with their newly-selected senators to help them prepare legislative initiatives to present at ALA Girls Nation and to inform them about campaign rules and running for office at ALA Girls Nation.

In general, the information provided in this guide is applicable to the ALA Girls Nation program.

Program Site, Public Accommodation

The American Legion Auxiliary Girls State Program is not covered by federal law prohibiting sex discrimination; accordingly, only unmarried female high-school students are eligible to participate.

Because the American Legion Auxiliary and therefore its ALA Girls State programs are excluded from certain federal civil rights laws by a special provision of Title 42 of the U.S. Code, departments should **not** use state or governmental facilities (for example, state universities) as host sites for conducting ALA Girls State programs. The American Legion Auxiliary's federal exclusion from federal civil rights laws allows the Auxiliary to conduct programs solely for females who meet criteria established by the Auxiliary. Using a state facility for an Auxiliary program subjects the department and the program to these laws.

American Legion Auxiliary Girls State programs should keep in mind that there are federal and, in most cases, state laws that prohibit discrimination in the provision of public accommodation or employment. The American Legion Auxiliary is subject to Federal Civil Rights laws that prohibit discrimination or segregation on the basis of race, creed, color, religion or national origin, and the Americans with Disabilities Act that prohibits discrimination on the basis of disability.

There is no firm definition of public accommodation; however, federal law tends to regard it in terms of a fixed or concrete location associated with the service provider (for example: a homeless shelter, a community center, a health clinic, etc.) Some state laws tend to be broader and include general membership clubs, so it is important to be aware of both.

Because every American Legion Auxiliary Girls State Program is subordinate to the department, its anti-discrimination policies should be based on the state department's

policies, and it is important that the officers, board members, employees and volunteers be trained in the department's policy.

Any girl being considered to enter your ALA Girls State program or attend any event should be provided the opportunity to advise you of any disabilities or medical conditions she may have. Decisions and actions regarding accommodating specific disabilities or medical conditions should be very carefully considered. The public relations consequences of a dispute regarding these matters can have devastating consequences for the ALA Girls State Program and the American Legion Auxiliary.

Remember: The general rule is that if a department's ALA Girls State program is required to provide public accommodation, it must provide "reasonable accommodation" for people with disabilities. Your program should make every effort to make reasonable accommodations.

Accommodations are considered reasonable if they do not change the fundamental nature of the program (for example, creating prohibitive costs for the organization) or alter the essential criteria for participation. If a prospect mentions she has a disability or requests special accommodations, your program's officials should discuss her needs with her and then investigate potential reasonable accommodations. Normal costs for room and board, transportation to program sites etc. that would be incurred by an ALA Girls State Program for an additional person such as a chaperone or medical aide to attend the ALA Girls State should never be considered excessive or unreasonable.

If, after discussing the requested accommodation, it is determined by your program that the accommodation(s) requested is/are unreasonable due to excessive cost, program officials can discuss with the participant's parent(s) or guardian(s) a cost-sharing arrangement that would allow the participant to attend without imposing a legally unreasonable burden on your American Legion Auxiliary Girls State program. This discussion would not be a legally binding discussion since the law does not require programs to provide unreasonable accommodations. Any decision to create a more inclusive program should ultimately be based on moral and ethical considerations rather than solely on legal reasons.

If the program and the parent(s) or guardian(s) do agree on a cost-sharing arrangement, you are strongly advised to create a written cost-sharing agreement signed by both parties. Such a signed agreement then becomes a legally binding contract. **Note:** if your program selects such a participant as a senator to ALA Girls Nation, the department or participants' parents will be expected to underwrite the costs for the accommodations.

Sample language for a medical release or similar document: "If an American Legion Auxiliary Girls State Program applicant cannot meet the program's physical challenges, the American Legion Auxiliary Girls State Program will review the applicant's needs to determine if reasonable accommodations can be made. If such accommodations involve

special costs or needs, the cost-sharing arrangement will be determined in advance with the applicant's parent(s) or guardian(s)."

If no reasonable accommodations for someone with a particular disability can be made, the American Legion Auxiliary Girls State program may legally exclude that person from the program, but it is highly recommended that you consult your lawyer prior to your taking action. It is important to remember that there is an overlay of federal, state, and local laws regarding people with disabilities, and even if your local laws are not particularly strict with regard to public accommodation, there are still moral and public relations reasons for accommodating people with disabilities. Any policy an ALA Girls State program develops should be created in consultation with an attorney.

It's important to also remember that declining to provide accommodation can strongly and adversely affect the public perception of your ALA Girls State program.

Remember, again, you are being entrusted with a minor for a whole week.

ALA Girls State and Its Relationship to Other Entities

Each ALA Girls State program is a subordinate operation of its department. Regardless of whether it is separately incorporated or not, every ALA Girls State program is a program of the department and must adhere to corporate and trademark law.

Each program's operations fall under the purview and oversight of the department and the department's governing body. The department executive committee or governing board must approve or confirm the department's ALA Girls State board and/or directors, its budget and financial reports and statements, and ensure that the program has appropriate policies in place that avert risk and exposure to liability. Every ALA Girls State program should inform the department about major dates and events connected with its ALA Girls State program.

Department Oversight of American Legion Auxiliary Girls State Program

The ALA Girls State program is a nationwide program that is nationally trademarked by The American Legion/ American Legion Auxiliary. It is inappropriate to represent the programs without incorporating the name "American Legion Auxiliary".

While some ALA Girls State programs operate within their departments as separate 501(c)19 or 501(c)3 corporations, these programs are still trademarked extensions of the American Legion Auxiliary organization and of the Department which is the authorized entity within the organization. As such, "American Legion Auxiliary Girls State" is a trademarked program and **must** operate within the following federal rules established by patent and trademark laws.

Some ALA Girls State programs have incorporated as 501(c)3 organizations to facilitate fundraising and cash management (the establishment of separate bank accounts for convenience of program operations, etc.). **All** American Legion Auxiliary Girls State programs, regardless of the existence of a separate nonprofit corporation within a department, must operate within the confines of federal trademark law.

Every American Legion Auxiliary Girls State program must adhere to the following rules:

1. The American Legion Auxiliary Department's Executive Committee **must** approve all officers, directors, and/or trustees of the ALA Girls State corporation. Approval is required whether the ALA Girls State program officers, directors, and/or trustees are elected, appointed, serving an original term, a recurrent term, or filling a vacancy.
2. The ALA Girls State program must provide regularly scheduled reports to the department, the frequency of which is consistent with the department's reporting requirements to its executive committee or governing body, including financial reports. (For example, if the department's executive committee meets monthly, the ALA Girls State program reports must be submitted monthly to the executive committee.) The reports must disclose and include key activities, financial records, and financial accountings. Reports must be submitted even if they merely report that there was no activity for the report period.
3. The fiscal officer for the department, usually the Department Treasurer, must be a signatory on all bank accounts for the department's operations and its subsidiaries. An ALA Girls State program operating under the auspices of its own 501(c)19 or 501(c)3 is operating as a subsidiary of the Auxiliary and the American Legion Auxiliary Department. Its existence and operations are sanctioned by the department which is required to ensure that the trademark is protected at all times. Therefore, in every department, the department treasurer must be a signatory for the ALA Girls State bank account(s).
4. If a department's ALA Girls State program has its own bylaws, those bylaws and any amendments to the bylaws must be approved by the department's governing body (e.g. the Department Executive Committee).

It is vital that the department and ALA Girls State program leaders understand and adhere to these rules of corporate law. An ALA Girls State program is a trademarked program and its operations, budgets, income, grants, and finances must be fully disclosed to and approved by the department. The name American Legion Auxiliary

Girls State, and a variety of iterations (including American Legion Auxiliary Girls State Program, ALA Girls State, Girls State, and others) have all been federally trademarked by The American Legion and American Legion Auxiliary. Anyone who establishes an independent or copycat program that infringes upon the trademark is in violation of the federal trademark laws and is subject to prosecution.

Proper Trademark Usage of American Legion Auxiliary Girls State Name and Logos in Media Relations, Promotion and Publicity

The American Legion Auxiliary holds registered trademarks for the terms “American Legion Auxiliary” and “Girls State”, plus several iterations thereof, as well as the official American Legion Auxiliary emblem. The word “emblem” used herein shall mean insignia, badge, medal, emblem or any colorable imitation or reproduction thereof, of the American Legion Auxiliary. The American Legion Auxiliary national organization (National Headquarters) may grant permission to use the name and emblem in accordance with U.S. trademark law. The national officers are charged with resisting and restraining any unauthorized use of the name “American Legion Auxiliary” or the emblem. Some examples of proper use include: American Legion Auxiliary Michigan Girls State, American Legion Auxiliary Buckeye Girls State, etc.

An American Legion Auxiliary Girls State program may use the “American Legion Auxiliary” and “Girls State” trademarks for stationery, publications, notices, posters or similar correspondence items without requesting national approval **only** for official Auxiliary business, assuming that such usage complies with the national organization’s preapproved emblems with no alteration.

No other objects or lines shall be directly imposed upon the emblem. An application for permission needs to be submitted to the national organization for **any other merchandise** intended to bear the name or emblem of The American Legion Auxiliary Girls State program that is not ordered from The American Legion Emblem Sales office. This provision is especially important because the manufacturer has no right to make any use of any of the Legion Family emblems without written permission.

Use of the American Legion Auxiliary trademarks/emblem is controlled by the National Headquarters. All requests for approval to use the trademarks must be submitted to the ALA National Secretary. The written request must state the name of the product, its intended use, the person or company who will perform the duplicating (manufacturer), and the exact amount being ordered. The request may be submitted via email, with the details included in an attached document. Additional quantities require new authority. You must seek approval even if the manufacturer is a Legion or Auxiliary

member. **The letter authorizing use of the trademarks by the National Secretary must be issued to the manufacturer and will be sent directly to the manufacturer.** Copies of the authorization letter will be sent to the department secretary and the person making the request, if that information has been provided.

Use of the name and emblem in print and online is governed by National Headquarters. If a program wishes to hire a third-party web designer to create its website or other online content, it must seek the same approval as if ordering manufactured goods. A request form must be sent to the National Secretary for approval, and letters of approval must be sent to the web designer before he/she can begin work; this approval applies to pro bono work as well.

If an American Legion Auxiliary Girls State program wishes to display one of the Auxiliary's trademarked names or emblems on a website, it must seek permission from the National Secretary. Approval may be requested and granted via email. The use of the emblem in the electronic medium does not constitute permission to reproduce it. Permission to reproduce the emblem is confined to those activities listed in "Emblem Usage" in the official emblem usage guide. If an American Legion Auxiliary Girls State program wishes to use the name and emblem on a newly designed graphic, a letter of request for approval must be sent to the American Legion Auxiliary National Secretary. This provision is especially important because of the danger of creating additional emblems or trademarks which are not registered and which, in some circumstances, can endanger or destroy the marks already protected.

Examples of items bearing the American Legion Auxiliary Girls State Program emblem for which you will need a national letter of permission:

- Any clothing.
- Any mugs, plates, etc.
- Third-party website design.
- Anytime new graphics or logos are created for your program.
- Any manufactured item.

Examples of items that may bear the American Legion Auxiliary Girls State program emblem without a national letter of permission:

- Unit/department publications.
- Notices.
- Posters.
- Place cards.
- Matters of ordinary routine; reports and other conduct of legitimate unit/department business.

Promoting your ALA Girls State Program

Because advertising involves purchased airtime or space in publications, the best way to promote your program is through local schools and school district offices, private schools, and home-schooling networks. Information can also be distributed through newspapers, social media networks such as Facebook and Twitter, nonprofit television spots and radio announcements. Starting early to promote the program through these sources will ensure the widest audience and best-qualified pool of applicants.

See Appendix documents:

How to Reach Every Girl Eligible

How to Use Twitter and Flickr

Media Release Consent

It is imperative that all American Legion Auxiliary Girls State Program participants sign a media release consent form before attending any events where you plan to take photos or recordings for later use.

Having a signed media release consent form allows the program to use any images or recordings from the event for brochures, posters, promotional video, online, social media and other outlets and protects the program officials and department against legal claims such as invasion of privacy. Typically, newsgathering and educational uses of someone's likeness are exempt from invasion of privacy claims, while self-serving purposes such as advertising are not, so a release form is an important protection. Signed release forms should be kept on file and checked to be sure every person whose image is used has signed a form.

See Appendix documents:

ALA Girls State Media Release Sample

ALA Girls Nation Media Release Sample

ALA Girls State participant Media Release Template

Sample ALA Girls State Media Release Consent Form

1. I, the undersigned, hereby authorize _____ to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions) as well as use my name and likeness.

2. I authorize the use of any such photographic or electronic reproductions and my name and likeness for any purpose, including, but not limited to, educational and other public media as may be deemed appropriate by _____ (I understand that I may be identifiable from such photographic or electronic reproduction) for nonprofit public purposes.

3. I understand that I will not be compensated financially for such uses.

Agreed and accepted by:

Print Name _____

Title _____

Address _____

City, State, ZIP _____

Phone _____

Signature and Date _____

PARENTAL CONSENT

I certify that I am the parent or guardian of the individual above, _____, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorization referred to in this General Media Release.

Signature of Applicant's Parent/Guardian

Date

Address of Parent/Guardian (if different)

(_____)_____
Phone Number (if different)

City, State, ZIP Code

Section 2: Information for Committee Members

American Legion Auxiliary Annual Plan of Action

Visit www.ALAforVeterans.org and search Plan of Action for the current Girls State/Girls Nation Plan of Action.

Committee and Staff Overview

When utilized successfully, committees will make your American Legion Auxiliary Girls State program run more smoothly, operate more effectively and reach a greater audience with the ALA mission. Committees can be used to distribute the workload of the ALA Girls State Director; additionally, they are also useful for introducing new ideas and potential leaders into the program. There are many types of committee set-ups that can be used for your ALA Girls State Program. The structure will vary for each department depending on the guidelines that have been established for each department's program.

Most ALA Girls State program committees are comprised of **volunteers**:

- Some committee members may be paid, others may receive stipends for mileage or travel costs, and others may participate on a purely voluntary basis.
- Some volunteers may be assigned to a committee with one large area of responsibility; others may be assigned to multiple committees with fewer responsibilities.
- While most committees will consist mainly of American Legion Auxiliary members, other committees may be composed of non-members such as legislative officials, political instructors, lawyers and court officials.

Committee Structure and Roles:

Committee structures vary widely from state to state. Ideally, the committee should be structured in a way that optimizes the capacity to delegate assignments and responsibilities.

Sample committee structure #1

- **Director:** Invites and makes arrangements with guest speakers, acts as the VIP host.
- **Chairman:** Serves as the point person for all registration duties.
- **Committee member #1:** Oversees counselors and is a central point of contact for participant-related issues; serves as a senior counselor during the week.

- **Committee member #2:** Oversees all ceremonial activities including daily flag raising and lowering, vespers/devotions, etc.; serves as a senior counselor during the week.

Sample committee structure #2

- **Director and Chairman:** Oversees and manages the office during the American Legion Auxiliary Girls State session; supervises office staff, if applicable; serves as the main point of contact to parents and public.
- **Committee member #1:** Organizes special events such as inaugurations and commencements; serves as a senior counselor during the week.
- **Committee member #2:** Coordinates all government/content aspects of ALA Girls State; serves as a senior counselor during the week.
- **Committee #3:** Leads elective activities such as an ALA Girls State newspaper, a band, choir or talent show; serves as a senior counselor during the week.

Sample Director/Chairman’s American Legion Auxiliary Girls State Planning Calendar:

- 11 months out: Update delegate/alternate applications.
 Meet with department judge advocate for review of forms.
 Begin work on budget for upcoming year.
 Begin organizing key staff.
 Identify prospective organizations/institutions to nominate eligible students.
 Schedule budget meeting with department governing body.
- 10 months out: Update contact information for board and committee members.
 Review staff and participant evaluations from previous ALA Girls State session.
 Review standing rules and policies for any necessary updates.
 Print delegate/alternate applications.
 Add ALA Girls State date and application forms to department website.
 Provide invitation materials to volunteers to distribute in the community.
 Submit proposed budget to department finance committee for approval.
- 9 months out: Prepare/present Fall Conference Report to American Legion Auxiliary department.
 Update school and institution contact information.

- Confirm tentative daily event schedule.
 - Send information packets to unit chairmen.
 - Attend ALA Girls State Conference in Indianapolis, Ind. (September)

- 8 months out:
 - Review roles and responsibilities with key staff.
 - Review and evaluate list of on-site staff. (counselors, nurse, government staff)
 - Review and update Counselor Handbook.

- 7 months out:
 - Send on-site staff invitations.
 - Send invitation letters to school administrators.
 - Plan participant orientations that take place prior to ALA Girls State.

- 6 months out:
 - Arrange transportation for any off-site trips.
 - ALA Girls State Director prepares welcome letter from sponsoring department.
 - ALA Girls State Director requests National Headquarters send welcome letters from national president and national ALA Girls State chairman for participant packets.
 - Place order for store items.

- 5 months out:
 - Deadline for on-site staff commitments.
 - Request department secretary order lapel pins/charms for participants.
 - Request department secretary order participant flags and Blue Star banners.
 - Confirm speakers.
 - Send 30-day reminder that applications are due.

- 4 months out
 - Print Delegate Manuals/Handbooks.
 - Print Counselor Handbooks.
 - Meet with facility to finalize meal schedule, housing plans, A/V needs and required contract deposits. Review emergency plan and procedures. Return insurance packet to agent/contact with premium payment.

- 3 months out
 - Rough draft of committee plans due.
 - Participant applications due.

Capture participant information in central database; be sure to copy department if the department's Girls State program's database is not housed at department headquarters.

2 months out	Convene board and committee to finalize American Legion Auxiliary Girls State session plans. Notify selected participants. Send invitations to special guests.
1 month out	Send certificate of insurance to facility. Send diagrams to university for A/V and room setups. Conduct participant orientation(s).
0 months out	ALA Girls State program begins!
1 month following	Submit Sickness and Accident Audit form to agent/contact with any necessary payment. File original release and liability forms with department for long-term storage.

Positive Traits Required of Potential Committee/Staff:

- Commitment to the mission of the American Legion Auxiliary.
- Honesty and willingness to speak the truth with kindness.
- Patience with people who are learning.
- Interest in government.
- Positive attitude.
- High energy; can be physically active for long stretches with little sleep.
- Enjoys interacting with young people.
- Excited to work in a team environment.
- Lives an authentic life consistent with the values of the American Legion Auxiliary; a good role model.
- Real-life experience with any government process is a plus for committee members.
- Demonstrates real-world skills such as business expertise, public speaking, networking, etc., that can enhance the ALA Girls State program.

How to Find Potential Committee/Staff Members:

- Recent American Legion Auxiliary Girls State alumni make great committee/staff members.

- Ask Auxiliary members to nominate individuals who may be interested in the ALA Girls State program.
- Invite teachers from local schools to participate.
- Use technology and social media such as Facebook or e-mail lists
- Invite American Legion Auxiliary members who show an interest in serving on the staff or serving as a committee member.
- Inform recent ALA Girls State alumnae that applications are being accepted for junior counselor positions.

Selecting the ALA Girls State Committee/Staff Members:

The ALA Girls State committee/staff should consist of members who have already demonstrated a commitment and passion for American Legion Auxiliary programs as well as members who may be new to the organization but have great leadership potential. Selection of the committee and staff will vary according to the guidelines of each Department.

Reviewing Candidates:

- Identify what roles need to be filled and what qualities those volunteers should have.
- Review the applicant list and pair viable candidates with possible roles.
- Schedule convenient times (evenings/weekends) to interview candidates in person.
- Ask all candidates the same questions relative to the roles for which each is being considered.
- Make sure candidates know that those accepted for the program must pass a background check.
- Involve those leaders who will be responsible for the work of recruited volunteers.

Committee/Staff Member Assignments:

When assigning committee members or volunteers to positions, it's important to consider their strengths, weaknesses, interests and wishes. A well-placed committee member or volunteer staff member is more likely to excel at her job, stimulate innovation, and improve the ALA Girls State program. A poorly placed person may lose interest or detract from the program.

Committee/Staff Member Placement:

- Ask members or volunteers where they would like to be involved in the program. Try to place them in areas where they feel confident with their duties.
- Try to match volunteers' real-world experience with their job duties.
- Remind committee members and staff that some assignments may be modified or added when they arrive at the American Legion Auxiliary Girls State session.

Committee/Staff Member Meetings:

- There is no prescribed number of committee meetings that must occur during the ALA Girls State planning process. Meetings should be held only when necessary out of respect for people's time.
- In general, departments hold two major meetings during the planning process: the post-session meeting and the pre-session meeting.
 - The post-session meeting is an opportunity to evaluate the program and note changes that should be made. This meeting should take place relatively soon after ALA Girls State concludes, while memory of the details of the event is still fresh.
 - The pre-session meeting allows discussion of the upcoming ALA Girls State session. It may occur two to three months before the ALA Girls State session.
- While in-person meetings are ideal, there are many other options for conducting meetings including conference calls and web teleconferencing.

Committee/Staff Member Training Overview:

ALA Girls State training is the primary opportunity to acquaint committee and staff members with the “nuts and bolts” of the program. Effective training will mean that the committee and staff members can answer important questions as well as handle difficult situations that might arise throughout the week.

Training should cover two basic categories:

- Health and safety.
- Program content and itinerary.

The ALA Girls State program planning team will set the timeline for staff/committee training. Some Departments may be able to allow two to three days for training, while others may only be able to dedicate the day before the ALA Girls State session to

training committee and staff members. In the latter case, it is acceptable for some training to take place in advance via conference calls, web teleconferencing, or efficient use of emails. No matter how much time is dedicated to training, it is important that all committee and staff members are sufficiently trained and confident in their knowledge of the program.

Background Screening

As a program that primarily serves minors, it is extremely important that your American Legion Auxiliary Girls State program has a background screening process that covers all employees and volunteers. Remember! You are assuming responsibility for and the custody of someone's daughter for a week.

National Headquarters staff does background checks on national committee members and volunteers who work in the American Legion Auxiliary Girls Nation and the national Juniors' meeting. In addition to conducting hiring screenings, the American Legion Auxiliary National Human Resources division conducts background checks on all staff members who spend a significant amount of time at those programs.

If a background check reveals anything that gives a program leader cause for concern about an individual, that individual should not participate unless the cause for concern is resolved. If the cause for concern is of a nature that cannot be resolved or ignored, then that individual cannot participate.

There is no one law that covers whether background checks are required for employees or volunteers or states how extensive those background checks must be; instead, there is an overlay of federal and state laws. You should also remember that there can be both civil and criminal liability for failing to conduct background screenings. Some states may require screening for employees but not volunteers; other states may require them for both employees and volunteers.

Organizations that primarily serve children are often held to the strictest standards in regard to background screening, and you should be aware of which laws apply to your program. Even if there are legal requirements or only limited requirements for background screening, there are other compelling reasons for mandatory screens:

- Protecting a vulnerable population.
- Avoiding public backlash.
- Reassuring donors.
- Limiting liability.

Applicants' backgrounds may be screened in a variety of ways, and your state department should approve your policy. A typical policy would include requiring a national criminal history check, a sex-offender registry check, and a social security

check. If the person would be transporting minors by motor vehicle, a screening check with your state department of motor vehicles is recommended. Numerous reputable companies provide background checks, often at a reduced rate for nonprofits. Some nonprofits ask potential volunteers to provide personal references. If you use a third-party screener, it might require you to obtain the potential employee or volunteer's written consent before conducting the search, and it is often good policy to let volunteers know they will be screened.

In regard to junior counselors or volunteers younger than 18, there typically is no legal requirement to perform a background check and, since juvenile criminal records are usually sealed, a typical background check of a minor would not likely be effective. Social media sites and web-based search engines such as Google are viable ways to help evaluate whether a minor volunteer would represent your program in a positive way, as would asking for and checking references, including any employment history. Demanding that a minor open a private social media account to your scrutiny is not recommended, but an account viewable to the public is considered an open record.

Again, there typically is no legal requirement to screen minor volunteers, but doing so can help maintain the quality of your program. **The results of background checks should be kept confidential, to avoid leaking personal information about the employee or volunteer.**

Committee/Staff Member Orientation:

- Once volunteers have been placed, make sure they have all relevant information concerning their assigned position, including reports from previous years, information concerning the expectations of the program in their area, a list of materials that might be needed to complete their jobs, etc.
- Create a timeline of activities and deadlines so committee members know they are expected to be ready for their assignment.
 - Deadlines will usually be set to meet the many goals of the American Legion Auxiliary Girls State Program during the week. Remind your volunteers to accomplish the assigned job by the deadlines in the timeline. If they cannot meet a program deadline, have them notify the director or chairman so those leaders can then offer any assistance needed to meet the deadline.
- Offer members a chance to ask questions regarding their assignments, especially of previous members of the committee or staff.
- Introduce junior counselors to their adult counterparts or supervisors, either in person or via email.

Section 3: Health and Safety

Remember! You are assuming the custody and responsibility for someone's daughter for a week. You need to be aware of the following information:

Participant Policy Awareness

While you do not need to train participants regarding every policy of your program, it's important for them to understand whom to contact to discuss an incident and how that complaint will be handled. Participants should be informed about anti-bullying policies, safety policies, disability accommodation and medical policies, how to initiate a sexual harassment complaint, whom to contact with safety or medical complaints, and any eventuality in which a participant might need take action herself.

Working with the University or College

Work on the program for the ensuing year is best begun with the director or liaison for the American Legion Auxiliary Girls State Program working with the university or college to schedule the program on the campus. This time frame is often set for several years in advance of the actual program. Each department will differ on the procedure used to secure a setting for its ALA Girls State program.

Recommended considerations include the campus locations where activities will be held and necessities such as microphones, furniture, dormitories, cafeteria access, etc. Much planning depends on the types of activities taking place, who and how many participants will be involved and whether an event is formal or informal. The director and/or chairman should be aware of the facility and visit and meet with university or college officials.

On-Campus and Off-Campus Safety:

- All people associated with an American Legion Auxiliary Girls State program should be readily identifiable by clothing, ID badge or another method.
- Curfews and visitation policies for participants should be established.
- Participants should not be allowed to leave campus without express permission from ALA Girls State leadership.
- Participants should stay together when off campus, and counselors should continually check to make sure everyone is accounted for.

- Counselors should know where their community members are at all times.
- Never post information on social networking sites about where the group has been until AFTER you return to campus.

Emergency Preparation:

- Provide staff with campus safety manuals produced by the college or university. These can be obtained by contacting the campus police department, the campus security office or the venue's event manager. Everyone should read and understand them thoroughly.
- Acquaint staff with safety measures already in place on the campus, including emergency call stations, emergency sirens, etc.
- Review evacuation plans for dormitories.
- Create and talk about a detailed medical emergency plan, including whom to call, phone numbers, and how to respond to common first aid issues such as cuts, sprains, bee stings, sun burn, etc.
- Create and distribute a phone tree to all staff members to facilitate communication.
 - Collect all staff members' cell phone numbers and room landline numbers if applicable. Based on the following sample, Jan B. would first call Barbara S. and Amy B. From there, the arrows would specify who is responsible for calling the next person. When the last person in each branch has been called (Mary H., Samantha C., Whitney M., and Rachel M.), these people should then call the first person (Jan B.), so she would know that every person has been contacted.
If it's impossible to reach the next person directly after you in the tree, skip that person and call the next. Then, continue to re-try the person directly after you.

See Appendix documents:

Sample Phone Tree

Sample ALA Girls State Emergency Plan

Director _____ Phone # _____ Nurse _____
Phone # _____

If there is an emergency concern, staff should contact the director at the number above, then the director will contact the university. In an extreme or life-threatening emergency, contact 9-1-1 and then the director and university.

If there is an emergency or threatening situation on the campus, university staff will contact the director. The director will then initiate the phone tree with emergency plan instructions. Staff members are expected to contact the next person on the list and should have the next two numbers available at all times. If you have difficulties contacting the next name on list, skip and call the next in line and continue trying your immediate contact until successful. Those at the bottom of the list should call the person at the top to notify them that the loop is complete. Both counselors should be aware of exit routes in the buildings on campus and discuss the escape route with their community during the first few nightly meetings. Be aware of the safety rules posted in all dorm rooms.

Emergency Evacuation: If asked to leave a building in an emergency, everyone should exit as directed with whatever group they are with at the time. All staff and delegates will congregate at the place discussed earlier, at which time delegates should find their city, and counselors should take roll immediately. The director and assistant director will determine whether all other staff members are present.

Shelter-in-place (soft lockdown): If there is a minor threat situation near campus and no one is permitted to enter or leave campus, program leaders would continue as directed with the delegates and staff. Counselors, director and assistant director should account for all delegates and staff as if it were an evacuation situation. Other staff members would assist as requested.

Lockdown: In the dorms, each city should assemble in the designated counselor's room and stay put with the door and windows locked until directed otherwise by the security or emergency team or by phone-tree communication.

Off Campus: Follow evacuation directions of the tour/site location. Delegates and staff should exit as directed and assemble by cities as soon as possible to take roll. Delegates and staff should always exit first and then find their city. If in doubt about a safe evacuation location, please go to the designated staging area (pick-up/drop-off

locations). In lockdown situations off campus, staff should make every reasonable effort to locate all their delegates and stay together.

Medical Emergency: Assess the situation and determine whether it can be handled by the nurse or an ambulance needs to be called. If the situation could be life-threatening, call an ambulance immediately. Then call the nurse and director. If you have the most first aid training, have someone else make phone calls while you take care of the patient. For non-emergencies, call the nurse and then the director.

Basic Rules:

- Wear American Legion Auxiliary Girls State badges at all times so they are clearly visible.
- Remain calm. Follow directions from those in charge
- In evacuation situations, close doors behind you. Once you have evacuated, remain outside.
- When an alarm sounds, exit using the stairs. Do not use elevators.
- The nurse should have medical forms available in all locations.

Registration and Check-In/Check-Out Procedures

Registration form(s) sent to participants must include information about the check-in process and information about the end-of-session check-out process. The registration form(s) must require that the parent(s) or guardian provide the names, addresses, and phone numbers of

- a) The primary adult authorized to pick up the student and to be contacted in case of an emergency
- b) At least three additional adults authorized to pick up the student
- c) Additional adults who are authorized to be contacted in case of an emergency
- d) Adult(s) who specifically are **not** authorized to be contacted or to whom the student may be released under any circumstance.

It is important to have the contact information of at least four authorized adults in the event of an emergency or if the primary contact person does not show up to pick up the student at the conclusion of ALA Girls State and cannot be reached.

The form(s) should also state that in an emergency, the ALA Girls State program chairman or director is authorized to facilitate emergency medical care for a student and when attempts to reach the authorized adults are not successful.

Check-In Procedures:

- Parents or guardians should sign a form that clearly indicates who is allowed to pick up their student at the end of the American Legion Auxiliary Girls State session.
- Phone numbers for those authorized to pick up students must be included.
- Those authorized to pick-up students may include a spouse, neighbor, friend or other relative.
- Parents or guardians should also indicate who, if anyone, is NOT PERMITTED to pick up their students.

Check-Out Procedures:

- When parents or guardians arrive to pick up students, whether at the end of the session or mid-week, their names and state-issued photo ID must be checked against the list of authorized persons.
- If the name of the person picking up the student is not on the list, do not release the participant.
- If a person not on the authorized list attempts to pick up a participant at any time, take the following steps:
 - Call the parent or legal guardian immediately.
 - If the legal guardian or parent is not available, call other authorized persons on the list.
 - Do **not** release a participant to an unauthorized person until confirmation is made with a person authorized by a parent or guardian. In the event that a parent or guardian authorizes the ALA Girls State program director or chairman to release a student to an adult who was not originally specified on the authorized list, the Ala Girls State program chairman or director must make a note about the person to whom the minor has been authorized to be released, and maintain a detailed description of the person and a copy of his/her photo ID.

The ALA Girls State director or chairman is responsible for the release of participants, and she or the ALA department may be liable for any repercussions for releasing a student to a non-authorized person.

General Health Considerations

Counselors should be made aware of any specific medical issues of participants within their ALA Girls State community.

If there is a specific medical issue within a community, the ALA Girls State nurse should spend one-on-one time discussing all pertinent details with the counselor. For example,

if a participant has Type 1 diabetes, the counselor should be briefed on signs of high and low blood sugar and what to do if those situations arise.

ALA Girls State program staff should be aware of participants' allergies to food, medicine and insect stings.

Notify food service of any severe food allergies so they can post appropriate signs (for example, if chicken has been cooked in peanut oil.)

Hand sanitizer should be placed throughout commonly used areas. Participants may be required to sanitize their hands at the beginning of the cafeteria line, before entering general legislative sessions, or at other times and places as may be appropriate.

A volunteer nurse or doctor should be on call at all times.
Appropriate footwear should be worn at all times to prevent injury.

Staff should be trained to look for signs of common ailments, including heat stroke and allergic reactions.

Health Screening:

At American Legion Auxiliary Girls State, transmission of infectious disease is an important concern, given the close quarters in which the participants will live for the week. It only takes one girl to spread a stomach flu virus that can ruin the week for many other participants. Simple measures can be taken during check-in to ensure that if a girl does become ill, other participants will not be affected. This can be accomplished through a simple health screening conducted by the health officer or other ALA Girls State committee member or staff member at check-in. The following questions can help the health officer determine who might become ill and whether that illness is likely contagious:

- In the past five days, have you had a fever or any indication of being ill?
- Has anyone in your home had a fever or any indication of being ill?
- If so, make sure to briefly note the symptoms in case the participant later exhibits them.
- If a participant is suffering from the same symptoms as a family member did a few days before, the ailment likely is contagious, and you should take proper precautions.

Participant Welfare:

- In some states, ALA Girls State counselors and staff may be “mandated reporters” of child abuse. This means that if a staff member suspects a participant is being abused at home, she is legally obligated to report it to the authorities.

- ALA Girls State staff should be instructed about how to detect signs of abuse and common indicators of abuse. Visit <http://www.childwelfare.gov/pubs/factsheets/signs.cfm> for information on how to detect abuse.
- Each department should research what the law requires in terms of mandatory reporting so as to conform to the appropriate standards.
- Visit http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.pdf for an overview of reporting laws
 - Note that some states might categorize ALA Girls State staff as “child care providers.”
- Staff members also should be vigilant in watching for any type of bullying behavior.
 - Visit <http://www.acacamps.org/bullying> for information on recognizing and dealing with bullying.

Harassment

Establish a Policy Against Misconduct

Each American Legion Auxiliary Girls State program is strongly advised to adopt a policy against misconduct of all kinds, including harassment and unlawful discrimination.

Under such a policy, even one harassing "event" should subject the harasser to discipline even if it is an isolated occurrence that might not give rise to legal liability. **The policy should state that every complaint will be taken seriously, every complaint will be investigated promptly, and appropriate remedial action will be taken to assure harassment is not repeated.** These policies should extend to cover board members, officers, employees and volunteers. Each state department should review its policy. Also, you should strongly consider asking a lawyer experienced in nonprofit management to review your policy, since many federal, state and local laws govern this area.

Every American Legion Auxiliary Girls State Program’s policy against misconduct should:

- 1. Describe with specificity behavior that constitutes a violation of organizational policy while giving management appropriate discretion;*
- 2. Unequivocally state that these behaviors will not be tolerated and that anyone found in violation of organizational policy will be subject to appropriate sanctions that may include termination;*

3. *Provide for confidentiality on a "need to know" basis, but never promise it unequivocally;*
4. *Promise and provide protection from retaliation for complainants and witnesses; and*
5. *Provide several avenues through which a complaint may be initiated.*

After your American Legion Auxiliary Girls State program has developed a policy against misconduct, you are advised to:

- **Post and disseminate it.** The policy should be widely disseminated to all personnel and posted in a central location. It also should be included in any relevant personnel manuals or handbooks, and be distributed periodically. It is wise to have staff and volunteers sign a document stating that they have read, understood and agree to abide by the policy.
- **Be consistent.** The policy should be internally consistent with your organization's other discipline and personnel policies. For example, your policy against misconduct should explicitly provide that conduct violating an organization rule might result in immediate termination, despite a general policy of progressive discipline (if applicable). The policy also should be noted in your organization's progressive discipline procedure (if one exists).
- **Educate and train.** All personnel, particularly supervisors, should be taught what constitutes a policy violation and why such conduct is not permitted, so they can be alert to inappropriate conduct and take appropriate action. Many states already require dissemination of information about certain misconduct, such as sexual harassment. But supervisors should go further and conduct live training sessions at which personnel are encouraged to discuss their concerns, to help raise awareness and sensitivity among their co-workers. Supervisors also should be directed to report all complaints to designated officials, and they should be cautioned against unconscious retaliation against employees who complain. It is generally preferable to conduct training of supervisors and non-supervisors separately. Separate sessions will allow a trainer to emphasize the differing responsibilities of the groups.

Remember that the public relations consequences of a dispute over misconduct can have devastating consequences for the American Legion Auxiliary Girls State Program and the American Legion Auxiliary.

Defining Sexual Harassment

There are volumes of case law writings that define sexual harassment. In general, in the context of ALA Girls State, "sexual harassment" refers to conduct of a sexual nature that is unwelcomed, offensive, and has the purpose or effect of unreasonably interfering with the performance, learning environment, or program experience of a ALA Girls State

participant, staff member or volunteer, by creating an intimidating, hostile, or offensive working and/or learning environment. Examples include unwelcomed sexual advances or flirtations, requests for sexual favors, unnecessary touching, displaying lewd or degrading pictures or sexual objects, jokes of a sexual nature, and other unwelcomed verbal or physical conduct of a sexual nature.

Handling a Sexual Harassment Complaint

ALA Girls State directors and their program staff need to know how to handle allegations of sexual harassment and other personally and legally sensitive problems that may arise during ALA Girls State sessions. The following are important points that should be remembered when handling sexual conduct/harassment complaints from ALA Girls State Citizens.

1. Each Department's ALA Girls State program operates independently as a state-level program. When conducting ALA Girls State business of any kind, a volunteer should never represent herself as a representative of the American Legion Auxiliary national headquarters or volunteer leader at the national level. Even if the volunteer is also a current or former national executive committee member, national officer, or national committee member, she is not representing the national organization during her service at ALA Girls State and should not use her national title in any introductions, podium remarks, or written communications.
2. If a complaint of any kind is brought to the attention of the ALA Girls State program, the response should not come from a person identifying herself with a national ALA title. The person should identify herself using her title as it pertains to the Department ALA Girls State program.

As always, the primary concern is the safety and well-being of the participants. If a complaint of a personally sensitive or sexual nature is brought to the attention of any leader at ALA Girls State, the leader should handle the matter as follows:

1. First, acknowledge the complaint and do not defend or offer excuses. Especially if the leader is not an attorney, anything said in such matters can be used later by the accuser.
2. Write it down, make copious notes, and get as much information and as many details as possible, addressing the fundamental elements of "who – what – when – where - how".
3. Notify the Department President and copy the Department Secretary as soon as possible.

4. If the American Legion Auxiliary Girls State committee chair or program director is the accused and the complaint is about them, immediately turn the complaint over to the department and department president. Never respond verbally or in writing to an allegation except to direct the complainant to address her complaint to the Department.
5. Do not assume any facts. Do not assume any side. Do not assume any outcome. Obtain a statement from everyone who may be involved. Write down each statement in the presence of the person giving the statement. Verify the recorded information is accurate by reading back the statement. Whenever possible, have the statement signed by the person giving the statement.
6. Write a complete report for the Department, the Department Judge Advocate if an attorney, and legal counsel for the ALA Department. It is imperative to inform legal counsel immediately if there is any appearance that the matter is or may become serious. Submit a signed hard copy of the report. (See example that follows)
7. If the allegation or situation warrants a written response, have the response reviewed by legal counsel before the response is sent.
8. Avoid using words that have legal meanings without consulting an attorney. Do not use such words as “evidence, definition, charges, findings, etc.” unless an independent investigation was conducted and legal counsel is being quoted. Unless you are an attorney, do not jeopardize yourself or your department by using words inappropriately while trying to sound official.

Example of a Sexual Harassment Report (or any other sensitive allegation)

- Date:
- Complaint provided by (name legibly printed):
- Complainant’s Address (legibly printed):
- Date(s), Place(s) and Name(s) of the alleged inappropriate comments and/or conduct of those involved:
- Specific details about the alleged inappropriate behavior:
- Names of any witnesses to the alleged inappropriate behavior:
- Others who may have relevant information:
- Names or agencies to whom these concerns have been reported; to whom specifically and when they were reported:
- Complainant's Signature:

Sexual Harassment Policy Template

This is a statement of the policy of the _____ **(your Department)** American Legion Auxiliary Girls State for all employees, volunteers and participants in the _____ **(your Department)** ALA Girls State program of the _____ **(your state)** Department of the American Legion Auxiliary.

Introduction

_____ **(your Department)** ALA Girls State adopts this policy in 20__ **(year)** that affirms its opposition to sexual harassment and establishes specific guidelines to address sexual harassment among employees, volunteers, and participants in _____ **(your Department)** ALA Girls State. The policy is initiated to help employees, volunteers, and participants recognize, understand, prevent and take correct action to address sexual harassment and other inappropriate behavior of a sexual nature at _____ **(your Department)** ALA Girls State and in all its settings.

The Policy in Summary

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. _____ **(your Department)** ALA Girls State does not condone or tolerate any form of sexual harassment involving employees, volunteers or participants. _____ **(your Department)** ALA Girls State is committed to the creation and maintenance of a learning and work environment in which all persons who participate in the program and activities can do so in an atmosphere free from all forms of sexual harassment.

_____ **(your Department)** ALA Girls State will take appropriate action to prevent and correct behavior that violates this policy. If necessary, _____ **(your Department)** ALA Girls State will also take disciplinary action against employees, volunteers and participants. Employees and volunteers who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension, or termination. Disciplinary actions for participants who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving _____ **(your Department)** ALA Girls State and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by a _____ **(your Department)** ALA Girls State participant of either sex against participants or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the

_____ **(your Department)** ALA Girls State discipline policies. The policy also recognizes that employees, volunteers and participants have a right to be free from sexual harassment by others such as contractors, vendors and volunteers.

It is the responsibility of every supervisor and Auxiliary member to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly and effectively.

_____ **(your Department)** ALA Girls State prohibits retaliation against any individual who, in good faith, reports sexual harassment or participates in an investigation of such reports. Retaliation against an individual for reporting sexual harassment or for participating in an investigation of a claim of sexual harassment in good faith is a serious violation of this policy and like sexual harassment itself, will subject a participant, employee, or volunteer to disciplinary action, up to and including termination. Because of the seriousness with which _____ **(your Department)** ALA Girls State views claims of sexual harassment, any participant, employee, or volunteer found to have made a false report or to have provided false information during an investigation may be subject to disciplinary action up to and including immediate discharge.

What is Sexual Harassment?

Sexual harassment is generally defined as unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written or physical conduct of a sexual nature that takes place explicitly or implicitly as a term or condition of employment, instruction, or participation in other activities.

In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between participants and employees or adult volunteers is prohibited.

Expectations

_____ **(your Department)** ALA Girls State expects employees, volunteers, and participants to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- _____ **(your Department)** ALA Girls State policy on sexual harassment will be communicated to all employees, volunteers and participants.
- Education programs, to include all employees and volunteers, will be implemented.

- Employees and participants will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with _____ **(your Department)** ALA Girls State’s obligation to investigate and address complaints.
- Retaliation against anyone who, in good faith, files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Other Legal Protection

In addition to the _____ **(your Department)** ALA Girls State policy, there may be several other federal and state measures that protect individuals from sexual harassment, discrimination, and provide specific prohibitions against acts of discrimination or other unlawful conduct.

Actions for Employees and Volunteers

If you believe you are a target of sexual harassment or you have observed harassing behavior directed toward another, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or to one of the persons listed under “Where to Go for Help” below.

However, prior to any investigation all such reports must be in writing and signed by the person making the report. The writing need not be in any particular form or use any particular words as long as the nature of the offending behavior is clear. A reporting employee or volunteer who gives a report may be asked to orally give further information and review and sign a written record of any oral report. You may also report it directly to the Director of _____ **(your Department)** American Legion Auxiliary Girls State. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

Where to Go for Help

Employees and volunteers may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

(List who participants and staff should contact in the case of a sexual harassment complaint)

Actions for Participants

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and verbally or in writing to one of the persons listed below under “Where to Go for Help for Participants.”

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

Participants may receive guidance, advice, support and/or advocacy from ALA Girls State staff, including administrators, counselors, teachers, or other staff.

Participants may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

_____, Director

_____, Chairman

Anti-Bullying Policy Template

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or after the American Legion Auxiliary Girls State session and be especially hurtful when persons are targeted with meanness and exclusion.

At _____ (*your Department's name*), **ALA Girls State bullying is inexcusable, and we have a firm policy against all types of bullying.** Our position on bullying is based on our goal of providing the most outstanding, unique, and coveted educational opportunity available to young women.

Unfortunately, bullying may prevent the person being bullied from getting the most out of her ALA Girls State experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their ALA Girls State participants so that staff and participants will feel comfortable alerting leaders to any problems before, during, and after the ALA Girls State session. Every person has the right to expect to have the best possible experience at ALA Girls State, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great week at _____ (your Department's name) ALA Girls State.

See Appendix documents:

Sample Information Use Disclosure (HIPAA) Form

Sample Consent to Medical Treatment and Hospital Services Form

Sample Medical Information Form

Sample Waiver and Consent Form

Section 4: Basic Governance

The term “governance” relates to the policies, direction, and oversight of each ALA Girls State program. Governance includes establishing and overseeing the enforcement of sound policies and practices; reporting to and maintaining proper relationships with the organization, collaborators, and stakeholders; and maintaining accountability of and to the organization. Governance ensures that an effective system of “checks and balances” is in place for the organization in order to minimize its risk exposure.

The following corporate governance advice is intended for American Legion Auxiliary Girls State programs that are incorporated separately from their Auxiliary departments. If your ALA Girls State Program is not separately incorporated and operates under your Auxiliary department, issues of corporate governance are the responsibility of your department’s board.

State laws explicitly indicate that nonprofit corporations, as with all corporations, need a governing board to assume the fiduciary role for the organization’s wellbeing. **These laws designate overall responsibility and liability to the board.** In addition to the board’s task as a governing body, individual members are bound by legal obligations: ***the duties of care, loyalty, and obedience.*** Hence, *appointment to a board is an opportunity to SERVE, nothing more. It entails hard work and bears great responsibility.*

The ***duty of care*** states that board members should **act in good faith with the degree of diligence and skill that an ordinary, prudent person** would exercise under similar circumstances. Members should act only for the purpose of advancing the best interests of the organization, be conscientious, exercise honest judgment without bias and not cause the organization to act unlawfully.

The ***duty of loyalty*** maintains that board members should **act in the manner they reasonably believe to be in the best interest of the organization.** Boards should have undivided loyalty to the organization’s mission and wellbeing, exercise their powers in the best interest of the organization rather than their own interests or the interest of another entity and avoid conflicts of interest.

The ***duty of obedience*** says that board members should **act in a manner consistent with the organization’s purpose** and ensure that the mission is pursued. Board members could violate the duty if they divert corporate resources away from their stated purpose, no matter how worthy the use.

What are the basic functions of a board member? The following is a **list of basic responsibilities** of a board, but **not a complete list** of all activities in which a board or board member might engage.

Basic responsibilities of a board member include:

- Determining the organization's mission and purposes.
- Selecting the chief executive. (In the American Legion Auxiliary, this position is the national president, who is elected at the national convention. For a department with a separately incorporated American Legion Auxiliary Girls State Program, this position may carry the title of director or some other title and must be confirmed or ratified by the department's executive committee.)
- Supporting and evaluating the chief executive.
- Ensuring effective planning.
- Monitoring and strengthening programs and services.
- Ensuring adequate financial resources.
- Protecting assets and providing financial oversight.
- Assembling and maintain a competent board.
- Ensuring legal and ethical integrity.
- Enhancing the organization's public standing.

The Fundamentals of Bylaws

Bylaws may contain any provision for the management of the activities and for the conduct of the affairs of the corporation, as long as the provision does not conflict with law or the corporation's articles of incorporation. Bylaws should provide guidance to the corporation's board of directors and reassurance to government authorities, funders and other interested stakeholders. They also allow contractual parties to verify that corporate actions were taken properly.

Bylaws typically contain specific provisions detailing:

- The purposes or mission of the organization.
- How directors are elected or otherwise selected.
- How the board may take action.
- How board meetings are called and what constitutes proper notice.
- How board meetings are conducted.
- The officers of the corporation.
- The duties and responsibilities of each officer.
- The authorization of board and non-board committees.
- The level of indemnification the corporation provides to protect its directors, officers and other agents.
- The reports due to directors and the superior corporation.

In the American Legion Auxiliary, bylaws also typically address the organization's key programs.

Bylaws should reflect the fundamental rules that govern the nonprofit and which are not likely to change frequently. Staff job descriptions, detailed committee charters, rules for conducting the annual meeting, guidelines for fundraisers, etc., are better suited for board resolutions or the nonprofit's policies and procedures manual.

A recurring problem with nonprofits is that their bylaws do not match how the nonprofits conduct business in practice. Remember that if you make a decision without following your bylaws, that decision could be overturned if someone challenges it. A decision that is in violation of, or otherwise outside of, the bylaws (and Constitution and Charter, if applicable) can lead to severe personal liability for directors. Your activities should be conducted in strict accordance with your bylaws, and it is a good idea to have all board members and officers refresh their understanding of the bylaws by reviewing them every one to two years. If your existing bylaws are too cumbersome or impractical, you should work with your Auxiliary department to amend them. **Your Auxiliary department must approve the American Legion Auxiliary Girls State Program's bylaws and any changes to the bylaws.**

American Legion Auxiliary Girls State Specifics

Some American Legion Auxiliary Girls State programs are incorporated as legal entities separately from their Auxiliary departments; the rest are programs run by their departments. A separately incorporated Girl State Program is a subsidiary and subordinate to that state's department. **A separately incorporated American Legion Auxiliary Girls State Program must follow the five rules of subsidiary organizations. These five rules are legally binding,** not simply American Legion Auxiliary policy. These rules are required to ensure that the constant and continuous control requirement of trademark/trade name law is satisfied.

The rules are:

1. All officers, directors, trustees, etc., must be named by the department, usually nominated by the department president and confirmed by the department executive committee.
2. All vacancies in the subsidiary corporation must be filled by the department.
3. The subsidiary corporation must report to the department at least monthly, and these monthly reports must include financial reports.

4. The department treasurer, financial officer or fiscal officer must be a signatory on all of the American Legion Auxiliary Girls State Program accounts.

5. All amendments to the department's American Legion Auxiliary Girls State Program articles of incorporation or bylaws must be approved by the department. If the current text for the articles of incorporation or bylaws has not been approved by the department, the department must approve them.

As a separate corporation, an incorporated American Legion Auxiliary Girls State Program must obtain its own tax exempt determination (ruling) from the IRS because as a separate legal entity it is no longer under the department's exempt status. Note: That an ALA Girls State Program is separately incorporated with its own unique tax identification number and tax exempt status, does NOT negate the obligation of the ALA Girls State corporation to report its activities and financials to the ALA department. **As a subsidiary corporation, the ALA Girls State program is required to have its officers and financials approved by the department governing board.**

The American Legion Auxiliary national organization does not directly administer a department's American Legion Auxiliary Girls State Program, but offers advice, guidance and parameters for each program's conduct as a trademarked program. **Trademark law requires the controlling entity to control all uses of the trademarks and to protect them.** The American Legion owns the name and trademarks to the American Legion Auxiliary Girls State Program and all variations thereof. *(Note: It is required to do so since the trademark/service marks of the ALA are so similar to those of The American Legion. The American Legion has licensed the American Legion Auxiliary marks to the ALA, which means ALA also must comply with the law.)* If a subsidiary were allowed to use the Auxiliary emblem or American Legion Auxiliary Girls State Program logo without control, the American Legion Auxiliary could lose control of the trademark, and it would fall into the public domain.

If the department's American Legion Auxiliary Girls State Program corporation does not choose to follow the "five rules", that ALA Girls State Program corporation may opt to become independent. However, in that case, trademark law strictly prohibits use of the name and/or emblem of the American Legion Auxiliary or the name and/or logo of the American Legion Auxiliary Girls State Program, and the former ALA Girls State Program corporation may not run, operate, administer or conduct the ALA Girls State Program. The law requires that violations be strictly pursued; violations will be strictly monitored and if not corrected immediately will result in litigation, a significant expense to be borne by the former ALA Girls State Program corporation.

General Governance Advice

- **Perspective** – Directors must understand that with changes in laws and government regulations, nonprofits are receiving greater scrutiny. It is no longer acceptable for nonprofit directors to ignore their fiduciary duties with the excuse that they're volunteers. Anyone who accepts the position of director accepts the responsibilities and the associated exposure if she fails to meet those responsibilities. Much more than ever before, the IRS, state agencies, donors, the media, charity ratings organizations, and the public are scrutinizing nonprofits. New requirements and methods demand that organizations be more transparent about their governance as well as their operations.
- **A general understanding of the laws that apply to a nonprofit and to its directors.** It's critically important for directors to have a general understanding of the overlays of federal, state and local laws. For example, if you serve on the board of a charitable organization, do you understand the restrictions, limitations and possibilities with regard to executive compensation, lobbying, political activities, earned income, business transactions with directors and officers, partnering with a for-profit, maintaining public charity status, audits and operating in the zone of insolvency? If not, your organization might be noncompliant and/or not making full use of its potential to further its mission. How well are you doing your job as a board member? Periodic training sessions for boards can be a valuable tool to help alleviate this problem.
- **A lack of attention paid to the internal laws of the organization.** Is the organization operating in furtherance of the exempt purpose stated in its governing documents? Do the directors really know, understand and govern consistently with their bylaws and other governance policies? It's very common for nonprofits to ignore membership requirements they've inadvertently created, elect more or fewer directors than the number authorized and fail to maintain officer positions and/or committees required under the bylaws.
- **A failure to understand that an individual director has no inherent powers even though he or she has many responsibilities.** Of course, the directors collectively have powers as a board. And individual directors may occupy officer positions **that carry certain powers or to which the board may delegate certain powers.** It's common for certain individuals to "wear more than one hat" in an organization, and it's important for such an individual to distinguish in which role he or she is acting when that is the case. The board chair serves at the pleasure of the board, not the other way around.

- **The upside-down board.** This refers to a scenario where the board believes it serves at the pleasure of the executive, especially when the executive is the founder of the organization, instead of the other way around. It is the board's responsibility to review the performance of the executive, determine the executive's compensation, and, if ever necessary, replace the executive.
- **Delegation without due care or sufficient oversight.** It's perfectly appropriate and necessary for boards to delegate **management and certain governance-related tasks** to staff, committees, officers and task forces. But boards cannot delegate oversight. How do boards provide oversight? *(1.) By adopting and ensuring implementation of policies covering conflicts of interest, document retention and destruction, whistleblowers, executive compensation, joint ventures, gift acceptance, and review of the Form 990 annual information return. (2.) By developing a legal maintenance list and budget and holding the executive accountable for compliance.* It's not practical for a board to oversee every single payroll tax payment and approve every single expenditure, so policies must be developed carefully to allow for appropriate delegation while maintaining sufficient oversight.

Conflict of Interest

A conflict of interest exists when a director or staff member has a personal material interest in a proposed transaction to which the corporation may be a party. Conflicts of interest are neither unusual nor generally prohibited. Indeed, transactions involving a conflict of interest may be in the best interest of the corporation. For example, it may be perfectly appropriate for a board to approve a transaction with a director in which the director is providing the corporation with some good, service or facility at below-market rates. It is important to remember that there is a potential overlap of federal, state and local laws governing this issue.

From a legal perspective, **it is the manner in which conflicts of interest (even ones that are favorable to the organization) are handled by the director and the board that may determine whether the director's duty of loyalty has been breached** and whether the transaction may be rendered void. Note, however, that even a perceived conflict of interest may cause a significant loss of reputation for the interested director and the corporation. Accordingly, corporations should enter into such a transaction cautiously where the directors believe that it could be viewed negatively if brought to light by the media. For all these reasons, a conflict of interest policy is highly recommended. **Your state department should have a conflict of interest policy** already in place for your ALA Girls State program to adopt.

A conflict of interest may exist in the following situations, many of which have serious federal and state tax consequences for any director involved:

- An employment or independent contractor agreement between the corporation and a director or a member of a director's family.
- Provision of a good or service or use of a facility to a director, a member of a director's family or an entity affiliated with a director.
- Provision to the corporation of a good, service or use of a facility by a director, a member of a director's family or an entity affiliated with a director.
- A decision to engage in a transaction or activity that might otherwise benefit or harm a director's personal interests.
- "Self-dealing transactions" as defined in state law. (Self-dealing is when the director is on both sides of a transaction, representing both the corporation and another party in the deal.)
- "Excess benefit transactions" as defined in federal tax law. (An excess benefit transaction is when a nonprofit provides excessive compensation for goods and services to a person or entity that has or had substantial control over the nonprofit or to a family member of a person with control.)
- Other situations of conflict not specified herein, can arise

To have the most impact, **the conflict of interest policy should be in writing and the board and staff should review it regularly.** People often are unaware that their activities conflict with the best interests of the nonprofit. A “best practice” of many organizations is to simply try to raise awareness of possible conflicts and create a “culture of candor.” It is advisable to take time at a board meeting each year to discuss the types of situations that could result in a conflict between your organization’s best interests and the self-interest of a staff member or board member.

A conflict of interest policy should *a) require anyone with a conflict or who thinks he or she might have a conflict to disclose it, and b) prohibit an interested board member from voting on any matter that creates a conflict between his or her personal interests and the nonprofit’s interests.* Beyond those two basics, it is helpful for each nonprofit to determine how it will manage conflicts at the board and staff level.

Keep in mind that the revised IRS Form 990 not only asks whether the nonprofit has a written conflict of interest policy, it asks about the process that a nonprofit uses to manage conflicts as well as how the nonprofit determines whether board members have a conflict of interest. As a subordinate corporation, your American Legion Auxiliary Girls State Program should look to the state department’s conflict of interest policy for guidance regarding its own.

Here are some other tips for avoiding conflicts of interest:

- Board meeting minutes should record a board member's disclosure of a conflict or possible conflict of interest and also how the conflict was managed. For instance, there might be a discussion on the matter without the board member in the room, or a vote might be taken in which the "interested" board member abstains. (Board members with a conflict are "interested," and board members without a conflict are "disinterested.")
- Many nonprofits circulate an annual "conflict disclosure questionnaire" that asks board and staff members to disclose existing conflicts and reminds them to disclose any that may evolve in the future.

Executive Compensation

Under IRS rules, a nonprofit may be subject to sanction if its executive compensation is unreasonable and excessive. A nonprofit that is found to pay excessive compensation may have its tax-exempt status revoked, and the individual executive may be charged a 10 percent excise tax on the excessive compensation. The IRS advises nonprofits to have an official process to determine executive compensation. The IRS Form 990 specifically asks nonprofits to describe the process used to determine executive compensation, and even organizations that don't fill out a Form 990 can benefit from having a structured process. Ensuring that the Board has approved "reasonable and not excessive" compensation for the executive director is one of the fiduciary duties of every nonprofit board. A sound executive compensation policy can also benefit your organization in terms of donor and media relations. If all of a nonprofit's executive officers are unpaid volunteer positions, then compensation is not an issue for that nonprofit would not need a policy.

Under IRS rules, the payment of expenses can raise the same issues described above.

Reasonable compensation is determined by weighing all facts and circumstances, considering the market value of the services performed. Generally, reasonable compensation is measured with reference to the amount that comparable enterprises under comparable circumstances would pay for comparable services. The IRS advises that any executive compensation policy have at least three steps: *(1.) review by an independent body such as a compensation committee or the executive committee; (2.) use of "comparability data," comparing your compensation package to similar positions; and (3.) documentation, usually through minutes of the meeting, of the board's consideration and approval of the compensation.* If an organization follows the IRS guidelines in establishing its compensation policy, it creates a "rebuttable presumption" that the compensation is reasonable.

Another important step to take is to adopt a travel and reimbursement expense policy. Generally, executive officers can be reimbursed for services directly related to the nonprofit, and volunteer and paid officers can make expense claims. A clear expense accounting policy can help avoid excessive reimbursement or compensation claims, helps ensure transparent and accurate accounting, and helps with media and donor relations. Typically, reports should include the claimant's name, the date, the purpose of the expense, the dollar amount claimed and, if applicable, the number of miles traveled for mileage claims. Copies of receipts should be attached for any transaction for which a receipt is generated.

Annual IRS Filings – Form 990, 990 EZ, and 990 N

In order to maintain a nonprofit's tax exempt status the charitable organization must file an annual return with the IRS (15th day of the 5th month after the accounting period ends, or May 15th for a calendar-year filer), with exemptions for certain religious, governmental and political organizations and a few others which do not affect the American Legion Auxiliaries Girl's State Program. Depending on certain criteria, the tax exempt organization **may be required to turn in a Form 990, Form 990 EZ, or a Form 990 N**. *A nonprofit must file a Form 990 if, in the taxable year, it receives more than \$200,000 in gross receipts **OR** it has assets of more than \$500,000. If the nonprofit has gross receipts between \$50,000 and \$200,000 **AND** its assets are less than \$500,000, it may file a form 990 EZ. If the nonprofit has less than \$50,000 (changed from \$25,000 in 2010) in gross receipts, it must file a form 990 N. “**Gross receipts**” is the total amount an organization received from all sources during its annual accounting period without subtracting any costs or expenses.*

Under IRS rules, Form 990 and Form 990EZ can be filed **either** electronically or by mailing a return, unless the organization has \$10 million in assets, in which case the form **must** be filed electronically. Form 990 N **must** be filed electronically and will not be accepted in paper form.

If not filed on time, Forms 990 and 990EZ carry late fees against the organization **AND** the person responsible for not filing on time. Form 990 N does not carry any late filing fees. **However, no matter which form you are required to file, if you do not file a return within three consecutive years YOU WILL LOSE YOUR TAX EXEMPT STATUS.** Organizations that lose their exempt status must file income tax returns and pay income tax. They can re-apply for tax-exempt status. If you do not think you can meet your filing deadline, you can ask the IRS for an extension. If your organization loses its federal tax-exempt status, that almost certainly will affect any state or local tax-exempt status you may have.

It is strongly advised that you consult with an attorney and/or a Certified Public Accountant experienced with tax matters or nonprofit management if you are filing a Form 990, Form 990EZ, or Form 990N and you have any questions about your filing obligations. Also, keep in mind that your state or local government may have separate reporting requirements you may need to fulfill.

Guidance Regarding Revocation of Tax-Exempt Status

The following tips are not intended as legal advice, but as resources your American Legion Auxiliary Girls State Program might consider for the future. The website of the Internal Revenue Service offers helpful guidance, specifically the webpages concerning “**automatic revocation**,” the term used to describe loss of tax-exempt status because of an organization’s failure to file annual 990 returns for three consecutive years.

Date of Revocation

The effective date of revocation is the *original filing due date*, without regard to extensions, of the third annual Form 990 return that was required to be filed, but was not filed.

What does it mean that a nonprofit’s tax-exempt status has been revoked?

- It means that your nonprofit is no longer exempt from federal income tax and will have to pay **corporate income tax on annual revenue**.
- It also may mean that any **state tax exemption** your nonprofit received that is dependent on federal tax-exempt status is revoked.
- It means that your organization will not be listed in IRS Publication 78, *Cumulative List of Organizations described in Section 170(c) of the Internal Revenue Code of 1986*, a list of organizations eligible to receive tax-deductible charitable contributions.
- Finally, private foundations are unlikely to give a grant directly to nonprofits that are not tax-exempt, because federal tax law imposes an **excise tax on grants made to organizations that are not tax-exempt**.

What should we do if the IRS revokes the exempt status?

1. Donor relations: Be proactive about communicating with your donors and transparent in explaining that your nonprofit’s tax-exempt status has been revoked. Explain why. You can assure donors that while donations given **before the effective date of revocation** are still deductible, future gifts are not, until such time as the nonprofit receives recognition from the IRS that it once again is tax-exempt.

2. Information for donors: If your donors need more information on the deductibility of their gifts, refer them to IRS Publication 526, which explains that gifts are deductible only when given to a “qualified” organization, and IRS Publication 557 (see page 20). Donors to charitable nonprofit organizations may rely on the organization’s determination letter or listing in IRS Publication 78 to determine the deductibility of contributions until the IRS publishes a notice on IRS.gov that the organization’s 501(c)(3) exempt status has been automatically revoked.

3. Tax returns: The nonprofit will be required to file the **appropriate tax return and pay the income taxes** applicable to the period of time during which the nonprofit is not tax-exempt.

4. Re-apply for tax-exempt status: Assuming that regaining tax-exempt status is important for your nonprofit, consider that reapplying for tax-exempt status will:

- Require a lot of time; the IRS estimates that it takes well over 100 hours to fill out IRS Form 1023, Application for Tax-Exemption;
- Possibly take several months. There is **no expedited review process for applying for reinstatement**.
- Require money for filing fees: \$400 for organizations that do not receive gross receipts of more than \$10,000 over a period of four years or \$850 for groups whose gross receipts exceed \$10,000 over a period of four years. However, many charities may be eligible to have this fee reduced to \$100 if they have annual gross receipts of \$50,000 or less in the most recently completed tax year.
- May require fees for a lawyer or accountant to help file the IRS application for tax-exemption (Form 1023 or 1024).
- Require patience: The review process at the IRS takes an average of six to nine months.

5. What is the date of tax-exempt status? Nonprofits that re-apply may request in a letter to the IRS that the reinstatement of their tax-exempt status be retroactive to the date of their original tax-exempt recognition, but the IRS will grant that request only if it determines that there was “**reasonable cause**” for the nonprofit to have missed the filing deadlines. Make sure to follow instructions on the IRS website for requesting “**retroactive reinstatement**” of your organization’s tax-exempt status.

6. Consider fiscal sponsorship: Nonprofits may also want to explore partnering with another nonprofit to serve as a “fiscal sponsor” to receive donations on their behalf to support the nonprofit’s activities until it is recognized as tax-exempt again. Read about **fiscal sponsorship** on the website of the National Council of Nonprofits, <http://www.councilofnonprofits.org/>.

Joint Ventures

Broadly defined, a joint venture is a relationship that arises from an express or implied agreement between two or more parties to undertake a common objective for their mutual benefit. More narrowly defined, a joint venture is a separate legal entity formed by two or more parties to undertake economic activity together. The separate entity may be created intentionally as a partnership, limited liability company or corporation, either for-profit or nonprofit.

Participating parties also may unintentionally create a separate entity. An unincorporated organization with two or more members may be classified as a partnership if its members carry on a trade, business, financial operation or venture and divide its profits. Accordingly, the joint venture may be deemed a partnership regardless of the intent of the parties or whether the parties entered into a partnership agreement. **Lack of careful planning** may therefore result in each party being liable for an individual action of the other if such action was carried out in the name of the partnership.

Nonprofit organizations may engage in joint ventures with other organizations, whether nonprofit or for-profit, with certain limitations. The primary limitations for a charitable nonprofit are: *a) the operation of the joint venture must be consistent with the charity's operation primarily for exempt (e.g., charitable and educational) purposes; and b) the operation of the joint venture must not result in any prohibited private benefit.*

For example, an increasing number of for-profit enterprises are creating internal divisions of their companies to handle their charitable activities. Sometimes, these charitable divisions partner with nonprofits for various projects. Sometimes, for-profit entities will provide their services pro bono to nonprofits, such as an ad agency creating a marketing campaign for a local charity pro bono (at no charge).

If your nonprofit is engaging in a joint venture or a partnership arrangement with another entity, **it is up to the board to ensure that the nonprofit is not engaging in a transaction resulting in private benefit to the other partner.** A policy is helpful to ensure there is a review of the partnership or joint venture arrangement. Such a review might, for example, uncover that one party in a joint venture is a relative of a board member, resulting in a conflict of interest, or that payments being made to the non-charity partner are in excess of market value, creating an “excess-benefit transaction”.

Gift Acceptance Policies

Schedule M (Non Cash Contributions) of the new Form 990 asks whether the filing organization has a gift acceptance policy. *Organizations must file Schedule M if they (1)*

received more than \$25,000 in non-cash contributions; or (2) received contributions of art, historical treasures or similar assets, or qualified conservation contributions. Even if an organization is not required to complete Schedule M, it should consider adopting a gift acceptance policy.

A gift acceptance policy defines the types of gifts that an organization may accept and the manner in which such gifts must be administered. Such policy may prevent an organization from accepting a contribution of real property without vetting it for environmental issues. It may also prevent the acceptance of a gift subject to costly and burdensome restrictions without careful deliberation by management or the board. In short, a gift acceptance policy may save an organization from disaster and provide confidence to the organization's fundraising staff. **Your ALA Girls State gift acceptance policy should be based on your state department's pre-existing policy**, with the possibility of tailoring it to your specific needs.

Document Retention

Federal law makes it a crime to alter, cover up, falsify, or destroy any document (or to persuade someone else to do so) to prevent its use in an official proceeding (e.g., a federal investigation, lawsuit, or bankruptcy proceeding). For this reason, if your American Legion Auxiliary Girls State Program is a separate legal entity, it is important to have a document-retention plan and to report and file it with your state department. The revolutionary IRS Form 990 instituted in 2008 asks whether an organization has such a policy; therefore, it is imperative to have compliant policies in place. Your state might also have laws governing document retention. Violating these laws could entail criminal penalties, so it is critical to know of any applicable legal requirements and to have compliant policies in place.

Your state Auxiliary department should handle the physical storing of your American Legion Auxiliary Girls State Program records in compliance with its existing record retention plan. Records to be retained should not be stored by your American Legion Auxiliary Girls State Program director or any board member or officer.

It is important that your organization have an officially adopted policy regarding document retention even if your department is handling the storage of records, and that **this policy is based on your Auxiliary department's pre-existing policy.** Your board and staff should thoroughly understand what documents are being retained and for how long, and how to turn them over to the department. It is also **very important** that, if it is discovered that **your American Legion Auxiliary Girls State Program is under investigation, you should contact your department immediately** to stop any scheduled destruction of documents.

As a subordinate organization, your ALA Girls State program should adopt policies that match those of your state department **and** you should act in strict compliance with those policies in your day-to-day activities. If difficulties arise that affect your program's ability to comply with these policies, you should seek help from your department officers and board. You also should make sure that your board members, officers, employees and volunteers are trained in these policies and have access to them for review.

Whistleblower Protection

It is illegal under federal law to retaliate against someone who risks his or her career by reporting suspected illegal activities in the organization, and you can be prosecuted for doing so.

Nonprofits must develop, adopt and disclose a formal process to deal with whistleblower complaints and to prevent retaliation. Nonprofit leaders must take any complaints by employees and volunteers seriously, investigate the situation, and fix any problems or justify why corrections are not necessary. **In addition** your state might have its own "whistle-blowing" laws that you must follow. Violating these laws may carry criminal penalties, so it is critical to know what these laws require you to do and to have appropriate policies in place.

To reiterate, your ALA Girls State program should have policies in place to address these issues, and these policies should be based on the pre-existing policies of your state department. Even if your American Legion Auxiliary Girl's State Program has its own board of directors, you should adopt your state department's whistleblower policy in its totality. As a subordinate organization, your ALA Girls State program should adopt policies that match those of your state department **and** you should act in strict compliance with those policies in your day-to-day activities. If difficulties in complying with these policies arise, you should seek help from your department officers and board. You should also make sure that your board members, program officers, employees and volunteers are trained in these policies and have access to them for review.

Participant Policy Awareness

While you do not need to train participants in every policy of your program, it's important for them to understand who they are to contact to discuss an incident, and how that complaint will be handled. Participants should be informed about anti-bullying policies, safety policies, disability accommodation and medical policies, how to initiate a sexual harassment complaint, whom to contact with safety or medical complaints, and any eventuality in which a participant might need take action herself.

Remember! You are assuming the custody and responsibility for someone's daughter for a week. You need to be aware of the aforementioned legal and liability risks.

Media Release Consent

All American Legion Auxiliary Girls State Program participants should sign a media release form before attending any events where you plan to take photos or recordings for later use. That way, any images or recordings from the event may be used for brochures, posters, promotional video, online, social media and other outlets and remain protected from legal claims such as invasion of privacy.

Typically, newsgathering and educational uses of someone's likeness are exempt from invasion of privacy claims, while self-serving purposes such as advertising are not, so a release form is an important protection. Keep signed release forms on file, and check to be sure every person whose image you use has signed a form.

See Appendix Documents:

Sample Media Release Consent
Sample ALA Girls State Pledge
Sample ALA Girls State Registration Form
Sample ALA Girls State Biographical Form

Section 5: Program Components

General Program Information

A manual of instructions and information should be provided to each participant upon arrival at ALA Girls State. The manual should include the itinerary and expectations at various events, as well as information about her state's government procedures, and ALA Girls State-specific rules.

Many American Legion Auxiliary Girls States organize an orchestra, band, or choir for the week. These groups might perform during special events and ceremonies such as an inauguration, commencement, or a banquet.

Talent shows are a fun way for participants to showcase their unique skills and talents.

Exemplary participants may be presented with special awards on behalf of the department.

Most ALA Girls States programs have pins or charms that bear the ALA emblem and ALA Girls State logo. The pins or charms are normally awarded as a token of completing ALA Girls State.

Every participant in ALA Girls State should have a definite function in the government, no matter how small.

ALA Girls State should aim to encompass all phases of state government, including city and county levels.

Programming Considerations

Do all service projects directly support the mission of the American Legion Auxiliary?

Do guest speakers advance the mission of the American Legion Auxiliary?

Do all printed materials create a strong link between the American Legion Auxiliary and ALA Girls State program?

Are activities and speakers age-appropriate?

Are activities and guest speakers nonpartisan?

American Legion Auxiliary Girls State Program Example of Daily Schedules

Example One

6:30 a.m.	Wake up
7 a.m.	Breakfast
8 a.m.	Flag-raising ceremony
8:15 to 8:45 a.m.	Education session - state government - explanation of structure and positions at state level
9 to 10:30 a.m.	Political party meetings - intentions of elections - election of party candidate for state government and campaign strategy decided
10:30 to 11:45 a.m.	Guest speakers - elected state officials - advice and remarks from lieutenant governor and House of Representatives
Noon to 1 p.m.	Lunch with elected state officials
1:15 to 3:15 p.m.	Education session - legislation at state level - learn how bills work their way through the legislative process
3:30 to 4:15 p.m.	Operation Military Kids Hero Pack service project
4:15 to 5:40 p.m.	Free time
5:45 p.m.	Flag retirement ceremony
6 to 7 p.m.	Dinner
7 to 7:20 p.m.	Blue Star Banner presentation - citizens who have family members in the service will be recognized
7:25 to 7:35 p.m.	News and updates
7:35 to 7:55 pm	Preparation for talent and skit night - citizens will have this time to get into costume and prepare last-minute details
8 to 9:30 p.m.	Talent and skit night
9:30 p.m.	City meeting
10 p.m.	In dorm area
10:30 p.m.	Ready for bed/quiet
11 p.m.	Bed check/lights out

Example Two

6:30 a.m.	Wake up
7:20 a.m.	Flag-raising ceremony
7:30 to 8:15 a.m.	Breakfast
8:30 to 10 a.m.	City meetings - intentions of local offices - speeches are given and elections are conducted
10 to 11:30 a.m.	Education session –panel of military personnel - learn about veterans, wounded warriors and service members
11:35 a.m. to noon	Poppy wreath presentation - military personnel present will be presented with a poppy wreath – poppy’s significance explained
Noon to 1 p.m.	Lunch with military personnel
1:15 to 2:15 p.m.	Education session - presentation of American Legion Auxiliary mission and purpose
3:30 to 4 p.m.	Servicemember letter-writing project
4 to 5:20 p.m.	Free time
5:20 p.m.	Flag-retirement ceremony
5:30 to 6:30 p.m.	Dinner
7 to 9:30 p.m.	General assembly – news and updates - songs and games
9:30 to 10 p.m.	Snack
10 p.m.	In dorm area
10:30 p.m.	Ready for bed/quiet
11 p.m.	Bed check/lights out

Examples of elective offices:

City Offices

- **Mayor** – The mayor is the chief executive officer of the city. She presides over all city meetings and is generally responsible for the city's conduct.
- **Council** – Each city elects six members of the city council. The council passes ordinances for the city and assists the mayor.
- **Treasurer** – The treasurer holds any money collected for city activities. She also may be asked to investigate and report to the city council regarding monetary matters including the city budget.
- **Clerk** – The clerk keeps minutes for all city meetings. She also acts as court clerk in the event of a city circuit court trial.
- **Commissioner of Revenue** – The commissioner collects any money necessary for city activities such as parties. She works with the treasurer in budget management.
- **Sheriff** – The sheriff is the city's chief law enforcement officer. She assists the mayor in maintaining proper conduct.
- **Commonwealth's Attorney** – She is the city's chief legal officer. She advises the mayor and the city council on legal matters. She prosecutes cases in the circuit court.
- **Senators** – Two senators are chosen from each American Legion Auxiliary Girls State city, for a total of 28. This group sits as the upper house of the ALA Girls State Legislature. Senators introduce, debate and consider legislation.
- **Delegates** – Four delegates are chosen from each ALA Girls State city for a total of 56. This group sits as the lower house of the ALA Girls State Legislature. Delegates introduce debate and consider legislation.
- **Other Elected Offices** – Many other officials are elected, including city party chairman, state party chairmen, legislative leaders and convention delegates. They are not considered "constitutional officeholders," as their offices are not established by constitution or law. The method of selection and the function of these officials will be explained during the course of the ALA Girls State weeklong session.

State Offices

- **Governor** – The position of governor is the highest elected office at American Legion Auxiliary Girls State. The election of the governor usually takes place on Wednesday. The governor appoints and presides over a Cabinet of various state officials. The governor, with her cabinet, considers and either approves or vetoes bills passed by the legislature. The governor makes several speeches to the citizens of ALA Girls State, summarizing her activities and decisions. She usually returns the next session to preside until the new governor is elected.
- **Lieutenant Governor** – The lieutenant governor serves as chief executive officer of ALA Girls State in the event that the person elected governor is unable to serve. The lieutenant governor is also presiding officer of the ALA Girls State Senate.
- **Attorney General** – The attorney general is the chief legal representative of ALA Girls State. She sits on the governor's cabinet and advises the governor on legal matters.
- **State Party Clerk (2)** – One for the Federalist Party and one for the Nationalist Party. The state party clerks tally votes at the party conventions and serve as clerks for the legislature.
- **State Party Chair (2)** – One for the Federalist Party and one for the Nationalist Party. The state party chairs preside at party conventions and serve as clerks for the legislature.

Examples of Restrictions on Offices

Running for different government seats may cause conflicts with programming, so restrictions might need to be set in place to make the election process run smoothly.

- Election commissioners **MAY** run for a county or state office but their position as election commissioner must be filled when they choose to run. They **MAY NOT** be in the chorus. They **MAY NOT** be appointed to a city office, but they **MAY** be appointed to a state office.
- A chorus member **MAY NOT** be a party delegate, an election commissioner or a state elected official (i.e. senator, representative, or Supreme Court justice) because of time constraints. She **MAY** run in the city and county elections.
- Elected city officials **MAY** run for a county or state office but must give up their lower-level positions if elected to a higher office. Example: A mayor gives up that position if elected county commissioner. The same rule applies to elected county officials seeking a state elected position.

- A party delegate MAY NOT be an elected city official. She MAY NOT run for any county office. However, she MAY run for her party’s gubernatorial nomination and, if not elected, MAY run as Independent candidate for governor in the general election. Or, she MAY run for Supreme Court justice, senator or representative, but MAY NOT be elected an official in the Senate or the House
- A party chairwoman MAY run for the party’s gubernatorial nomination. If she is nominated, she forfeits the party chairwoman position and the vice-chairwoman succeeds her. A party chairwoman MAY NOT run as an Independent candidate.
- A party vice-chairwoman MAY run for the party nomination in the gubernatorial race. If she is nominated, she forfeits her vice-chair position. A party vice-chairwoman MAY NOT run as an Independent candidate.
- A delegate MAY ONLY run for one county office during the county convention.
- A delegate MAY run for senator OR representative, but not both.
- ONLY those who have qualified to run in the gubernatorial primary may qualify to run in the General Election as Independent candidates for governor. (Check with your state election laws so that your program mirrors current state law)

Note: Be sure to check with your state election laws so that your program mirrors current state law.

Fundamentals of Parliamentary Procedure

- Justice and courtesy for all.
- Do only one thing at a time.
- The majority rules.
- The minority must be heard.
- Each proposition is entitled to a full and free debate.
- The purpose is to facilitate action, not to obstruct it.

Motions

A motion is a request that business be brought before the assembly.

- A main motion introduces the action “I move that...”
 - Only one main motion may be addressed at a time.
 - A motion must receive a second to have discussion on the motion.
 - If no second motion is received, the motion dies.
 - If a second is received, after discussion, the presiding officer repeats the motion and calls for a vote. The vote is then taken.
- A subsidiary motion is the amending of a motion.
 - A motion may be modified but the main idea of the motion may not be changed.

- Each amendment must be voted on before action can be taken on the main motion.
- An incidental motion is the business to be disposed of before an action can be taken on a main motion.
- A privileged motion is the action of the assembly

See Appendix documents:

Frequently Used Motions

Components and Formation of a Resolution

Components and Formation of a Bill

Section 6: How to Incorporate Mission-Related Projects into American Legion Auxiliary Girls State

In an effort to instill a commitment to volunteerism and awareness of the mission of the American Legion Auxiliary, each department is encouraged to incorporate mission-focused projects into their ALA Girls State programs, the main focus being veterans, military and their families.

Poppy Wreaths:

Take the opportunity to briefly teach the girls about the poppy's rich history, stressing how each poppy is made by a hospitalized or disabled veteran. Explain how the assembly of poppies is used as therapy for the veterans, with all monies collected going directly to help struggling veterans and their families. Have the girls create a poppy wreath to be displayed. One location to lay the wreath may be a veterans' memorial, often located near a state capitol. The wreath might also be displayed at the statehouse or other government building (be sure to ask for official approval).

What You Will Need:

- Floral wreath form. Depending on the number of participants, consider having more than one wreath. Be sure the wreath itself is large enough to be easily visible from at least 40 feet.
- Wreath stand (not necessary if the wreath will be hanging).
- One red crepe paper poppy for each ALA Girls State citizen and staff member.
 - Hint: Reach out to units in your department for poppies from previous years that can only be used for decoration purposes.
- As many floral picks as poppies.

How To:

- Remove the Auxiliary labels from the poppies and wrap the wire stems around the floral picks before the session begins.
- Place the empty wreath in a central location. Give each girl and staff member a wrapped poppy. Let each girl place her fluffed poppy into the wreath.
 - Decide whether you want this to be a solemn event, in which the girls are asked to remain quiet while placing their poppies. Have them keep in mind a veteran or active-duty servicemember as they place their poppies.

- Assign one or two ALA Girls State citizens (per wreath) to place the wreaths on a veterans memorial or on display at the statehouse. This honor can be given to someone holding a specific job title or to any citizens who would like to place a wreath.

Postcards or Letters to the Troops or Veterans:

Some veterans in the Veterans Administration system and servicemembers abroad almost never receive letters. Taking the time to write them a note is a quick way to let them know that we are grateful for their service and support them.

What You Will Need:

- Paper and pen/pencil – Decide whether you want the girls to write more than a paragraph. If not, a postcard might be best. They might be more interested in writing more than one letter/postcard, if they don't have to write a lot.

Tip: For security reasons, it is best not to put the letters in individual envelopes when sending letters to servicemembers abroad.

How To:

- Provide the girls with their paper/postcards. For a more heartfelt letter, consider distributing the materials to the girls at the beginning of session and collecting them at the end. Then, they can write the letter at their leisure.
- Allow the girls to decorate the note, but avoid the use of glitter.

Tips When Writing Members of Our Armed Forces:

- When writing to current military members, address the reader as “Dear Servicemember” or “Dear American Hero” (“soldier” indicates service in the Army, which might not be their military branch). If you are sending the letters to a U.S. Department of Veterans Affairs facility, you may address the reader as “Dear Veteran.”
- Keep the tone positive and supportive. Do not express political opinions.
- For their safety, ask the girls NOT to include contact information.
- If the servicemember has served in a time of war, do not ask if the servicemember or veteran were engaged in combat, shot anyone or was shot at, or experienced war casualties.

Pocket Flags:

The Pocket Flag Project is an organization that believes every deployed servicemember should have a “little piece of home.” Making pocket flags will teach American Legion Auxiliary Girls State citizens the meaning of each fold and how to fold the flag properly. Participation in this project is also a great way to produce a lot of pocket flags! The average ALA Girls State program had 382 girls in attendance in 2008, and if each girl folded three pocket flags, nearly 1200 deployed servicemembers would be able to carry a smaller version of the flag they protect.

What You Will Need:

- Pocket flags, ordered by mail – Details of how to order flags can be found at www.pocketflagproject.com. The cost is about \$70 for 300 flags.
- 3” x 3” zip-close bags, one per flag – These bags can be found at office supply stores in boxes of 1000 for \$30 to \$35 per box. Please try to get this size, as it fits best in a pocket.
- Enclosure cards, printed on card stock or heavy paper – Use the template provided on the Web site. Each printout will make 12 cards. To save time during session, precut the cards; otherwise provide scissors for the girls to cut the cards themselves.

How To:

- Order the pocket flags and zip-close bags in advance.
- Ask around the department for military units that are deployed to the front lines and already sponsored by American Legion Auxiliary units. Be sure to confirm that these military units have not already received flags by contacting the Project by e-mail. If there is no unsponsored military unit, the Project can provide you with an address to which you can send the pocket flags.
- Develop a brief module to teach citizens about how to fold a flag. Teach the meaning behind each fold.
- Distribute the unfolded flags, zip-close bags, and enclosure cards (with scissors if not precut) to the girls for assembly.
- Contact the Project by email before sending the pocket flags to ensure that your servicemembers will only be receiving flags from your group.

Section 7: ALA Girls State Fun and Games

Any skit or organized on-stage activity should **not** include touching, hugging, kissing, carrying someone, sitting on someone, jumping over someone, etc, because these activities could lead to claims of sexual harassment and provides examples of same.

American Legion Auxiliary Girls State packs a lot of learning into one week, so incorporating some “fun and games” into the schedule fosters camaraderie and a positive learning environment. Here are some suggestions for activities that are used by some departments’ programs.

Icebreakers:

Name Toss

- 1) Arrange the group in a circle.
- 2) One person starts off by saying the name of someone else in the circle, and tossing the ball to her.
- 3) That person then says the name to someone else who has not yet received the ball and tosses the ball to her. (This should be passed to someone not standing next to her).
- 4) That continues until everyone in the circle has received the ball once.
- 5) Generally, the objective is to pass the ball around the circle without dropping it. If the ball is dropped, the group starts over and continues until everyone has had the ball without dropping it.
- 6) If you like, add a "thank-you, (name)" from the receiving person. The game can also be timed. Feel free to adapt the rules to make them work for you. To make it trickier, add more balls to be tossed; in this case the balls would be received and given to the same person each time.

Shoe Pile

Everyone takes off one shoe and throws it onto a pile in the middle of the group. Then everyone will choose a shoe from this pile (but not his own) and try to find the player who owns the shoe.

Name Game

Get into a circle. One person starts, they say their name and either says a fruit that starts with the same letter as their name, an animal, or an adjective. Go around the circle with the next girl saying all the names previous with the word that starts with the same letter and then their own. Keep going around until back

to the beginning, the first person that started then says everyone's name. This is a great way to learn everyone's name.

Games:

Big Booty

Everyone in the group gets a number. The leader, or "Big Booty," starts out by making a step/clap rhythm. The leader starts by saying "Big Booty Big Booty Big Booty, oh yeah, big booty." Then the leader, "Big Booty," calls to someone in the circle, number 4 for instance, by saying "Big booty number 4," then number 4 says, "number 4, number __," then that person follows suit.

If you make a mistake, you go to the end, and everyone's number shifts up one. The goal is to make the "Big Booty" lose the rhythm so she goes to the end, and you can become the "Big Booty."

Look-up-look-down

Everyone stands in a circle and puts their heads down. One person, "the caller," instructs everyone to "look up." Everyone looks up and picks one person to stare at. If two people are making eye contact with each other, they both yell "look!" Whoever yells last is eliminated from the game. The "caller" will then instruct the group to "look down," and the process repeats until only two people remain. They're the winners!

Stories with holes

Present the clues to the group. Participants can ask only yes or no questions to try to solve the mystery.

Clue: A man pushes his car in front of a hotel, and say "I'm broke and I'm out!"
What happened?

Answer: He is playing monopoly.

Clue: A body is found in the middle of a field with a ring on his finger. How did he die?

Answer: The ring is a rip cord, but the parachute didn't open.

Clue: Two men go to visit a female friend. She offers them soft drinks, which they accept. The drinks are identical in every way. One of the men dies after drinking his drink, but the other man does not. Why did one of the men die?

Answer: There was poison in the ice cubes of both drinks. One man chugged his drink, so the ice didn't get a chance to melt and release the poison. The other man sipped his drink and was poisoned.

Clue: I want to go home, but the man in the mask won't let me. Who is the man in the mask?

Answer: A baseball catcher

Huh!

This is a game in which you can be eliminated by laughing or motioning improperly.

Everyone stands in a circle. You may not laugh. You must motion properly. The motion is having your hands flattened together and pointing either up above your head, or to another person, depending on what part of the game you are in.

One person begins by motioning up above his/her head and saying "huh." The two people on either side of him must then simultaneously motion to this person and say "huh." This person then must then motion to someone else in the circle and say "huh."

This begins the process over, and the new person must motion upward and say "huh" as the two on either side of him motion toward him and say "huh", and so on.

You are out if you laugh, or if you don't say "huh" or do not motion fast enough. Players are allowed to call out "huh" as comically as possible to try to get other participants to laugh.

When two people are left, they must take turns pointing upward and at each other and must get faster and faster until one messes up. The last one standing is the winner.

My Aunt Loves Coffee but she Hates "T"

Everyone sits in a circle, and each person makes a statement. For example "My aunt loves _____ but she hates _____."

The activity leader will say "true" or "false" to the statement. Go around the circle until everyone has figured out the pattern.

The pattern is that My Aunt only likes things that don't have a letter "t" in the word.

Things My Aunt Loves: Bread, Cars, Rain, Dogs, etc.

Things My Aunt Hates: Trains, Thunder storms, Cats, Tennis, etc

Pack Your Suitcase

This game is a great way to get to know fellow participants. The object is to learn and remember everyone's name. Everyone sits in a circle. One player begins by stating her name and names one item she would put in her suitcase. The player on her right is next. Each player repeats the names of each player and what they would "pack" in the suitcase and then says her name and what she will pack.

The game continues until all players get to pack their suitcase.

Scavenger Hunt

Assemble everyone and go on a scavenger hunt.

To make it interesting, have a prize for the winner or the group winner depending on whether it is a team or individual game. Either way, it is fun way to get out and do something. Get a pen and copy the list below, or print it out for everyone who is playing. Have team captains, a secretary and someone to transport all the loot. Make the items fun to find, interesting to reveal, and sometimes intriguing. Set a time limit and a set place for redemption, and then remind participants to return all of their "found" possessions to the correct places.

Suggested items:

Penny, button, paper clip, white flower, string, aluminum can, feather, candy wrapper, bottle cap, a rubber band, something blue. There is a wealth of items you can use on your list.

Over the Mountain:

Arrange chairs in a circle, with one less chair than the number of players. One person starts in the middle of the circle and says "Over the mountain if you've ever (or never)..." (then she fills in the blank with something she has ever or never done herself.) Then, everyone who has ever or never done that particular thing must move to a new chair. Whoever is left in the middle starts over. You can play until everyone has been in the middle or everyone is tired of the game.

Skits:

We Don't Have A Skit:

Girl 1: (Walks on stage crying. Really ham it up. Blow nose in Kleenex and then cry even louder).

Girl 2: (Enters stage left) Hey there! (attempting to comfort her). It's okay. Let it all out. Why are you crying?

(Girl 1 pretends to whisper into Girl 2's ear, then they both start crying loudly)

Girl 3: (Enters stage left). Oh no! Why are you crying?

(Girl 2 whispers into Girl 3's ear, then they both start crying loudly – ham it up even more!)

Girl 4: (Enters stage left). Oh no! Why is everyone crying?

Girls 1 – 3: WE DON'T HAVE A SKIT!

Pet Caterpillar:

Props: Sheet and water bottle

A group of girls is under a sheet in a line, forming a caterpillar. One person in the back of the line holds a water bottle. One girl is designated to be the owner of the caterpillar.

Owner: (Speaks to audience) "Hello, do you want to see my pet caterpillar? It can do amazing tricks!" (Caterpillar comes out)

Owner: "One of the best tricks my caterpillar can do is walk in a circle. When I say 'circle', the caterpillar will walk." "Circle"

Caterpillar: Everyone comprising the caterpillar follows the person in front of her to walk in a circle.

Owner: "My caterpillar can also lift its legs on command. It knows its right legs from its left legs. When I say "Right", it will lift its right legs and when I say "Left", it will lift its left legs." "Right ...(pause) Left ... (Pause) OK, put your legs down".

Caterpillar: Holds its right legs up until the other side is called and it is instructed to put its legs down.

Owner: "OK, for this next trick, I need some volunteers from the audience." (Pick two or three people out of the crowd.) Instruct them to lie down side by side with a 2-foot space between them. "My caterpillar is going to walk over these people."

Caterpillar: Walks slowly over the three people without rushing, making sure not to step on anyone. As the last person walks over the people, she squirts a little water on each participant lying down. (Squirt just a few drops – no drenching!)

Owner: After the caterpillar has walked over all the participants, ask the participants to stand up and take a bow. Then notice that they are wet. "Oh, I am sorry; my caterpillar is not potty trained yet."

Songs:

Star Spangled Banner (National Anthem)

Oh say can you see
By the dawn's early light,
What so proudly we hailed
At the twilights last gleaming,

Whose broad stripes and bright stars
Through the perilous fight,
O'er the ramparts we watched,
Were so gallantly streaming,

And the Rockets' red glare,
The bombs bursting in air,
Gave proof through the night
That our Flag was still there.

Oh say, does that Star - Spangled Banner yet wave,
O'er the land of the free and the home of the brave.

Here's To Girls State

Raise your voices, Raise them high
Sing to Girls State and here's why-
Look to Girls State and you'll find
Tomorrow's leaders of mankind.

Chorus: We...are the future builders,
Builders in a band
And we come from Girls State

The best state in the land.
(Rah! Rah! Rah!)

We are up and coming
Progressive, kind and strong
And to our Girls State
We proudly sing our song.

God Bless America

God bless America
Land that I love
Stand beside her and guide her
Thru the night with a light from above;

From the mountains, to the prairies,
To the oceans white with foam,
God bless America,
My home, sweet home.
God bless America,
My home, sweet home.

America the Beautiful

O beautiful for spacious skies,
For amber waves of grain,
For purple mountain majesties
Above the fruited plain!

America! America!
God shed His grace on thee
And crown thy good with brotherhood
From sea to shining sea!

O beautiful for pilgrim feet
Whose stern impassion'd stress
A thoroughfare for freedom beat
Across the wilderness.
America! America!
God mend thine ev'ry flaw,
Confirm thy soul in self-control,
Thy liberty in law.

O beautiful for heroes prov'd
In liberating strife,
Who more than self their country loved,

And mercy more than life.

America! America!
May God thy gold refine
Till all success be nobleness,
And ev'ry gain divine.

O beautiful for patriot dream
That sees beyond the years
Thine alabaster cities gleam
Undimmed by human tears.

America! America!
God shed His grace on thee,
And crown thy good with brotherhood
From sea to shining sea.

You're A Grand Old Flag

You're a grand old flag,
You're a high flying flag,
And forever in peace may you wave.
You're the emblem of
The Land I Love
The home of the free and the brave.
Every heart beats true
For the Red, White and Blue,
Where there's never a boast or brag.
Should Auld Acquaintance be forgot,
Keep your eye on the grand old flag.

Taps

Day is done, Gone the sun
From the Lakes, From the hills, From the sky.
All is well, Safely rest.
God is nigh.

Fading light, Dims the sight
And a star
Gems the sky, Gleaming bright, From afar,
Drawing nigh, Falls the night.
Thanks and praise, For our days,
Neath the sun, Neath the stars, Neath the sky,
As we go, This we know, God is nigh.

Section 8: Evaluations and Follow-up

When the ALA Girls State Program comes to a close, it is important to solicit feedback from the participants – the students, delegates, committee members and staff – and to use the evaluations and surveys to assess and improve upon the program.

Examples of Surveys:

Committee/Staff Evaluation

We thank you for your participation in the American Legion Auxiliary Girls State Program. To help us continue to improve our program, please answer the following questions:

1. For first time staff members, what training would you have liked to prepare you better for the ALA Girls State program?
2. Please rate the following portions of the program (1 is poor and 10 is excellent):

Formal Opening Session

1 2 3 4 5 6 7 8 9 10

Overview of City Government

1 2 3 4 5 6 7 8 9 10

Parliamentary Basics

1 2 3 4 5 6 7 8 9 10

Disaster Preparedness Project

1 2 3 4 5 6 7 8 9 10

Candidates' Forum/Town Hall Forum

1 2 3 4 5 6 7 8 9 10

Joint Session of General Assembly

1 2 3 4 5 6 7 8 9 10

Inaugural of State Offices the day after election

1 2 3 5 6 7 8 9 10

Whistle Stops

1 2 3 4 5 6 7 8 9 10

3. Were you comfortable with the duties you were assigned? Please explain.
4. Do you have other skills/experience that could be used?
5. Would you like to return to ALA Girls State again next year?
6. If you had the opportunity to plan ALA Girls State, what changes would you make?

Delegate Evaluation:

In addition to using the delegate evaluations to assess your ALA Girls State program, you can use positive information in the evaluations to develop future marketing, promotional, and fundraising plans. Strong quotes that praise the program can effectively be used to assist with fundraising by providing first-hand insight into how participants benefitted from the ALA Girls State program. The best evaluation designs are simple and ask no more than ten key questions. Example:

We thank you for your participation in the American Legion Auxiliary Girls State Program. To help us continue to improve our program, please answer the following questions:

1. How did you hear about ALA Girls State?
2. What do you know about the organization that presents ALA Girls State and what do you know about its mission?
3. What information would have been helpful to know in advance to prepare you for ALA Girls State?
4. Would it be beneficial to have all information available via the internet?
5. What would have made this experience better for you?
6. How has this program impacted your life?
7. What surprised you about this program?

8. Please rate the outside speakers (1 is poor and 10 for excellent):

Speaker One

1 2 3 4 5 6 7 8 9 10

Speaker Two

1 2 3 4 5 6 7 8 9 10

Speaker Three

1 2 3 4 5 6 7 8 9 10

Speaker Four

1 2 3 4 5 6 7 8 9 10

Speaker Five

1 2 3 4 5 6 7 8 9 10

Speaker Six

1 2 3 4 5 6 7 8 9 10

9. Please rank the usefulness of the information the program provided on the following topics?

City Government

1 2 3 4 5 6 7 8 9 10

Parliamentary Procedure

1 2 3 4 5 6 7 8 9 10

Disaster Preparedness

1 2 3 4 5 6 7 8 9 10

Governor's Office/State Government

1 2 3 4 5 6 7 8 9 10

Circuit/District Courts

1 2 3 4 5 6 7 8 9 10

Finance Cabinet

1 2 3 4 5 6 7 8 9 10

State Legislature

1 2 3 4 5 6 7 8 9 10

10. Which segment of the program did you feel was most beneficial?

11. Which portion of the program did you like the best?

12. Did American Legion Auxiliary Girls State meet your expectations?
13. If you had the opportunity, how would you modify the program? (Please be specific)

Note: Free electronic surveys are available through [SurveyMonkey.com](https://www.surveymonkey.com)


Section 9: Resources

The following are additional resources available on the American Legion Auxiliary's website, www.ALAforVeterans.org

If you can't locate an item on the website, enter a few key words of the name of the item in the search box at the top of the page. For example: "Girls State brochure"

Alumnae – Keep track of your ALA Girls State citizens and help them stay connected to the ALA and our mission of serving veterans. An alumnae (the plural spelling for female alums) database can be found via the Girls State page.

Brochure – The ALA Girls State brochure is available for download.

Facebook – Click on the icon () on the ALA Girls State page to go directly to the Girls State fan page. You do not have to have a Facebook account to view this page. There is also a Facebook page for Girls Nation.

Membership – Don't forget to invite eligible young women to become members of the Auxiliary. You will find membership application forms for The American Legion, the American Legion Auxiliary and The Sons of The American Legion on the ALA's website.

Scholarships – Every ALA Girls State and American Legion Boys State citizen is eligible for the Samsung Scholarship. The Samsung Group, an international electronics company, has endowed a scholarship fund of \$5 million dollars to be administered by The American Legion. To be eligible, students must be a high-school junior and a direct descendant (a child, grandchild, great-grandchild or legally adopted child) of a U.S. veteran who served during a period of war. Eligible students must participate in and complete either an American Legion Boys State or American Legion Auxiliary Girls State program.

Each ALA Girls State participant should be provided information about the online application, which must be typed or completed online at **www.Legion.org** under "Legion Programs/Resources. Scholarship information is distributed by The American Legion to each ALA Girls State Department Director and Chairman at the beginning of the calendar year.

Each department's ALA Girls State program selects one application to forward to The American Legion National Headquarters. Those girls become national finalists and are reviewed by the National Selection Committee each fall. National winners usually receive a \$20,000 scholarship. Each national finalist will receive a \$1,000 scholarship if she is not selected as a national scholarship winner.

Twitter – Click on the Twitter icon on the ALA Girls Nation page to go directly to the ALA Girls Nation Twitter feed. Most of the action happens during the ALA Girls Nation session in late July. You will need to create a Twitter account to receive the ALA Girls Nation program tweets.

Other helpful websites (These are just some of the vendors familiar with the American Legion Auxiliary):

Background checks – www.veredainc.com

College Credit – www.leadershipcredit.org

Insurance – www.savandyk.com

Survey Monkey – offering free electronic surveys if you have e-mail addresses
www.SurveyMonkey.com

Mission Related Partners: Mission-related partners can help you with ideas for service projects. You can also visit www.ALAforVeterans.org and search for Gateway to Services. These are some examples of mission-related partners:

- American Gold Star Mothers Inc., <http://www.goldstarmoms.com/>
- Big Brothers Big Sisters of America, <http://www.bbbs.org>
- Blue Star Families, <http://www.bluestarfam.org/>
- Blue Star Mothers, <http://www.bluestarmothers.org/>
- Community Covenant, <http://www.army.mil/community/>
- Corporation for National and Community Service, <http://www.nationalservice.gov/>
- Fisher House Foundation, <http://www.fisherhouse.org/>
- Give An Hour, <http://www.giveanhour.org/skins/gah/home.aspx>
- National Fraternal Congress of America, <http://www.nfcnet.org/>
- National Military Family Association, <http://www.militaryfamily.org/>
- Operation Homefront, <http://www.operationhomefront.net/>
- Operation: Military Kids, <http://www.operationmilitarykids.org/>
- Project Troops—Artists Who Care, <http://www.projecttroops.com/>
- Student Veterans of America, <http://www.studentveterans.org/>
- The Mission Continues, <http://www.missioncontinues.org/>
- U.S. Department of Defense, <http://www.defense.gov/>
- U.S. Department of Veterans Affairs, <http://va.gov/>
- USO, <http://action.uso.org/>
- Veterans History Project/Library of Congress, <http://www.loc.gov/vets/>

Section 10: Appendix

American Legion Auxiliary Girls State

How to Reach Eligible American Legion Auxiliary Girls State Applicants

ALA Girls State began as one and two-day sessions in 1937. The program has grown from a few hundred participants to nearly 25,000 ALA Girls State delegates annually.

As one of the most respected and selective education programs of government instruction, ALA Girls State is a participatory program that develops tomorrow's leaders by helping them understand how our government works and the duties and responsibilities of good citizenship.

When Approaching Schools Be Sure To:

- Be familiar with the ALA Girls State program, including dates, application process and contact information of the unit chairman.
- Encourage the girl(s) sponsored last year to promote the program in her government class and to her friends (if applicable).
- Contact guidance counselors (as they are usually the ones to handle scholarship opportunities) no later than four months prior to the deadline for submitting delegate and alternate applications.
 - When speaking on the phone, give a brief overview of the program, and ask to meet in person or mail them additional information.
 - Mention the opportunity for dual enrollment credit (if applicable).
- If funding is available, contact the school(s) to run an ad for ALA Girls State in the school paper or newsletter.
- Follow any processes already in place by your department in selecting a delegate.

Ideas to Reach Every Girl:

- Ask ALA Girls State alumnae to submit her legislative bill and write an article for her school paper or newsletter.

- Utilize the web to post information about the program as well as quotes from past participants, i.e., unit website and/or Facebook.
 - If the department does not have an ALA Girls State Facebook account, contact the department's Girls State Director or Chairman to encourage them to create one.
- Mention prominent past participants, with emphasis on those from that state or someone the girls might look up to, examples could include:
 - Karyn Bye: two-time US Women's Hockey Team medalist (Gold 1998, Silver 2002)
 - Erika Dunlap: Miss America 2004, participant on The Amazing Race 15
 - Leeza Gibbons: talk show host and reporter
 - Brigadier General Michelle Johnson: first woman to serve as Cadet Wing Commander at the United States Air Force Academy and current deputy director of the Joint Staff's War on Terrorism, Strategic Plans and Policy Directorate at the Pentagon
 - Jessica Mitchell: VP of Design/Director of Apparel at Liz Claiborne
 - Jane Pauley: national media personality
 - State-specific participants such as Lt. Governor of Indiana Becky Skillman
- Approach all schools and any applicable organizations in your area about the American Legion Auxiliary Girls State program. This includes students who are homeschooled or attended charter schools, magnet schools, military schools, parochial schools, etc. not just public schools. Other organizations may include a church's youth ministry, local Boys & Girls Clubs of America, Girls Scout Troops and 4-H groups.
 - Contact other local units to find out which schools they are approaching.
 - Consider having the district chairman assign units schools to contact.

- Utilize pre-designed posters from the national website:
www.ALAforVeterans.org
 - Read the Implementation Guide found on the website.
 - Consider splitting the cost with your with Legion Department as Legionnaires are generally supportive of both Boys State and Girls State.
- Contact local newspapers with press releases, templates can also be found on the national website.
 - **www.ALAforVeterans.org**
 - Announcement of the Dates for ALA Girls State
 - ALA Girls State Delegate(s) Chosen
 - ALA Girls State Citizen(s) Has Returned
 - ALA Girls State Media Fact Sheet

American Legion Auxiliary Girls State How to Use Twitter and Flickr

Twitter

Set-up a new Twitter Account

1. Go to www.twitter.com/signup
2. Enter your **Full Name**
3. Create a **Username**
4. Enter a **Password** and **Email**
5. Click on the **Create my account** button
6. On the next screen, you are given the option to see if your friends are on Twitter. If you do not want to do this, click on **Skip this step** under the **Continue** button
7. On the **Look who else is here** screen, you are given the option to follow notable people on Twitter. If you do not want to do this, click on **Skip this step**
8. You are now on your Twitter **Home** page

Connect Mobile Phone to Send Text Messages to Twitter

1. Go to www.twitter.com and login to your account
2. Click on **Settings** in the upper right bar
3. Click on **Mobile**
4. Select your country from the drop-down menu; enter your mobile phone number, and click on the **Start** button
5. Using your mobile phone, send a message to 40404, with the word **“Go”**. Twitter will send a verification text to confirm connection

Send Tweet (Text Message) Updates from Phone

1. Enter your text message update (up to 140 characters) on your mobile phone
2. Include code **#ALAforVeterans** in the text message. This makes your Auxiliary-related Tweet searchable by other members across the country. Example: “20 Juniors assembling Hero Packs for Operation: Military Kids #ALAforVeterans”
 - a. Descriptive adjectives and numbers in your Tweets are a plus!
3. Send text message to **40404**

Flickr

Send Photos from Your Mobile Phone (or Computer) to Flickr

All photos will be posted at www.flickr.com/auxiliarmagazine

1. From a mobile phone or computer e-mail **individual** photos as attachments to rest02image@photos.flickr.com
2. Include a subject line that will be the photo title
3. Please include a brief caption in the body of the message that will be the photo description. Include contact e-mail to be considered for print in *Auxiliary* magazine.

Twitter and Flickr do not charge for these services. Check with your phone provider for text charges.

American Legion Auxiliary Girls State Twitter and Flickr Information Sheet

Got Something to Share?

Twitter

Flickr

How-To

Using your mobile phone or computer, send Tweets (text messages) about the accomplishments of your unit's service in the community.

Sample Tweets:

- Just awarded a Youth Hero Award to Timmy J. for rescuing a drowning girl, risking his own life
#ALAforVeterans
- Auxiliary members teaching 3 classes of 8th graders the meaning behind the 13 folds of the flag
#ALAforVeterans
- 13 volunteers at VAMC visiting hospitalized veterans and passing out socks #ALAforVeterans
- Passed out 750 poppies today, raising money to assist and support veterans and their families
#ALAforVeterans
- Auxiliary, Riders, Legion and SAL members out building a wheelchair ramp for an Iraq veteran
#ALAforVeterans
- 20 Juniors assembling Hero Packs for Operation: Military Kids
#ALAforVeterans

Remember to use descriptive adjectives.

Using your mobile phone and/or digital camera, send photos of action taking place. Include a title in the subject line and caption in the body (including a contact e-mail to be considered for publication in *Auxiliary* magazine).

Photos might include:

- Members filling backpacks for military children.
- Volunteers serving food to veterans.
- Members in Auxiliary attire distributing poppies.
- Legion Family members painting the exterior of a veteran's house.
- Junior members participating in mission-focused projects.

Photos Tips:

- Take action shots, not just portrait-style.
- Aim for tight, close-up photos of those serving.
- Avoid "back-of-head" shots.
- Remember to get vertical shots as well.



American Legion Auxiliary Media Release

DEPARTMENT OF STATE

Street Address, City, State ZIP Code

www.ALAforVeterans.org (and your unit's website, if available)

Contact: [PR Chairman], [PR Chairman's Phone Number]; [PR Chairman's Email Address]

[DATE]

FOR IMMEDIATE RELEASE:

Local student headed to American Legion Auxiliary Girls State

[CITY, STATE]- [ATTENDEE'S NAME] of [HOMETOWN] has been selected to attend American Legion Auxiliary [DEPARTMENT] Girls State. [ATTENDEE'S LAST NAME] was selected based on [selection criteria through Auxiliary unit and/or high school]. Representing her state as a legislator, [ATTENDEE'S LAST NAME] will study local, county and state government processes in this nonpartisan political learning experience. Every spring, the American Legion Auxiliary Girls State Program provides approximately 25,000 young women with a hands-on educational opportunity designed to instruct tomorrow's leaders in the privileges and duties of responsible citizenship.

Delegates receive special instruction in parliamentary procedure and organize themselves into two mock political parties. The young women then campaign, hold rallies, debate and ultimately vote to elect city, county and state officials. Once elected to office, delegates are sworn in and perform their prescribed duties. Citizens not elected to office are given appointments and visit the offices of those elected to share their viewpoint as citizens.

"QUOTE," said [LAST NAME], Girls State Citizen.

"QUOTE" said [NAME], American Legion Auxiliary Girls State chairman. [LAST NAME OF CHAIRMAN], along with other Auxiliary volunteer leaders, will attend the conference and encourage the delegates to continue their community service by becoming members of the Auxiliary.

Two outstanding citizens, known as "senators," are selected at each of the 49 Girls State sessions held across the country to represent their state at American Legion Auxiliary Girls Nation held in Washington, D.C. in July.

Founded in 1919, the American Legion Auxiliary is the world's largest women's patriotic service organization. With a membership of nearly 800,000, local ALA units have a strong presence in more than 9,500 communities nationwide. The ALA's mission to *serve veterans, the military and their families* is carried out through its hundreds of outreach programs delivered by its members, volunteers and National Headquarters.

###



American Legion Auxiliary Media Release

DEPARTMENT OF STATE

Street Address, City, State ZIP Code

www.ALforVeterans.org (and your unit's website, if available)

Contact: [PR Chairman], [PR Chairman's Phone Number]; [PR Chairman's Email Address]

[DATE]

FOR IMMEDIATE RELEASE:

Local student headed to American Legion Auxiliary Girls Nation

[CITY]- [NAME] is one of only 98 young women attending the Nth American Legion Auxiliary Girls Nation in Washington, D.C., DATE1-DATE2. Two outstanding citizens, known as "senators," are selected at the 49 Girls State sessions held across the country to represent their state at American Legion Auxiliary Girls Nation. This premier leadership conference is designed to provide practical insight into the working of government, to instill a sense of pride and loyalty in America and to create friendships and memories that last a lifetime.

A key component of the ALA Girls Nation program involves mock senate sessions complete with caucusing and debating of bills that range in topic from personal to political interests. Campaigns are held to elect party officials, a vice president and the ALA Girls Nation president. The Girls Nation president will be invited to attend and speak at the American Legion Auxiliary national convention later in the summer.

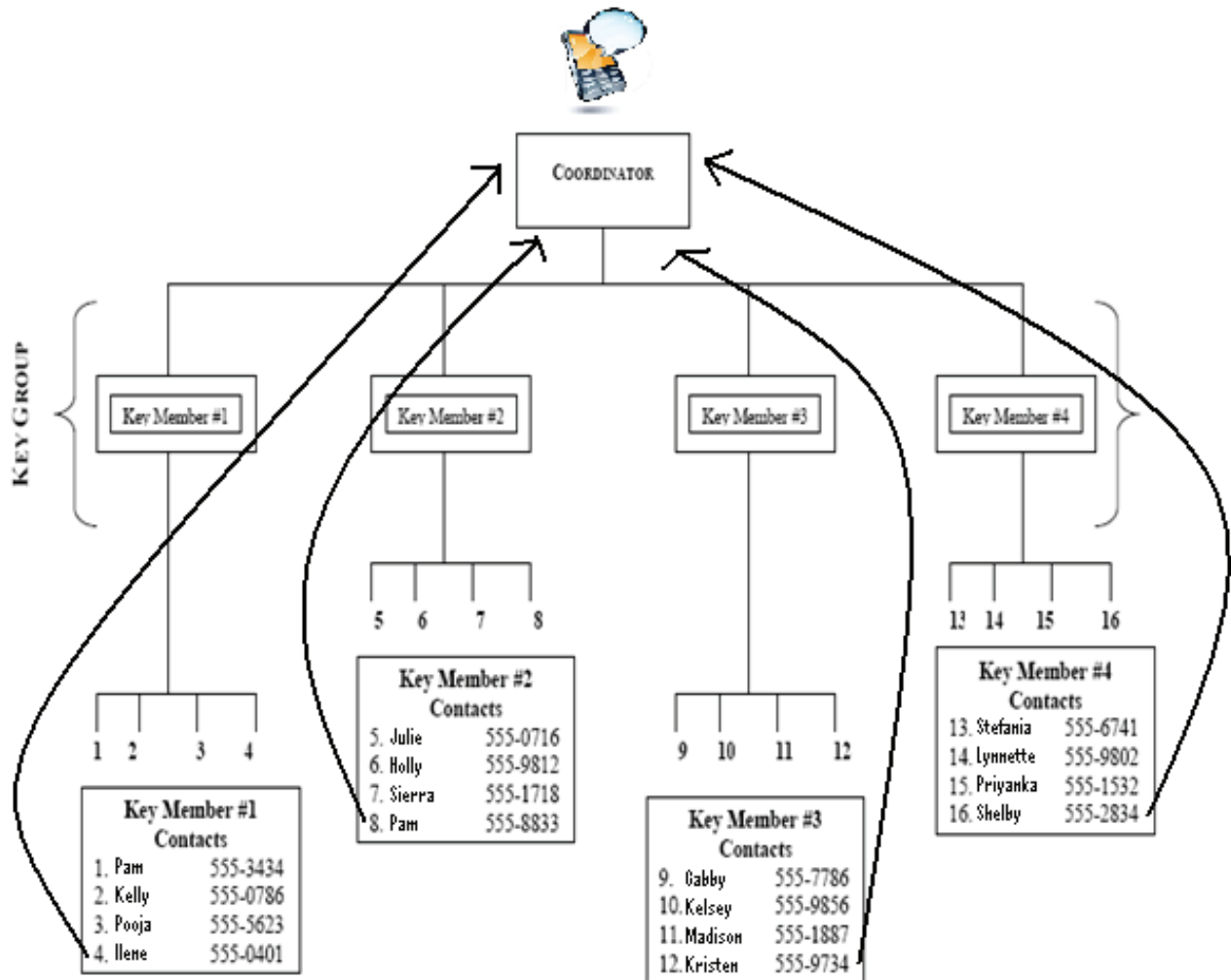
In addition to their legislative forums, the senators hear distinguished guest speakers and visit the Pentagon, Arlington National Cemetery, the White House and other memorials in the Washington, D.C. area. Their visit to Capitol Hill includes meetings with their respective senators and representatives and the opportunity to meet the President of the United States.

"The ALA Girls Nation experience is a once-in-a-lifetime opportunity for young women across our nation," said [NATIONAL CHAIRMAN'S NAME], American Legion Auxiliary Girls Nation national chairman. "After attending their local Girls State program and Girls Nation, they come back to their communities filled with more patriotism and pride."

Founded in 1919, the American Legion Auxiliary is the world's largest women's patriotic service organization. With a membership of nearly 800,000, local ALA units have a strong presence in more than 9,500 communities nationwide. The ALA's mission to *serve veterans, the military and their families* is carried out through its hundreds of outreach programs delivered by its members, volunteers and National Headquarters.

###

American Legion Auxiliary Girls State Example Phone Tree for Leaders



American Legion Auxiliary Girls State Information Use Disclosure

In compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Privacy Act of 1974, the American Legion Auxiliary (Department Name) Girls State Planning Team recognizes that private information cannot be used or disclosed except as described. This includes such information as name, address, phone numbers, fax numbers, e-mail addresses, Social Security numbers and health information about staff members and youth program participants. The intended uses of the information collected for ALA Girls State are described below.

Purposes

1. To facilitate emergency health care, if needed, with prior permission of the staff member.
2. To facilitate tours of U.S. government facilities requiring a security check
3. To register and process lists and nametags for youth and staff at ALA Girls State
4. To facilitate the creation of housing lists
5. To provide a directory of ALA Girls State staff members and participants.

Access

1. American Legion Auxiliary (Department Name) Girls State Planning Staff, Girls State Director and Girls State medical staff.
2. Basic contact information via the directory to Girls State staff members and participants.

On-Site Storage

1. Information will be secured in locked cabinets and office spaces.

Retention of Records Policy

All documents relating to ALA Girls State will be retained for a minimum of three (3) years from the date of creation or last in effect. After this period of time has lapsed, the American Legion Auxiliary Department of (state) will shred all of the documentation and dispose of it properly.

I have received and read the required Health Insurance Portability and Accountability Act of 1996 (HIPAA) Notice of Privacy Practices, as provided above. This notice includes procedures that will be taken to assure that all health-related information is kept confidential and protected. I also understand that this form must be returned, along with the 2012 Girls State Medical form in order to participate in all activities related to the ALA Girls State session to be held (enter date)

Printed Name of ALA Girls State Senator

Signature of ALA Girls State Senator	Date
--------------------------------------	------

Signature of Parent/Guardian	Date
------------------------------	------

American Legion Auxiliary Girls State Consent to Medical Treatment and Hospital Services

This will certify that we (I), the undersigned parent(s) or guardian of _____ do, in the event that our (my) daughter becomes a participating member of the American Legion Auxiliary Girls State, to be held in (location and date), hereby consent and grant permission, should the necessity of medical care arise, to the furnishing of medical treatment and hospital services as ordered or recommended by a qualified attending physician, including the administration of an anesthetic, laboratory procedures, medical or surgical treatment, X-ray examination, or other hospital services. Permission is also granted for minor treatment, including the use of emergency First Aid medications by the ALA Girls State staff or nurse.

American Legion Auxiliary Girls State Citizen Information:

Name: _____

Date of birth: ____/____/____ (dd/mm/yyyy)

Guardian's phone, home: (____) _____

work: (____) _____ **cell:** (____) _____

Guardian's phone, home: (____) _____

work: (____) _____ **cell:** (____) _____

Please Attach Front and Back of Insurance Card

FRONT

BACK

Signature of Guardian **date**

Signature of Guardian **date**

Notary Seal

Dated this _____ **day of** _____ **2012**

Signature of Notary

American Legion Auxiliary Girls State Medical Information

Name: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Phone# Home _____ Work _____

Cell _____

Physician Name and Phone # _____

MEDICAL HISTORY

Have you ever had or do you have any of the following medical problems?

	YES	NO		YES	NO
Allergies	_____	_____	Stomach Problems	_____	_____
Diabetes	_____	_____	Back Pain or Injury	_____	_____
Asthma	_____	_____	Joint Pain or Injury	_____	_____
Severe Headaches	_____	_____	Hepatitis	_____	_____
Seizures	_____	_____	Drug Problems	_____	_____
Depression	_____	_____	Dizziness	_____	_____
Broken Bones	_____	_____	Visual Problems	_____	_____
High Blood Pressure	_____	_____	Ear, Nose, Throat Problems	_____	_____
Heart Problems	_____	_____	Eating Disorders	_____	_____
			Other	_____	_____

Explain all "YES" answers:

Are you currently under a doctor's care? If so, for what?

Are you taking any prescription medications? If so, list drug, dosage, and frequency.

Are you taking over the counter medications? If so, list drug, dosage, frequency, and for what reason.

Please list any surgeries you have had and the year.

Are there any major illnesses in the family?

Date of last physical examination _____

I hereby certify that all of the above information is true to the best of my knowledge

Parent Signature _____

Date _____

American Legion Auxiliary Girls State Waiver and Consent (Sample)

This will certify that I am the parent or legal guardian of _____
who is under the age of eighteen years; she is _____ years of age.

I understand and confirm that participation in this ALA Girls State program is voluntary and hereby consent and grant permission for my daughter to participate in all activities in conjunction with this program. I further understand that my child's participation may involve risk of injury and loss, both to person and to property. On behalf of my child, I assume all risks in any way connected with said participation and I accept personal responsibility for any liability, injury, loss, or damage in any way connected with said participation.

This will further certify that I, the undersigned, in consideration of the benefits and opportunities derived by my daughter who is a participant of the American Legion Auxiliary Girls State program, do hereby release and discharge the American Legion Auxiliary, its officers, agents, staff, and employees from any and all claims, demands, suits, actions, or courses of action which may, can, or shall have reason of illness, injury, or accident incurred or suffered by said daughter while in attendance of said American Legion Auxiliary Girl State program, while traveling to or from, attending, or participating in said program no matter how caused or occasioned.

I understand and acknowledge that neither basic accident and health insurance nor personal property insurance will be offered or provided by the American Legion Auxiliary in connection with ALA Girls State, and that the provision of such insurance is my/our own personal responsibility.

I do hereby certify that the information provided above and or on the back of this form is true and correct to the best of our/my knowledge.

Parent/Guardian Name _____

Signature _____ Date _____

Dated this _____ day of _____ 2012

NOTARY SEAL

Signature of Notary

American Legion Auxiliary Girls State

Media Release Consent Form

I, _____, hereby give permission to the American Legion Auxiliary to use my name, state and picture(s), individual and/or in groups, for news releases on radio, newspapers, television and/ or the ALA Girls State section of the American Legion Auxiliary National Headquarters web site during the week of ALA Girls State and following ALA Girls State.

Signature of ALA Girls State participant

Date

Signature of Parent or Legal Guardian

Date

American Legion Auxiliary Girls State Pledge

As a "Citizen" at ALA Girls State sponsored by the American Legion Auxiliary, I voluntarily make the following pledge:

I pledge to cooperate and participate in the activities of ALA Girls State and will abide by its rules.

I will obey the code of conduct of the facility.

I will take an active part in the activities of the program and will take a serious and conscientious interest in fulfilling my responsibilities as a "Senator" at Girls State in any capacity in which I may be privileged to serve.

I will respect the judgment and authority of the staff of Girls State.

I will participate in all flag and patriotic ceremonies.

I will be fair, honest, and cooperative in all my dealings with my fellow "Senators."

I will make a report to my sponsoring American Legion Auxiliary Girls State regarding my Girls State experience and knowledge gained and help to promote the program wherever possible.

I/we have read and understand the above:

ALA Girls State Citizen Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**American Legion Auxiliary Girls State
Registration Form**

Legal name: _____ Date of birth: _____

Preferred name for name badge: _____

Social Security number*: _____

Driver's license number/permit number*: _____

Place of birth*: _____
(City, State, Country)

Mailing address:

Street or P.O. Box _____

City _____ State _____ Zip _____

Home Phone number _____ Email (required) _____

Student Cell Phone Number _____

**please list cell phone number if you plan on bringing it to Girls State*

***Shirt size:** Small Medium Large X Large XX Large

Religious faith _____ (optional, used for Ecumenical Service)

Special dietary needs _____

Significant food and/or drug allergies _____

Physical limitations _____

*** Required for security purposes.** If you do not have a social security number, call so that we can plan alternate identification for tours.

**American Legion Auxiliary Girls State
Biographical Form**

Personal Information

Name: _____

Street address: _____

City, State, Zip: _____

Phone number: _____

Email (required): _____

Name(s) of parent(s) or guardian(s) _____

Sponsored by Unit # _____ at _____

_____ (Full Unit address)

**Parent(s) or guardian(s) members of The American Legion or American Legion Auxiliary?
(Please indicate which organization)**

Do you have any active duty or deployed family members ?

YES _____ NO

Please list top 2 talents / hobbies (singing, writing, photography, etc)

1) _____

2) _____

High School Information

High School _____

Street address of high school _____

City, State, Zip of high school _____

Please list top 3 High School Activities(teams, clubs, student government, etc.)

1) _____

2) _____

3) _____

Honors /Awards/ Achievements

Please list top 3 honors/awards (scholastic, athletic, personal etc.)

1) _____

2) _____

3) _____

Have you overcome any significant obstacles in your life? _____

Community Involvement

Please list 2 organizations you volunteer for: _____

What connections to members of the Military or Veterans do you have? _____

Parliamentary Procedure – Frequently Used Motions

To Do This:	You Say This:	May You Interrupt A Speaker?	Do You Need A Second?	Is It Debatable ?	Can It Be Amended ?	What Vote?
Introduce new business.	“I move that . . .”	No	Yes	Yes	Yes	Majority
Amend a motion.	“I move to amend the motion by ...”	No	Yes	Yes	Yes	Majority
Request information.	“I rise for a point of information.”	Yes	No	No	No	No vote
Complain about noise, etc.	“I rise for a question of privilege.”	Yes	No	No	No	No vote
Call for a brief intermission.	“I move to recess for ___ minutes.”	No	Yes	No	Yes	Majority
Postpone the question to a later time.	“I move to postpone the question until next week.”	No	Yes	Yes	Yes	Majority
Refer the question to a committee for further study.	“I move to refer the motion to the _____ committee to study.”	No	Yes	Yes	Yes	Majority
Put a limit on the debate.	“I move that debate be limited to 5 minutes.”	No	Yes	No	Yes	2/3
End debate and vote.	“I move the previous question.”	No	Yes	No	No	2/3
Verify a voice vote by rising.	“Division.”	Yes	No	No	No	No vote

To Do This:	You Say This:	May You Interrupt A Speaker?	Do You Need A Second?	Is It Debatable?	Can It Be Amended ?	What Vote?
Want to do something, but don't know how to do it.	"I rise to a parliamentary inquiry"	Yes	No	No	No	No vote
Reconsider an action.	"I move to reconsider the vote on the motion to..."	No	Yes	Yes/No	No	Majority
Call attention to breach of rules.	"I rise to a point of order."	Yes	No	No	No	No vote
Suspend the rules temporarily.	"I move to suspend the rules so that..."	No	Yes	No	No	2/3
Adjourn the meeting.	"I move that we adjourn."	No	Yes	No	No	Majority