



American Legion Auxiliary  
Badger  
Girls State

## Timetable – Guide for Unit

ALABGS has its own website: [www.badgergirlsstate.org](http://www.badgergirlsstate.org) & email: [bgsadmin@badgergirlsstate.org](mailto:bgsadmin@badgergirlsstate.org)

**October:** ALABGS Reservation Packet is mailed to Units, which includes: a letter to the Unit Badger Girls State Chairman, an ALABGS Brochure, an ALABGS Timetable, a Reservation Form and a sample copy of the high school's promotional (informational) packet.

**As soon as you receive this mailing, contact your high school(s) and talk directly to the person who works on the ALA BGS program.**

Things to discuss/inform them of:

1. Does the school plan to participate?
2. A promotional packet will be mailed to school(s) in October.
3. Remind them that the Prospective Delegate selection form need to be copied and distributed to **all** interested 11<sup>th</sup> grade girls including home schooled girls.
4. Inform them that as the sponsor, you want to be on the Selection Committee.
5. It is preferred if the Delegate/Alternate completes online Registration. However, a parent/guardian or the school's Guidance Counselor can also register the Delegate/Alternate.
6. Remind your school that it is highly recommended for them to have an Alternate register, just in case the Delegate (for whatever reason) withdraws before session begins.
7. Information to register online will be sent to the schools in late January/early February.
8. Immediately after completing online registration, the Delegate/Alternate should receive an auto-generated confirmation email. The Delegate/Alternate should make a copy of their registration form.
9. Make the Delegate aware that her tuition is paid for by a sponsor/contributor and therefore, her commitment to be a delegate should not be taken lightly – monies will be forfeited if she decides not to attend and an Alternate cannot be found.

Now is the time to contact contributors to help promote this program so that they can have their funds to you before the January 29<sup>th</sup> deadline date. You may use the ALA BGS brochure when approaching a contributor as it explains the program in detail. You may make copies of the brochure or contact Department for additional copies.

Complete the reservation form and send it to headquarters along with the appropriate payment. It is very important that you include the school contact person's name on the reservation form so the mailing goes to the proper person at your school(s).

**October:** An informational packet is mailed to high schools which include letters to the Principal/Guidance Counselor, an ALABGS Brochure, an ALABGS Poster and the Prospective Delegate form. This mailing gives the school the date of session and promotional material for their 11<sup>th</sup> grade girls and informs them if they haven't been contacted by their sponsoring ALA Unit prior to the Holiday Break, they should contact one of the four officers of the ALA BGS Committee. **We recommend the Unit Chairman again make contact with the school(s) to see if this mailing was received and reinforce that as a member of the sponsoring organization she would be interested in being on the selection committee.**

**January 29:** Deadline for the reservation form along with fee. If your Unit does not plan to participate, **it is your responsibility to let your local high school(s) know. Very important** – Department **DOES NOT** contact schools regarding sponsorship.

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**January/February:** Registration material is sent to (sponsored) high schools. This mailing includes everything the school needs in order to register their Delegates & Alternates: A letter to the school's Principal/ALABGS contact person, On-line registration information for the Delegate & Alternate and Interest group selection sheet. **We recommend the Unit Chairman again make contact with the school(s) to see if this mailing was received.**

**April 1:** Registration Deadline. Delegate and Alternate contact information will be sent to the sponsoring Unit's ALABGS Chairman after the April 1<sup>st</sup> deadline.

**2017 Session Information for Delegates:** Accessible (after February) on the ALA Badger Girls State website ([www.badgergirlsstate.org](http://www.badgergirlsstate.org)) under the Session Info tab. This online material provides complete session details and all required forms. All forms must be filled out completely, signed by parents if required and presented at registration in Oshkosh.

Delegates **WILL NOT** get packets mailed to their homes – if they don't have internet access at home, they should ask their counselors to print the information for them. If they have questions or problems, they should contact headquarters for assistance.

**April/May/June:** Orientations will be held in almost every county. Unit Chairman should see that their delegate(s), alternate(s), parents, school personnel as well as Unit members are personally invited to an orientation. If your delegate is unable to attend the orientation in her county, she is welcome to attend a neighboring one. Orientation schedules are posted and updated online at: [www.badgergirlsstate.org](http://www.badgergirlsstate.org) under the Orientation Info tab.

**May 1: ABSOLUTE FINAL DAY FOR ACCEPTING NEW DELEGATE FEES/RESERVATIONS.** Reservation forms and fees received after this date will be returned to the sender and that unit/school will have first consideration from a waitlist for openings in case of cancellations.

**June:** **CALL YOUR DELEGATE WITHIN TWO WEEKS OF SESSION** – remind her of the session dates, verify she's still planning on attending and ask her if she has any questions regarding the program. This is the best way to make sure your delegate(s) is still your delegate. Forfeiture of delegate fees and most cancellations happen in the two weeks prior to session and most because they haven't heard from or know how to reach their sponsor.

**June:** Transportation by bus will be arranged in some areas. Northwestern regions - contact Sherry Brasda at 715-533-6125 (h)/715-538-4303 (w). For the Oconto Falls area - contact Loretta Shellman (920-846-2701). For other possible locations, call an ALA Badger Girls State committee member.

**June 18 – 23 ALABGS Session:** While she's in session, send your delegate(s) a card at ALABGS, Gruenhagen Conference Center, UW-Oshkosh, 208 Osceola Street, Oshkosh, WI 54901. Invite her to a Unit meeting to give a report after session. You will want to invite your contributors and school personnel so they learn more about ALABGS.

**Units, schools and delegates are also encouraged to check the  
ALA Badger Girls State website for updates: [www.badgergirlsstate.org](http://www.badgergirlsstate.org)**

Unit Presidents will be contacted if their delegate fails to report on registration day - Sunday, June 18.

The importance of communication cannot be emphasized enough – from the unit to the school – school to the students – students and schools to the unit – it's a continuous circle of communication.

**Communicate . . . communicate . . . communicate . . .  
As the sponsor, it's your responsibility!**