



AMERICAN LEGION AUXILIARY BADGER GIRLS STATE

**SIXTY-NINTH SESSION
JUNE 17 – 22, 2012**



**UNIVERSITY OF WISCONSIN
OSHKOSH CAMPUS**

PROGRAM INFORMATION & RESERVATION FORM PACKET



American Legion Auxiliary

~Department of Wisconsin~

American Legion Auxiliary Badger Girls State

PO Box 140 ~ Portage, WI 53901-0140 ~ Telephone: 608-745-0124 ~ Fax: 608-745-1947

E-mail: bgsadmin@badgergirlsstate.org ~ Website: www.badgergirlsstate.org

November 2011

Attention Unit Presidents/American Legion Auxiliary Badger Girls State Chairman:

The American Legion Auxiliary 69th Badger Girls State Session will be held Sunday, June 17th through Friday, June 22nd, 2012, at the University of Wisconsin-Oshkosh campus, Oshkosh, WI. The fee is \$240.00 per delegate.

This packet contains a month-by-month Timetable of activities, a Delegate reservation form, a sample copy of the Prospective Delegate form ALABGS brochure and a sample copy of the Principal letter that will be sent to the School's Guidance Counselor. *Familiarize yourself with all the information and deadlines.*

Please read the Refund Policy & Procedures section on the backside of the reservation form. We need you to select one of the options listed in the event your Unit has to cancel its reservation after the May 1st refund cutoff date.

The key to having a successful American Legion Auxiliary Badger Girls State session is **COMMUNICATION** – between you, the school, contributors and delegates. Please don't fail to sponsor a girl due to financial reasons. If your Unit cannot financially contribute the delegate fee, find an outside contributor. Approach your school or other community civic groups to see if they are able or want to participate in the American Legion Auxiliary Badger Girls State program. They receive recognition as the contributor while your Unit is still credited the sponsorship. **IF YOUR UNIT DECIDES THEY CAN NO LONGER PARTICIPATE IN THE AMERICAN LEGION AUXILIARY BADGER GIRLS STATE PROGRAM – NOTIFY YOUR SCHOOL IMMEDIATELY!** In the past Units have failed to do this and the school went ahead selected ALABGS delegate(s), only to find out that reservations were not paid by the sponsor. The school should not have initiated the selection process **but** the Unit was at fault for not communicating with them as soon as they received their reservation packet.

Please follow the instructions in the Timetable and make sure your reservation form along with the fee is sent to Department by January 28, 2012. If you have questions regarding your American Legion Auxiliary Badger Girls State reservation, please contact Auxiliary Headquarters 608-745-0124 or email bgsadmin@badgergirlsstate.org.

Please contact me with questions regarding ALABGS procedures. If I'm not available, please contact one of the following committee members:

Virginia Kodl, Assistant Executive Director: Phone 715-669-5432, email: kodlvirg@discover-net.net

Jeannine Conradt, Chairman: Phone 920-986-3800, email: jlconradt4678@hotmail.com

Diane Kranig Vice-Chairman: Phone 715-341-4935, email: dianeQltr@hotmail.com

Thank you for your continued support of American Legion Auxiliary Badger Girls State.

Sincerely,

Delores Woolf

Delores Woolf, Executive Director

390 S. Court Street, Platteville, WI 53818

Ph: 608-348-7403 ♦ Email: dwoolf@centurytel.net

American Legion Auxiliary Badger Girls State Timetable – Guide for Unit

American Legion Auxiliary Badger Girls State has its own website: www.badgergirlsstate.org & email: bgsadmin@badgergirlsstate.org

November: ALABGS Information/Reservation Packet mailing to Unit which includes: letter addressed to Unit President/ALABG State Chairman, ALABGS Brochure, ALABGS Timetable, Reservation form and copies of Prospective Delegate to ALABGS form and the informational letter that is being sent to the contact person at our high school(s) in December.

As soon as you receive this mailing, contact your high school(s) and talk directly to the person who works on the BGS program. Things to discuss/inform them of:

1. Do they plan to participate?
2. Information letter will be mailed to school(s) in early December/January.
3. Remind them that Prospective Delegate forms need to be copied and distributed to **all** interested 11th grade girls. **Ask them not to pre-select or start selection process until they receive their registration mailing.**
4. Inform them that as the sponsor, you want to be on the Selection Committee.
5. Registration can be completed by/at the school, or given to the delegate to complete.
6. Information to register online will be sent out in February/March. Delegates & Alternates will receive a confirmation email; they should keep a copy of it.
7. 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 a replacement cannot be found.

Now is the time to contact contributors to help promote this program so that they can have their funds to you by January 28th. You may use the ALABGS 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).

December/January: First mailing to schools (Letter to Principal, Brochure, Poster, Prospective Delegate form). This mailing gives the school the date of the session and advertising material for their 11th 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 ALABGS 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 28: 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.

February/March: Registration mailing 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 Principal/ALABGS contact person, On-line registration information for the Delegate & Alternate, Orientation Schedule and Interest 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 from Department headquarters.

2012 Session Information for Delegates: Available online at the American Legion Auxiliary Badger Girls State website in March 2012. 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 it 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. All County Presidents will be contacted for possible hosting of an orientation. 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.

May 15: **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 (715-984-2492 – home, 715-538-4303 –work); the Oconto Falls area should contact Loretta Shellman (920-846-2701). For other possible locations, call a American Legion Auxiliary Badger Girls State committee member. In all other areas transportation is the responsibility of the Delegate.

June 17 – 22 . . . BGS Session: While she's in session, send your delegate(s) a card at WALABGS, 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 BGS.

Units, schools and delegates are also encouraged to check the American Legion Auxiliary Badger Girls State website for updates : www.badgergirlsstate.org

Unit Presidents will be contacted if their delegate fails to report on registration day, June 17.

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 obligation!



American Legion Auxiliary

~Department of Wisconsin~

American Legion Auxiliary Badger Girls State

PO Box 140 ~ Portage, WI 53901-0140 ~ Telephone: 608-745-0124 ~ Fax: 608-745-1947
E-mail: bgsadmin@badgergirlsstate.org ~ Website: www.badgergirlsstate.org

December 2011

Dear High School Principal,

The American Legion Auxiliary Badger Girls State session will be held at the University of Wisconsin – Oshkosh campus, Oshkosh, WI beginning Sunday, June 17 and ending Friday, June 22, 2012. This will be our 69th session of promoting this Americanism program and we sincerely hope that your school plans to participate again this year.

Our 68th session ended last year with 748 young ladies completing our citizenship-training program. We hope your school's delegates benefited and will be available to encourage others from your school to participate.

Your school's sponsoring American Legion Auxiliary Unit has been sent the 2012 American Legion Auxiliary Badger Girls State Reservation and Information packet. A representative from that Auxiliary Unit will be contacting you regarding your schools plans to participate. They will then complete and submit a reservation form (with the delegate fee) to Department Headquarters in Portage by the deadline date of January 28, 2012. **IF YOUR SPONSORING UNIT HAS NOT CONTACTED YOU BY HOLIDAY BREAK - OR IF YOU DO NOT KNOW WHO SPONSORS YOUR SCHOOL, PLEASE CONTACT A COMMITTEE MEMBER LISTED BELOW FOR ASSISTANCE.**

To help you promote the program with ALL YOUR 11th GRADE GIRLS, including those who are homeschooled, we've enclosed the American Legion Auxiliary Badger Girls State brochure and a publicity poster for you to display. The poster is intended to plant the seed and peak student interest in the program while providing them with contact information and the brochure will give them the opportunity to read about the program now and discuss it with their parents and decide whether or not they would like an opportunity to represent your school. Please feel free to make copies.

In February, you will receive a registration packet containing full instructions and materials your delegate(s) **as well as alternate(s)** will need to register. It is most important to include your sponsoring American Legion Auxiliary Unit in on the choice of your delegate so they too have contact information for these delegates and alternates should something happen after the school closes for the summer and before the American Legion Auxiliary Badger Girls State Session begins. If you have any questions about registration contact Carrie (at Dept. Headquarters) at 608-745-0124 ext. 114.

Please do not hesitate to call or e-mail if you have questions. If I'm unavailable, direct your call or e-mail to one of the following committee members:

- Virginia Kodl, Assistant Executive Director: Phone 715-669-5432, email: kodlvirg@discover-net.net
- Jeannine Conratt, Chairman: Phone 920-986-3800, email: jeannineleroyconratt@msn.com
- Diane Kranig, Vice-Chairman: Phone 715-341-4935, email: dianeala6@hotmail.com

Sincerely,

Delores Woolf

Delores Woolf, Executive Director
American Legion Auxiliary Badger Girls State Committee
390 S. Court Street, Platteville WI 53818
Telephone: 608-348-7403 ★ Email: dwoolf@centurytel.net



Cut here and return bottom portion by January 14, 2012 to: Badger Girls State, PO BOX 140, Portage, WI 53901

OR E-mail me the information at: bgsadmin@badgergirlsstate.org

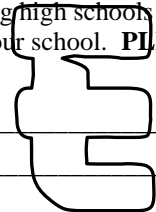
American Legion Auxiliary Badger Girls State registration materials are mailed directly to participating high schools beginning in February/March. Please help us update our database by telling us who receives this information for your school. **PLEASE PRINT LEGIBLY**

Official Name of High School: _____

High School Contact Person: _____ Position: _____

School Mailing Address: _____ City: _____ Zip: _____

Email Address: _____ Telephone #: (____) _____ Ext: _____



List all Social Studies classes you have had or are now taking, Scholastic and Honorary Awards and all Extracurricular Activities in which you have participated. Be sure to indicate all offices held.

Grade 9

S

A

Grade 10

Grade 11

M

I talked to the girl(s) that attended the session last year.

_____ Yes _____ No

At the end of my fifth semester, my grade point average is _____ which puts me in the upper half of my class.

High School Counselor's Signature: _____

Selection Committee: Following is the point system, which we encourage you to use.

Point System:

Interest, Leadership, Character, Fitness.....50%

1. Candidate is a **Junior member of the American Legion Auxiliary**, the sponsoring organization of American Legion Auxiliary Badger Girls State (automatic 10% of the 50%)
2. Interest (Social Studies classes should indicate interest in government)
3. Leadership (Class/Club Offices, etc.)
4. Character... High standard of conduct (cooperative, considerate, courteous); good reputation; dependable; truthful; fine ideals; punctual; interest in family and school; willingness to follow rigid rules.
5. Good health and physical fitness.

Scholarship (not the prime point)... upper half of class.....30%

Extra-Curricular Activities.....20%

(Athletics, Clubs, Speech, Music, Knowledge of Parliamentary Procedure/Roberts Rules)



AMERICAN LEGION AUXILIARY BADGER GIRLS STATE UNIT RESERVATION FORM - 2012



Deadline for Reservation & Delegate Fee: January 28, 2012

Fee: \$240.00 per Delegate – Make check payable to: ALABGS – Mail To: P.O. Box 140, Portage, WI 53901

I HAVE READ THE LATE PAYMENT & COMPLETED THE REVISED REFUND POLICY SECTION ON BACK OF THIS FORM

Unit # _____ Unit location (city) _____ District # _____ County _____

Unit ALABGS Chairman/contact person _____

Address/City/State & Zip _____

Phone # (____) _____ Email: _____

Total # of delegates sponsored: _____ @ \$240.00 each = Total amount enclosed: \$ _____

*PLEASE NOTE: IF YOU SPONSOR DELEGATES FROM MORE THAN THREE (3) SCHOOLS OR HAVE MORE THAN THREE (3) CONTRIBUTORS, PLEASE SUBMIT INFORMATION ON ADDITIONAL RESERVATION FORMS. (MAKE COPIES OF THIS SHEET)

SCHOOL NAME	SCHOOL LOCATION (City)	NAME OF SCHOOL CONTACT PERSON	# OF DELEGATES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CONTRIBUTORS: (Who is Paying the Delegate Fee)

NAME: (Contributor)	ADDRESS: (Contributor)	SCHOOL	# OF DELEGATES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

NEW: Revised Refund Policy for 2011 and still in 2012

The following REFUND POLICY will be followed:

(All cancellations must be submitted in writing either by USPS mail to ALABGS, PO Box 140, Portage, WI 53901 or e-mail: bgsadmin@badgergirlsstate.org)

FULL REFUND – 100% Back! A full refund of the delegate/alternate fee will be issued to sponsors who notify Department Headquarters of the cancellation and request the refund **prior to April 1st, 2012.** So don't hesitate to send in your reservation by January 28th!

Cancellations and refund requests **postmarked/mailed April 1st – 30th 2012,** will be assessed a \$50 processing fee for *each* delegate/alternate reservation cancelled, resulting in a partial refund issued to the sponsor.

No refunds will be issued for cancellations **postmarked/mailed after May 1, 2012.** Please select one of the following two options if you wish to have your contributor fee redirected:

- Please transfer our contributor fee to sponsor a delegate from another school and provide us with her information.
- Please donate our portion of the non-refundable contributor fee to the American Legion Auxiliary Badger Girls State Scholarship Fund

If you do not make a selection, your non-refundable delegate fee is used to help offset expenditures of the American Legion Auxiliary Badger Girls State program.

Please note: Communication is the key to having a successful American Legion Auxiliary Badger Girls State session!

- If your Unit will not be participating in the 2012 American Legion Auxiliary Badger Girls State program, you must notify the schools you sponsor. They rely on you to contact them before you make the reservation and pay the delegate fee.
- If your Unit is unable to pay the delegate fee, please try to find another contributor. Approach your Post, other civic organizations in your community or the school itself.
- Auxiliary Department Headquarters office does not notify a school when an Auxiliary Unit does not pay a reservation fee.
- Reservation forms and fees must be sent to Department Headquarters office by January 28th, 2012 by the sponsoring Auxiliary Unit – not the school itself.