

## **GENERAL INFORMATION**

**Medical Form:** Read the instructions to ensure that the form has been filled out correctly, **all** questions have been answered and signed by parent/guardian. You **will not** be able to complete your registration process in American Legion Auxiliary Badger Girls State until the health forms are complete. **Your Health Form must be turned in during Registration on Sunday, June 17, 2012.** Your parents may want to keep a copy at home in case there are questions.

**Prescription Drugs:** Place any prescription drugs or medications in a zip lock bag identified with your name. Bring only the amount you'll need for the amount of days at ALABGS session. They are to be in the original container, the name of the medication, the dosage, the frequency of administration and the route of administration should be indicated on the label. The label should also have the name of the prescribing physician, the prescription number, date prescribed, possible adverse reaction, the specific conditions when contact should be made with the physician and other special instructions as needed. All medications brought by a citizen who is under 18 years of age shall be kept in a locked unit and shall be administered by one of our Nursing staff. A citizen may carry bee sting medications, inhalers, an insulin syringe or other medication or device used in the event of life threatening situations. Any deviation from this will be up to the Head Nurse.

**General Insurance:** Supplementary general insurance is provided for all in attendance; however, your own health insurance will be the primary carrier. **We must have all the health insurance information completed on the health form, including: Physician's name, Policyholder's name, Insurance Co., Telephone No., Group No., and Subscriber or Policy No. Failure to have this information noted will necessitate a phone call home.** **Note:** Our supplementary insurance will not cover your daughter if she goes off campus without permission. ("Campus" is limited to the area and buildings where general assemblies, lectures, classes and interest groups are held and at the time they are being held.)

**Medical Centers:** Every precaution is taken to avoid accidents and sickness at American Legion Auxiliary Badger Girls State. Mercy Medical Center (Affinity Health System) and Aurora Medical Center are available in case of an accident or illness that our nursing staff feels requires their attention. Please include emergency name/phone numbers on the medical form. Four Registered nurses are on staff and available day and night.

**Transportation: NO DELEGATE/ALTERNATE MAY BRING HER OWN CAR!**

How you arrive at American Legion Auxiliary Badger Girls State is your responsibility. Many parents' car pool or you may wish to take advantage of the bus service arranged for your benefit. If you live in the Northwestern part of our state (LaCrosse north to Superior) four buses are provided; one from Eau Claire, one from Menominee, one from Rice Lake and one from Whitehall contact Sherry Brasda at 715-984-2492. If you live in Forest, Marinette or Oconto Counties contact Loretta Shellman at 920-846-2701. It is the policy of Gruenhagen Conference Center not to allow lodging to anyone under the age of 18 without parents or guardians on the premises. Therefore, delegates are not allowed to arrive on Saturday.

**Mail:** Mail is certainly appreciated; please address as: (Girl's name, ALA Badger Girls State, Gruenhagen Conference Center, UW-Oshkosh, 208 Osceola Street, Oshkosh, WI 54901.

**What to Wear:** Plan your wardrobe according to **Business** attire. This would include dresses, skirts, dressy slacks, capris, blouses, suits. Undergarments must be worn and shall not be visible. Good walking shoes are a must. If you bring dress shoes (heels), carry them and wear your walking shoes when "on the move". The weather is unpredictable in June so be prepared for rain, cool evenings and perhaps, extremely warm weather!

Bring a raincoat/umbrella and a light jacket or coat. A comment from a former citizen was, "It's better to over pack and have too much than not have enough." You'll definitely want to bring an outfit for each day. Thursday evening is Inaugural. Here we want you to wear something dressy. Not as dressy as a Prom, but more like church or a nice dinner.

Bring adequate clothing and equipment for the Interest Group you have selected to participate in.

If you signed up for the Patriotism Interest Group, you will be carrying a flag in the Inaugural Ceremony on Thursday. You must have a pair of (navy) blue dressy slacks (no capris), a white, short sleeved, shirt that will be worn tucked in, and white tennis shoes.

**Note:** Blue jeans and shorts will only be acceptable during the State Fair. All other times you are expected to be in business attire.

Expect to be on the move from early morning until quite late at night, so be sure you bring comfortable shoes.

**Personal Needs:** Bring soap, shampoo, toothpaste and brush, hair dryer, all personal toiletries, bath towels, wash cloths, cosmetics, sanitary products, robe and slippers (bare feet are not permitted).

**General:** Bring pens, pencils and notebook paper. Optional: felt tip markers, masking tape, scissors, radio, camera, clothes hangers and a flashlight. Bring change for vending machines. Do not bring backpacks, a bag will be provided for you to carry your materials.

**Furnished by the University:** Two girls will be assigned to each dorm room. Each girl will have her own single bed, bedding included, desk, dresser and closet space. Dorm rooms are not air conditioned, however, meeting rooms are. If this is a problem, fans may be brought for your dorm room. Each room has a small apartment size refrigerator . . . so to save money, bring your own soft drinks and snacks.

**Items Available at Gruenhagen Main Desk:** The following items are available at a minimal fee: shampoo, conditioner, soap, razors, toothbrushes and toothpaste, lanyards, postage stamps, GCC postcards and phone cards. Towel sets may be rented at a cost of \$3.00. A copy and a fax machine are also available at a minimal charge. The GCC fax number is 920-424-2157.

**Money:** The \$240 fee that was paid by your local American Legion Auxiliary or a contributor covers your room, meals and materials. Some optional things you may want to have money for are:

- City pictures will be taken by a professional photographer (8 x 10 colored for \$10.00).
- Shopping in the Badger Girls State Store and Reeve; the Corner Convenience Store and the University Book Store, but there certainly won't be much time available.
- Vending machines are available on campus.
- Taxes . . . citizens as well as counselors fill out a voluntary tax statement as part of their city business. Contributions vary up to \$1.00. All tax money is deposited in the ALABGS Scholarship Fund. In December, you'll receive a scholarship application for scholarships paid out of this fund.
- ALA BGS Slide Show. The Multi Media group puts together a slide show of the session that is shown during the final General Assembly on Friday. You can purchase a copy of the slide show for \$5.00.

- **ALABGS Store.** We have a small store where such items as shirts, sweatshirts, cards, water bottles, disposable cameras, small ALABGS bears and other items can be purchased.

**Taxes:** Citizens and counselors fill out a volunteer tax statement as part of their city business; it's completely voluntary with contributions varying up to \$1.00. All tax money collected goes to the ALABGS Scholarship Fund. By completing the 2012 ALABGS Session, you are eligible to apply for an American Legion Auxiliary Badger Girls State Scholarship. An application will be sent to you in late December or early January.

**Samsung Scholarship:** This scholarship is for undergraduate study only and may be used for: tuition, books, fees and room & board. The selection of the scholarship winner will be based, in part, upon the following criteria: academic record, involvement in school activities, involvement in community activities, community service and financial need. Descendants of U.S. Veterans of the Korean War will receive additional points in the selection process. Guidelines and Application can be found under the Scholarship tab on the [www.badgergirlsstate.org](http://www.badgergirlsstate.org) website. The Deadline to submit your application is **July 5, 2012**. It must be submitted after the Delegate completes the entire ALABGS session. If you have any questions, please contact Virginia Kodl, ALABGS Scholarship Chairman at 715-669-5432 or [kodlvirg@discover-net.net](mailto:kodlvirg@discover-net.net).

**Lost and Found:** If you lose (or find) anything of value at American Legion Auxiliary Badger Girls State, report it to your city counselor and fill out a "Lost and Found Form" in the American Legion Auxiliary Badger Girls State Office.

**Telephone Information:** Citizen rooms do not have telephones. Citizens may bring their cell phones but they may be used only in the dorm. There are only three pay phones in Gruenhagen Conference Center. In case of emergencies, citizens may check with their counselor for the closest available phone. You may find it advantageous to purchase a phone card for your daughter. They will be available at the Gruenhagen Conference Center Main Desk.

**Emergency Numbers:** The Main Desk in Gruenhagen Conference Center is manned 7:00 a.m. until midnight Sunday, June 17 through Friday, June 22; phone number is 920-424-1106 or 1107. In case of emergency from 12:00 midnight to 7:00 a.m. you may call the Manager on Duty at 920-420-9364. The American Legion Auxiliary Badger Girls State office will be open daily 8:00 a.m. until 10:00 p.m. – the telephone number is 920-424-0439. In case of an emergency, the Executive Director, Dee Woolf, can be reached through either the Gruenhagen Main Desk or the American Legion Auxiliary Badger Girls State Office.

**Talent Show:** On Thursday afternoon we have a State Fair where the Band and Chorus have performances and we conclude the fair with a Talent Show. All girls interested in this will compete within their counties to win the honor of competing for the State Talent Show. So, if you have some special talent come prepared to compete.

**Band Students:** Girls that have selected Band as their first choice are automatically in Band and should bring their instruments and music stands. If you play drums, bring your sticks. Drums will be provided. If you selected Band as your second choice, you will be notified by the Advisor. Band members are to register their instruments and music stand with Mrs. Judy Shafel, Advisor, who will be located in the Titan Lounge in the Gruenhagen Conference Center following Registration. First practice will be at 12:30 Sunday as Band will play during the Opening Convocation on Sunday. Numbers played during this program will be the National Anthem, On Wisconsin, Washington Post March and Stars and Stripes Forever, or similar songs. Remember to stop back to the Titan Lounge and pick up your instrument and music stand and take with you to the Albee Hall for your first practice.

**Food:** All meals will consist of traditional menus. If anyone has a special dietary need they should contact the Executive Director prior to the start of ALABGS. Do not wait until registration day. Menus will be posted telling what selections will be available at each of the food stations. It will be fun trying to make selections. There definitely won't be a lack of food.

**Attention:** Our first meal will not be served until 5:00 p.m. so it is extremely advisable that you eat prior to arrival. Blackhawk Commons will have a brunch available starting at 10:45 a.m. - 1:00 p.m. This is at your own cost.

**Visitors:** Visitors are not allowed on the dormitory floors at any time. The only exception is Sunday, Registration Day, when help may be needed to carry luggage. Emergency visits must be pre-approved by the Executive Director. Visitors are invited to the Opening Convocation at 1:30 p.m., held on Sunday; the Inaugural at 7:00 p.m. on Thursday followed by a reception, (guests will not be allowed at the Inaugural dinner due to space available). Friday's 10:45 a.m. General Assembly. All of these activities are held in the Albee Hall. Again, a reminder that parents/guardians or friends are not allowed in Gruenhagen Conference Center following either the Opening Convocation, Inaugural and General Assembly on Friday. This is for safety purposes!

### **INSTRUCTIONS FOR ARRIVAL DAY**

**All delegates must be registered by 12:30 p.m., Sunday, June 17<sup>th</sup>.**

**Finding UW-Oshkosh Campus:** For parents/guardians/friends bringing you, here are some driving directions: From US 41 take Exit 119 (HWY 21/Oshkosh Avenue) and proceed east, approximately 12 blocks, into the city. After crossing over the Fox River bridge, proceed two blocks and turn right on High Avenue (a one-way street leading into campus). Stay on High Avenue, in the right-hand lane, until reaching the university parking ramp. At this point signs will be posted. Parents/guardians/etc. are being asked to wait by the vehicle for the delegate's return for her luggage. When she returns they may assist with carrying luggage to the Gruenhagen Conference Center.

**Registration:** Registration will be conducted in the Titan Lounge, in Gruenhagen Conference Center from 10:00 a.m. to 12:30 p.m. Sunday. Many signs as well as staff will be available to direct you to the proper areas. Please make sure you have any prescription drugs placed in a zip lock bag identified with your name, and all paperwork (Health Form, American Legion Auxiliary Badger Girls State Pledge/Waiver and Media Information) with you. Citizens will be given their dorm room key, nametag, and a bag containing a citizen manual and other material. Please note: If you lose your dorm room key you will be charged **\$50.00**. So be careful! Your dorm room key should be placed on the lanyard supplied by Gruenhagen Conference Center and your nametag **must** be worn on either shoulder.

Once registered you may meet with your parents/guardians, etc. in the parking ramp. They may assist you in carrying your luggage and proceed either to North or South Tower in Gruenhagen Conference Center. Staff members will be located throughout the registration area to assist with directions. Once you have located your tower and floor, check-in with your city counselor before proceeding to your room for unpacking.

**To Do List Following Registration with City Counselor on your Floor:** Utilize this time for unpacking, making your bed, look through your Citizen Manual, completing the information required on the back, and getting acquainted with your roommate and other girls on the floor. Identify your tote bag with your name and room number and remember to take it with you to all meetings. Make sure you have your citizen manual, pen, plus any other items in your tote bag, as you may not get back to your dorm room for several hours, possibly most of the day. Citizens are to go by cities to the Opening Convocation. If your parents, guardians or friends have remained on campus they may attend the Opening Convocation with you. Keep in mind you must be at the Opening Convocation prior to 1:30 p.m. However, once the Opening Convocation is over, you must be on time for the next scheduled meeting.

**Friday Pick-Up: No early releases without permission of the Executive Director.**

Check out will begin at 11:30 a.m. for citizens riding on the buses. To speed dismissal we will be dismissing by floors. If you are picking up two girls they can be dismissed at the same time as long as their counselor is advised. Unless you plan to attend the final General Assembly, please try not to arrive before your daughter's scheduled release time as the parking lots become very congested. Individuals picking up citizens can either park in the Parking Ramp, Lot 30 or Lot 6. Floors 10 and 2 will dismiss at 11:30, floors 9 and 3 at 11:45, floors 8 and 4 at 12:00, floors 7 at 12:15, floors 6 at 12:30 and floors 5 at 12:45.