



UNIT CHAIRPERSON'S INSTRUCTIONS 2026

The following instructions are provided to assist you with delegate recruitment, selection, enrollment, and registration. Please feel free to contact the CGS Registrar if you have any questions. **THANK YOU** for your hard work and dedication to the ALA Colorado Girls State Program.

WHAT: 2026 American Legion Auxiliary Colorado Girls State Session

WHEN: June 7th to June 13th, 2026

WHERE: Northeastern Junior College in Sterling, CO

FEES: \$200 per delegate (paid by sponsorship, no charge is allowed to the Delegates.)

Applications: All CGS Delegate applications will be completed **on-line**. Students will fill out the application and answer the essay questions. This will go directly to the Registrar who will then match the Delegates with the nearest Auxiliary Unit. She will then send the Unit Chairperson the applications.

Due to changes in Youth Protection, The American Legion Auxiliary Colorado Girls State will be implementing new guidelines to protect the Delegates, parents, ALA Units and members of the Units, along with the American Legion Auxiliary Colorado Girls State Staff.

- When communicating with a Delegate via email or text, you must include their parents on all communications. At no time should you have a one-on-one conversation.
- When conducting interviews with the Delegates, either have a group interview or require that the parent(s) attend.
- All ALA CGS Staff are required to have a background check and to pass a Youth Protection training prior to the ALA CGS session. If any Unit Chairperson would like to take the Youth Protection training, we will be using the Scouts BSA Youth Protection. There is no cost to taking the training and you can click on the following link to access the training. www.scouting.org/health-and-safety/youth-protection/

Enrollment Deadline: May 1, 2026

Unit Chairperson Monthly preparation for ALACGS:

January – February:

1. Obtain the following forms so you are familiar with them from the Department website at www.alacolorado.org/girls-state or via mail from the ALA Department Secretary.
 - a. Unit Chairperson Information form: to be emailed to register.alacgs@gmail.com. This is important so that CGS staff can communicate with you.
 - b. Unit Chairperson's Instructions.
 - c. Unit Chairperson's Checklist
 - d. Enrollment Summary Form
 - e. Penny Wars
 - f. Scholarship Opportunities
 - g. Map of Campus
 - h. ALA Colorado Girls State Poster

- i. ALA Colorado Girls State Brochure
 - j. Suggested packing list
2. Set dates for contacting schools, application deadline, candidate interviews (not required), and the unit's ALACGS selection committee meetings. Remember the enrollment Deadline is May 1, 2026.
 3. Contact school counselors or other school personnel and distribute brochures, posters, etc. Remind them that the applications can only be done online. Copies of the brochures and posters will be available at Mid-year in January, 2026
 4. Contact last year's Delegates to help you recruit and build interest in their schools.
 5. FUNDRAISE!! Contact previous sponsors and plan fundraising events. This is especially important as the cost of this program rises each year. The fee for each delegate is \$200 for 2026. Fundraising can also be done earlier such as in the fall.
 6. Send thank you notes and or certificates to financial sponsors and school personnel.
 7. Have your financial sponsors make their checks payable to your unit. The unit will send only one check with the completed Summary form to the ALA Department office in May.

February – April Final selection of Delegates

1. The candidates must meet the following requirements:
 - a. Must have completed her Junior year in high school (or home school) by June 2026
 - b. Should be strong scholastically
 - c. Must be residing in the United States legally
 - d. Must be able to attend the **ENTIRE WEEK** of ALA Colorado Girls State. Delegates should plan to arrive on the morning of the first day and will not be allowed to leave campus for any reason except for serious illness or death in the family. Do not select girls who have conflicting engagements with ALACGS. Questions, please contract the Registrar.
 - e. Shall be chosen on the basis of leadership, character, courage, honesty, scholarship, and cooperativeness.
 - f. **She must have an interest in government and politics.**
2. The applications process should be as follows:
 - a. Applicants complete application form with essay questions online.
 - b. The applications from Delegates in your area will be sent to you by the Registrar.
 - c. The Unit Girls State Chairperson and her committee decide on the final selection of Delegates. All girls should be seriously considered for selection. If the unit cannot afford to send all of the applicants, then their names will be sent to the Registrar. These Delegates will then be matched to units who have the ability to sponsor Delegates using scholarships.
 - d. The names of all Delegates and payment must be sent to the ALA Department by the May 15th, 2026 deadline.
 - e. **ALA Colorado Girls State reserves the right to accept or reject any applications for citizenship to ALA Colorado Girls State.**
3. Delegate requirements
 - a. Enrollment forms must come through an American Legion Auxiliary Unit or The American Legion Post (if no Auxiliary is available). Schools may suggest young women for attendance, but the Auxiliary or Legion Post must make the final selection.
 - b. Notify the candidates of your sponsorship and refer them to the ALA Colorado Girls State website: alacolorado.org/girls-state
 - c. All the previously listed forms are on the website.
 - d. The previous years Delegate manual will be available online for review prior to the ALA Colorado Girls State session. Please note that these manuals will not be mailed to the Delegate. Please highly encourage your Delegates to read these manuals online before going to Girls State as this will give them much needed information about what will be covered at the program. A hard copy manual will be given to the Delegate at registration.

- e. Emphasize that the Delegates must call you and the Registrar **immediately** if something comes up that would prevent them attending the session.
- f. **Delegates are required to give a report about their week to the Auxiliary unit or Legion Post which sponsored them to the program.** At a minimum the Delegate should write a report and a thank you to the Auxiliary Unit or Legion Post and any financial sponsors after they return from the session.

May – June Publicize your ALA Colorado Girls State Delegates

1. Contact your local newspaper(s), school newspapers, radio stations and TV stations. If possible, use their pictures. Being selected to go to ALA Colorado Girls State is an honor – **so honor your Delegate in some way.**
2. Host a meet and greet with the Delegates. This could also be done in late April after your Delegates are selected. This provides an opportunity for the Delegates from your unit to meet one another, ask questions, prepare for the session, coordinate, and gather any other information which they may need prior to the session. This is also the time to ensure all forms have been submitted to the registrar and/or fill out the enrollment form.

Around June 1st Contact Delegates

1. Contact each Delegate to ensure that nothing has come up to prevent her attending the program. Check on her transportation plans. Encourage Delegates to carpool and rideshare with other Delegates and staff from the area.
2. Remind Delegates to visit the website for any further information and to read the Girls State manual which is available online.
3. Remind Delegates to email any forms which were not previously sent to the Registrar.
4. Remind Delegates to review the Suggested Packing List on the website.
5. **Samsung Scholarship application must be filled out online before the 1st day of the Colorado Girls State session. Encourage to start early. They need a signed copy of their transcripts. The link is on the website.**
6. Notify the Registrar as soon as possible of any early arrivals, special health concerns.

IMPORTANT REMINDERS

1. Two ALACGS Delegates will be selected to attend the ALA Girls Nation session held in Washington D.C. from July 18th to the 25th, 2026. Delegates must plan to attend the entire session of ALA Girls Nation if they are selected as a Colorado Senator.
2. The ALACGS Staff will arrive on campus the day before the session starts. You may contact the Registrar on her cell if you have questions or concerns.
3. Delegate registration will be between 1 and 3 pm in E.S. French on campus. The location is on the map. All Delegates must be registered and checked into their cities by 3pm for their first city meeting with their City Counselor.

Be sure to turn in your hours, mileage, and expenses on your annual unit reports. Any Unit member who serves as a counselor/staff member for the entire week at ALACGS can report the 100 hours she spends on campus as a counselor/staff member.

Reminder: Delegate fees are \$200 per Delegate.

THANK YOU for your support of

American Legion Auxiliary Colorado Girls State!

Questions: Contact

Kellie Hayes, Chairman/Registrar

Register.alacgs@gmail.com

719-494-7167