



UNIT CHAIRPERSON'S CHECKLIST 2026

1. _____ Complete and return the Unit Chairperson information form via email or mail to ALA CO Girls State Registrar (6825 Cotton Dr., Colorado Springs, CO 80923) as soon as possible.
2. _____ All applications are now done completely online. The name of the form is now titled, **ALA CO GIRLS STATE APPLICATION**. It can be located on the website: <http://www.alacolorado.org/girls-state> All forms for the Unit Chairperson can also be found here. You will receive copies of the applications for the Delegates that are assigned to your Unit from the Registrar. Please contact the Delegates as soon as possible.
3. _____ All forms will be sent directly to the Delegates and their parents from the Registrar to ensure that all forms are securely saved. They do have informational forms on the website that include
 - a. Samsung Scholarship
 - b. Map of NJC Campus
 - c. Suggested packing list
 - d. Penny War information
 - e. Brochure(for recruitment)
 - f. Poster (for recruitment)
4. _____ Complete the Enrollment Summary Form and submit one copy (Do not send in the applications.) **Send form with a check made payable to "ALA Dept of CO" w/ "ALA CO Girls State" in the memo line, and mail no later than May 15th, 2026 to:**

American Legion Auxiliary, Dept of CO
Colorado Girls State Registration
7465 East 1st Ave., Suite D
Denver, CO 80230-6877

5. Please contact the Delegates mid-May to be sure they are ready to attend ALA Colorado Girls State.

Contact Kellie Hayes, Registrar (719-494-7167) with any questions.