



TO: ALL UNIT PRESIDENTS

FROM: THE ARKANSAS GIRLS STATE PROGRAM

SUBJECT: ARKANSAS GIRLS STATE REGISTRATION FOR 2023

The 80th Session of the American Legion Auxiliary Arkansas Girls State will be held this year from May 28th through June 2nd. We will use the campus facilities at Harding University in Searcy, Arkansas. To help you and your schools with questions, we encourage you to visit our website at www.arkansasgirlsstate.com. The **tuition per delegate is \$300** for this session and may be paid by the school, your local American Legion Auxiliary unit, or other sponsors (local businesses, clubs, and organizations).

This year we will be utilizing a new registration database, which requires changes in our procedures. While the new process will look different, **you will still make the same phone calls and/or emails with the local schools you have in the past.** All schools in Arkansas will be receiving a similar notification from us, so they will be expecting your unit's continued involvement.

PLEASE NOTE: In the past, adherence to registration deadlines have been somewhat relaxed and flexible; however, this will no longer be the case due to a change in registration software and management of the database. If your Unit is directly involved in registering delegates to attend Girls State, please assist them and the school(s) you serve by following the steps below. We are asking that each girl please register on the ALA Arkansas Girls State website – **BY MARCH 17**. Payment cannot be made during online registration by the delegate. Here is an overview of our new registration process:

- School officials and ALA unit representatives will register themselves as points of contact for their schools in the online form. The form can be found on the registration page of our website.
- Upon receipt of this form, you will be provided with a link to a form to identify your chosen delegates. You will need to provide delegates' names, high school, and valid accessible email addresses. Once the registration of each delegate has been completed, you will then complete and mail in the **School Participation List (one for each school) along with a check for the total amount for those registered – BY May 2.** The School Participation List MUST BE MAILED to the address on the form.
- Identified delegates from the form you provide will be emailed a link in mid-March to register themselves for the session. Shortly following the May 2nd deadline, delegates will receive an email with final confirmation of registration, including their assigned political party. If you are concerned about the status of delegate registration, please contact us using the "Contact Us" tab on the website.

Further details about each step of the registration process can be found on the next page.

Thanks for all you do! Please let us know if you have questions.

Charlotte Wilson, ALA AR Girls State Director

DEADLINES TO NOTE

February 17th – Unit online registration. This allows us to know which units are participating.

March 17th – Delegate online registration

May 2nd - Universal Forms signed and submitted by all delegates **AND** Submission of School Participation List and the \$300/delegate tuition fee by schools/units



Step by Step Registration Information

Step 1: Register yourself as the point of contact for your Unit for ALA Arkansas Girls State 2023

WWW.ARKANSASGIRLSSTATE.COM

CLICK ON THE "REGISTER" TAB

When clicking the link in the register tab, you will be redirected to a Jotform to enter your information including: name, email address, phone number, and the school(s) with which you are associated. This step is critical for us to identify which schools will be participating in the program this year, as well as providing an avenue to communicate and properly register your delegates in the coming weeks. Please be sure to register as a point of contact **BY FEBRUARY 17**. All responses and confirmation will come via email with Jotform listed as the sender. If you do not see your confirmation in your in-box, please check your spam folder.

Step 2: Submit your selected delegates to ALA Arkansas Girls State

Now that you've registered as a point of contact, the next step is to select your delegates to Girls State based on the recommended criteria. You will be provided the link to the delegate selection form in the confirmation email you received upon registering as a point of contact. Please coordinate with your schools to prevent duplicates in our registration system. You will need to provide the delegate's name, high school, and valid email address. It is important that this information is accurate as each delegate will be individually emailed her registration form at the email address you provide. We are asking that each school please submit their selected delegate using the provided link **BY MARCH 17**.

Once the selection of delegates has been completed the high school or the ALA Unit will mail in the **School Participation List (that can be found in the REGISTRATION tab on our website) along with a check BY May 2**. The School Participation List MUST BE MAILED to the address on the form along with a check for payment. Once this list and payment are received, the delegates from your unit will have their final registration complete. Shortly following the **May 2** deadline, delegates will receive an email with final confirmation of registration which will include their party assignment. If you are concerned about the status of delegate registration, please contact us by email at argirlsstatereg@gmail.com.

Step 3: Delegates Register

Delegates will be emailed a link to the registration forms for the 2023 session of ALA Arkansas Girls State. Delegates should be prepared to provide and complete the following sections of the forms:

- Demographic information
- T-shirt size
- Parent's name, phone number, and email address
- Delegates will also need to electronically sign the ALA Arkansas Girls State Pledge and the ALA Arkansas Girls State Universal form

Upon submission, a copy of the delegate's form will be emailed to the listed parent or guardian at the provided email address to complete the following sections

- Complete Medical form
- Electronically sign the ALA Arkansas Girls State Pledge and the ALA Arkansas Girls State Universal form



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Both delegates and parents/guardians will receive a confirmation email from Jotform to be reviewed for correct information. Please note that this is not confirmation to attend the program—final notification for those admitted to this session of Girls State will be sent out shortly after the May 2 deadline. Please encourage the students to register as soon as possible— **BY MARCH 17**.

Additional delegate information such as things to bring, dress code, sample schedule, and other helpful information may be found at our website: www.arkansasgirlsstate.com.

Please register online no later than **FEBRUARY 17** so we can count on your school to send delegates!