

Dear Boys and Girls State Post and Unit Chairmen,

Thank you for volunteering for this important job within your Post and Unit! Boys and Girls State American Legion and American Legion Auxiliary's premier programs for our American youth; a well-prepared, informed and supported Chairman is essential for its success. This packet contains a variety of things designed to assist you in fulfilling the responsibilities of your position and make your chairman experience rewarding and successful.

We are going virtual for the first time in over 80 years of these programs. We will touch on the required items that will make this virtual program successful. You will be supported by the Oregon Boys and Girls State Committees if you have any issues.

The 2021 program will be virtual and conducted in the Zoom format, June 14-15th. The packets the boys and girls will receive will have all essential information to attend this program including access to breakout sessions and joint sessions with Oregon Boys State. Yes, we are partnering the Oregon Boys State Committee to share guest speakers that we feel will have an impact on both boys and girls. We will also have guest speakers for the boys and girls only. This is a huge endeavor and we are very excited to bring this to you.

**PLEASE DISPOSE OF ALL PREVIOUS YEARS' MATERIALS!
(EXCEPT BROCHURES AND POSTERS)**

Below are guidelines and suggestions for delegate recruitment, interview and selection procedures. The documents and information referenced in this letter are available on either www.orlegion.org or www.alaoregon.org website.

Delegate Recruitment and Selection

1. Due to the Covid-19 pandemic, Posts and Units are having trouble communicating with schools and it is suggested, if you are having trouble, contact the School District Office directly and jointly. This will ensure that the information, "if they cooperate" will be sent through email from the office and/or announce the cooperation so when you drop off the packets to the schools, they will know you are coming with a date and time. Be diligent and contact the school often to ensure they are aware you are dedicated to the program and to those who will attend the session.
2. Once the information is at the schools, again be diligent and consistent with communication. Because we are having a virtual session, interviews can be conducted through Zoom. Contact either the Department Headquarters or the Department Girls State Chairman for help to get a Zoom account set up. It's easy and free if doing small groups. You'll have to allow the boys and girls access and it will make this process much easier. Zoom is also the system we will use for the virtual sessions als, so using it will help you understand how we will conduct the session and if the boys or girls have questions, you will

have the knowledge to assist them. Don't be afraid of the change to virtual. We are here to support you in any way we can.

3. Do not forget the alternative high schools and Home School students when promoting the program. They are valuable participants for the programs and should not be left out. They too have to use the virtual world to attend portions of their schooling so this should be an easy program to attend.
4. The TAL and ALA Oregon Boys and Girls State application is a fillable PDF form available on the TAL and ALA websites. Potential delegates should fill out the online form, print it and have the school and parents sign it. Please make sure you fill out the Post and Unit contact information on the forms so that the boys and girls know who is sponsoring them. Post and Units will need to mail or email the TAL and ALA brochures and School Information Letter to high schools in your area. Department Headquarters has brochures from National. You may stop by the office, print your own from the website, or have Department mail them to you. (You may be charged for cost of mailing.)
5. Materials and resources for Posts and Units to use in contacting schools and recruiting Boys and Girls State Delegates are at www.orlegion.org and www.alaoregon.org websites. Please include your Post or Unit name, number and chairman contact information on materials you submit to schools and potential delegates, because delegates must include their sponsor information on the online application.
6. A comprehensive interview must be conducted by the sponsoring Post or Unit. **NOT BY THE SCHOOL.** This can be done virtually and or with social distancing in place. The interview process is a valuable tool in selecting appropriate and interested delegates. For the ALA there is a short version of the interview questionnaire on the www.alaoregon.org website. Having a committee of Post or Unit members or a combination of both should be created to ease the interview process. Joint committees are very successful in the selection process. If the Post and Unit are small, a District wide interviewing session could be highly successful and maximize manpower. Contact Department for questions or assistance in conducting a virtual interview.
7. Delegates should be selected on the basis of leadership, character and interest in community and government.
8. Once the selection of delegates is complete, you may either call, email or send a letter to the delegates. Customize any of your communications for either your Post or Unit, so the delegate is excited to be selected.

Fees

1. Delegate fees are \$100.00 for either a boy or girl. This fee will cover the mailings and items given to the boys and girls including shirts, pins, certificates and the printing of the Girls State Handbook. Boys will receive their handbook through email, and they will print it themselves.
2. The \$100 fee may be paid by the delegate, a family member, a sponsor or the Post or Unit.
3. Potential sponsors include other service organizations such as the Elks, Eagles, Moose, Soroptimist International, Lions, Kiwanis, school booster clubs such as PTA and local businesses.
4. The community organizations have money that must be spent yearly so they are a great resource. Also, the local Native American Tribes have community-based grants that are given yearly. The Casinos also give grants.
5. A scholarship to attend is available for those who do not have a sponsor or cannot afford to pay the fee. We don't want to lose a boy or girl because they cannot afford the fee. Find either a sponsor or apply for a scholarship through Department.
6. Post Boys State Chairman will send the \$100 fee to TAL Department of Oregon and the Unit Girls State Chairman will send the \$100 fee to ALA Department of Oregon.
7. Refunds are at the discretion of the TAL or ALA Department of Oregon. There is a cut-off date of June 1st as we will be sending the Oregon Boys and Girls State packets after the 1st of June and we want the delegates committed to the program.
8. All checks from Delegates/Alternates and outside sponsors should be made payable to:

Oregon Boys State:

TAL Department of Oregon
PO Box 1730
Wilsonville, OR 97070

Oregon Girls State:

ALA Department of Oregon
PO Box 1730
Wilsonville, OR 97070

9. Girls State Chairmen please include your Delegate/Alternate form with the fees collected and send it to Department. To make it easier for the Unit, have the sponsors make checks out directly to the "ALA Department of Oregon".

10. Boys State Chairmen please make sure your delegates pay the sponsoring Post the delegate fee and the Post send in the fees once collected. The sponsoring Post may pay the entire delegate fee prior to collecting from the delegates. It is the choice of the Post how the fees are paid.
11. PLEASE make sure your delegates and alternates know that they need to tell you immediately if they cannot attend so an alternate, if we have any can attend. In the last several years, we have not had any alternates, but we must include them in the information just in case.

Obtaining and Submitting Forms:

1. Documents, Resources and materials can be accessed by Posts, Units, Students and Schools on The American Legion website at www.orlegion.org and the American Legion Auxiliary website at www.alaoregon.org.
2. The 2021 Applications are an online fillable form, accessed on either website.
3. **Make sure the applications are completed in full.** All signatures must be collected.

Questions or Concerns

Oregon Boys State:

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