



2024 Oregon Girls State Unit Packet Summary and Timeline

Enclosed are documents and information to assist in your role as Oregon Girls State Chairman. Please discard all previous years' Girls State materials (except for brochures). Many forms and procedures have changed.

Unit Documents:

- Girls State Unit Chairman Letter (Form 2)
- Sample press release seeking applicants (Form 3)
- Interview Questionnaire (Form 6)
- [NEW]Unit Payment Form (Form 5)–Please remit \$400.00 per delegate. It is up to the unit if they want to collect any fee from the applicant. Please do not turn down an application because you don't have funds. **PLEASE, contact the Department and we will help find sponsorship.**
- Sample letter notifying delegates (Form 7)

Documents to send to school: Available on website or Dept.

- Cover letter to send to your local schools/ESD coordinator (Form 9) **(Don't forget to add your contact information to page 2!).**
- “A Typical Day at Girls State” (Form 11)
- 2024 Oregon Girls State Application. (Form 12) **(Don't forget to add your unit contact information on the back!!!).**

The following is a “typical” timeline for your Unit’s Girls State Chairman. Because we are restarting the entire program from scratch after COVID and other challenges, this is a desirable timeline that can help you in the years to come. **With the exception of the May 15 deadline**, the dates below are a suggested timeline to make your responsibilities as unit chairman easier and (hopefully) less time-consuming:

<input type="checkbox"/> Receive Girls State Information Packets from Department	October
<input type="checkbox"/> Contact/Confirm outside sponsors, if applicable	Ongoing
<input type="checkbox"/> Mail or hand-deliver school packets (Forms 9-12) to counselors or other designated official(s) at the schools in your area, and your local ESD coordinator (“home-school”)	October / November (ALA website)
<input type="checkbox"/> Mail or hand-deliver School Follow-up Letter (Form 13)	February 1
<input type="checkbox"/> Completed Applications to GS Chairman at department	May 15
<input type="checkbox"/> SEND COMPLETED GIRLS STATE APPLICATIONS, DELEGATE/ALTERNATE FORM, AND FEES TO DEPARTMENT (DON’T FORGET TO MAKE COPIES FOR YOURSELF!)	As soon as complete but NO later than MAY 15, 2024
<input type="checkbox"/> Delegate Packets sent to Delegates (from Department)	As soon as materials and fees received from Unit
<input type="checkbox"/> Delegate Orientations	During May
<input type="checkbox"/> Contact your delegates to remind them of the day & time to arrive at Girls State (10:30am -12 Noon, Sunday, June 23 rd)	2 weeks prior to 2024 session
<input type="checkbox"/> Please notify Girls State Director and Department of any changes of delegate status	As soon as you become aware

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