

# Everything you need to Know To Send Students to Arkansas Girls State

## Our 75th Session—2017

### In this Packet:

- **School Letter to Enroll Students—Easy as 1-2-3**
  1. Register your School online [ArkansasGirlsState.com](http://ArkansasGirlsState.com)
  2. Select Your Students—Have your Students Register
  3. Obtain Sponsors
- **Have Students upload Proof of Physical, and Medical coverage Insurance Cards, birth certificate.**
- **Complete Delegate / Citizen Submission Checklist**  
—Return by April 28, 2017 with \$200 Fee per student
- **Arkansas Girls State Enrollment Application**
- **Arkansas Documentation Requirements Form**  
Copy for each Student—  
Attach Online Registration Confirmation  
Include Registration Fee check for \$200 for each student

### **\*\*\* RETURN TO DEPARTMENT HQ BY APRIL 28, 2017**

- **Delegate / Citizen Submission Checklist for the 75th Session in 2017**
- **Original and Completed Enrollment Application**
- **Original and Completed Documentation Requirement**
- **Give Originals to Auxiliary Unit Sponsor or Send to Department Headquarters**

Copy the forms included as needed by your School.

Any Questions, please send by email to:

[ALA.ArkansasSecretary@yahoo.com](mailto:ALA.ArkansasSecretary@yahoo.com)

American Legion Auxiliary  
Department of Arkansas  
1415 West 7th Street  
Little Rock, AR 72201

(501) 374-5836

Fax: (501) 372-0855

Website:

[ArkansasGirlsState.com](http://ArkansasGirlsState.com)

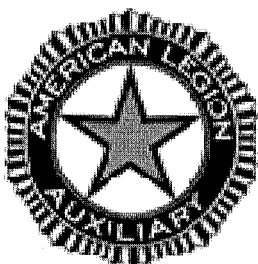


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Phone: 501-374-5836  
FAX: 501-372-0855



**American Legion Auxiliary  
Arkansas  
Girls State**



# AMERICAN LEGION AUXILIARY DEPARTMENT OF ARKANSAS

1415 West Seventh Street  
Little Rock, AR 72201

**Carol Smith**  
Department President 2016-2017

**Charlotte Wilson**  
Arkansas Girls State Director 2017



**Cindi White**  
Arkansas Girls State Chair 2016-17

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Email: [ALA.ArkansasSecretary@yahoo.com](mailto:ALA.ArkansasSecretary@yahoo.com)

web: [www.auxiliary.arlegion.org](http://www.auxiliary.arlegion.org) Also: [www.ArkansasGirlsState.com](http://www.ArkansasGirlsState.com)

February 1, 2017

Dear High School Counselor and High School Principal:

We are excited that the planning for the 75<sup>th</sup> Session of the American Legion Auxiliary Arkansas Girls State for 2017 is underway. As previously noted, Arkansas Girls State will again be held on the campus of Harding University in Searcy from May 28 through June 2, 2017.

We are also excited to tell you of our recent advancements on our website and our Online Registration Portal which will help get information more quickly to you at the High School and to the Students, as well as the American Legion Auxiliary Unit assisting your school. These advancements will aid in the collection of information we will need and also to the overall Enrollment Application process.

Please take a moment to visit: [www.ArkansaGirlsState.com](http://www.ArkansaGirlsState.com)

Our first step this year is to register your school online at our website. Registering your school as soon as possible will enable us to get information to you, and also to allow you to see the activity of your students enrolling. After the students have been vetted and selected by your teachers, then the students should also be directed to register at the website as a Delegate and add information on their profile. This year, the students may go in and out of their portal as needed, and be notified by us of any documents they are required to submit. An added feature this year is that the students may upload their documents into their profile.

When it is time to enroll your students into the Arkansas Girls State program, **it is as easy as 1-2-3.**

1. Select your students and have them register online as a Delegate
2. Collect the original Enrollment Application form and the original Documentation Requirements form.
3. Send those two pages and a check for \$200 for each student attending. If an Auxiliary Unit is assisting you with sponsorship, give those two pages for each student to your American Legion Auxiliary Unit Representative for processing.

**ALL DOCUMENTS AND FEES MUST BE RECEIVED NO LATER THAN APRIL 28, 2017.**

Please take a moment before submitting the forms required to ensure every area is thoroughly completed. The signatures of the student, parent, school and Auxiliary Unit are required. As your students register online, you will see them in your portal. When the student has submitted all of their required documents, you will see when they are accepted into the program. Let us know if a student is registered in your portal that you have not selected. Registering on the website, or submitting paperwork does not guarantee placement in the Arkansas Girls State program.

Arkansas High School Counselors  
February 1, 2017  
Page 2

Once the student is accepted and placed into the program, the student will receive a Congratulatory Letter in their email and it will also post in their registration portal. This Congratulatory Letter and Delegate/Citizen Packet will give the student all other requirements and the documents to bring with them when they arrive on the campus of Harding University at Noon on May 28, 2017.

The \$200 Registration fees for the students must be secured by the high school or an American Legion Auxiliary Unit. These funds should be secured by sponsorship from various community, civic, fraternal and businesses. The Registration fee is not to be paid by the student or their family, but rather this fee should be paid by sponsorship through a local Auxiliary Unit, the school or other community, civic or fraternal organization, or local businesses. Organizations may share expenses. The Registration Fee is non-refundable.

ALA Arkansas Girls State is the premier program of the American Legion Auxiliary Department of Arkansas and prepares girls to become tomorrow's government and civic leaders. The program also seeks to instill a greater appreciation of Americanism in our Country's youth.

It is an honor to be selected to participate in the American Legion Auxiliary Arkansas Girls State program.

We appreciate your assistance and dedication you have shown to the students at your school in their selection to attend Arkansas Girls State.

We are available to answer any questions you may have.

Sincerely,

*Jean Leek*

Jean Leek  
Department Admissions Director  
American Legion Auxiliary  
Department of Arkansas

:jml

Attachments

# AMERICAN LEGION AUXILIARY DEPARTMENT OF ARKANSAS

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Committee Chair, Girls State

Telephone: 501-374-5836 Fax: 501-372-0855

Email: ALA.ArkansasSecretary@yahoo.com

Find us on the web: [www.auxiliary.arlegion.org](http://www.auxiliary.arlegion.org) and [www.ArkansasGirlsState.com](http://www.ArkansasGirlsState.com)

## Delegate / Citizen Submission Checklist

School Name Registered on Website: \_\_\_\_\_

School Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Number Students Submitted from your School: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name of Authorized Signature: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

Zip: \_\_\_\_\_

American Legion Auxiliary Unit Assisting this school is Unit # \_\_\_\_\_ City of \_\_\_\_\_

Auxiliary Contact Name: \_\_\_\_\_ Contact Phone \_\_\_\_\_

The above school attaches the following to this Checklist:

Delegate/Citizen Name	Completed Enrollment Application Form	Completed Documentation Requirements Form	\$200 Registration Fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Check Number \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Total: \_\_\_\_\_

Mail this Checklist and original completed Enrollment Application Form, Documentation Requirements Form and the \$200 Non-Refundable Registration Fee per Student to:

American Legion Auxiliary  
Attention: Girls State Registration  
1415 West 7<sup>th</sup> Street Little Rock, Arkansas 72201

**All Documents & Fees must be received by Wednesday, April 28, 2017**



The American Legion Auxiliary Department of Arkansas



ARKANSAS GIRLS STATE

Enrollment Application

American Legion Auxiliary Unit Number \_\_\_\_\_ City/Location \_\_\_\_\_ APPLICATION FOR THE 2017 SESSION
\$200 Non-Refundable Registration Fee Required by Sponsorship of a Unit or School. Student MUST REGISTER Online, Print and Attach the Confirmation Page from the online Registration to this Enrollment Application. ORIGINAL OF THIS FORM MUST BE SENT WITH \$200 REGISTRATION FEE.

SECTION 1: TO BE COMPLETED BY STUDENT AND PARENTS (Type Or Print Neatly. We Must Be Able To Read Each Entry)

(Directions on Back or Next Sheet)

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
First Middle Last

Name you want on your name tag: \_\_\_\_\_ Girl's Cell phone # if available ( ) \_\_\_\_\_

Address \_\_\_\_\_ (Home) or Parent's cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Emergency Phone ( ) \_\_\_\_\_

Your E-Mail Address with Registration \_\_\_\_\_ Family's \_\_\_\_\_

\*\*\*\* I have been selected by my school and/or Auxiliary Unit to attend the 75th Session. I have visited the web site, registered as a Delegate/Citizen and set up a profile at www.arkansasgirlsstate.com - I have reviewed the information in this Enrollment packet. Future correspondence will be via e-mail and through the profile portal on the web site.

I UNDERSTAND THAT:

- The Student named above is a female, as evidenced by her birth certificate or a sworn statement signed by a licensed medical doctor.
This American Legion Auxiliary Unit and/or Other Sponsors have paid the Fees for me to attend Arkansas Girls State. This money is Not refundable. If I am unable to attend and a suitable Alternate is unable to attend, the Fees will be forfeited and I may be asked to repay the Fees to the Unit and/or Sponsor. This is not a camp, but rather an educational process. I will attend the entire session.
I will notify the sponsoring American Legion Auxiliary Unit as far in advance as possible if I will be unable to attend.
To satisfactorily complete this program, I must arrive by 12:00 Noon on Sunday, May 28, 2017, and stay until after Graduation on Friday. There Are No Exceptions. I will bring medical insurance proof, proof of a physical, proof of legal presence, and the completed Delegate Packet after acceptance.
I am in good health and have had a physical from a qualified Physician within the school year - or within 30 days of the beginning of this session.
I give permission for my (Daughter's) picture and/or voice to be used in the promotion of this Program in video, in print and on the internet.
I Agree to abide by all rules and guidelines of The American Legion Auxiliary Arkansas Girls State program.
I am single, am not pregnant, and do not have any children, and do not abuse drugs.

Student Signature \_\_\_\_\_ Parent's Printed Name \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

SECTION 2: TO BE COMPLETED BY THE HIGH SCHOOL (Directions on Back or the next sheet)

I certify that the above named student will meet the following criteria as of April of the program year.

- The High School of this student has Registered as a School at www.arkansasgirlstate.com and will assist the student to prepare to attend.
The student is in the process of completing her Junior year, and is not yet a Senior in High School,
Has committed to attending the entire Arkansas Girls State Session.
Displays Outstanding Qualities of Leadership, Character, Scholarship, Loyalty and Service to the school and community.
Has demonstrated above average academic achievement.

Student Ranks # \_\_\_\_\_ in a class of \_\_\_\_\_ Projected Graduation Date \_\_\_\_\_

Name and Address of High School \_\_\_\_\_

Printed/Typed Name and Title of School Official \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ E-mail Address of School Counselor \_\_\_\_\_ Date \_\_\_\_\_

SECTION 3: TO BE COMPLETED BY THE SPONSORING AMERICAN LEGIONAUXILIARY UNIT (Directions on Following Pages)

I certify that our Girls State Committee has met with the above named student and has selected her to be a representative of our Unit, her High School and this Community at Arkansas Girls State. I further certify that the above named student has not previously attended a Girls State Program. Additionally, our American Legion Auxiliary Unit shall be responsible for paying the \$200.00 fee and will assist this student in preparing to attend Arkansas Girls State.

Printed/Typed Name and Title of Sponsoring Unit Official \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Date \_\_\_\_\_

# PLEASE TYPE OR PRINT ALL INFORMATION

## TO THE STUDENT AND PARENTS

1. Complete Section 1. And Return the original document to the school or sponsoring Auxiliary Unit for processing.
2. Type or print in block letters where it can be easily read.
3. Refer to the Arkansas Girls State web site for additional information. Once selected by the school and the Auxiliary Unit, the student should register as a Delegate on the website.
4. The student and the parent will upload to the student profile the physical and Medical Certificate and other pertinent documents as required by the program to attend.
5. Review the site at <http://www.arkansasgirlsstate.com>.
6. Read the section that begins with, "I UNDERSTAND THAT"
7. Both student and one or both parents must sign and date the application.
8. Complete Documentation Requirements form, Medical History/ Consent Form, Parent Waiver. This is all on one sheet.
9. Make a copy of the front and back of the insurance card if insured and bring to Onsite Check-in.
10. If accepted into Arkansas Girls State, bring all required documents to the Onsite Registration.
11. Return the original and completed Enrollment Application AND the Documentation Requirements form to counselor or American Legion Auxiliary Representative. The School or Auxiliary Unit will submit these original forms with payment before April 28, 2017. When directed the student will upload the completed Medical History/Consent/Parent Waiver, copy of insurance card (back and front) to the student profile.

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## TO THE HIGH SCHOOL COUNSELOR/COORDINATOR

Each school with students attending Arkansas Girls State should register on the website as a School. This will enable the school to see the students attending and that documents are uploaded as required to attend the 75<sup>th</sup> Session. Thank you for taking the time to complete Section 2 and for supporting our program. More information about Arkansas Girls State is available at [www.arkansasgirlsstate.org](http://www.arkansasgirlsstate.org).

1. Complete Section 2. Register as a school on the website [www.arkansasgirlsstate.com](http://www.arkansasgirlsstate.com)
2. Verify the information requested in the 5 bullets.
3. Please provide the name and address of the High School.
4. If students are ranked, please provide ranking.
5. Provide the projected graduation date.
6. Sign and date the application.
7. Send the fully completed Enrollment Application AND the Documentation Requirements form for each student to the sponsoring American Legion Auxiliary Unit, or to the American Legion Department Headquarters with payment of \$200 per student. It must be received no later than **Friday, APRIL 28, 2017.**

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## TO THE SPONSORING AMERICAN LEGION AUXILIARY UNIT

1. Complete Section 3. Please provide your contact telephone number and an e-mail address.
2. It is the responsibility of the Sponsoring American Legion Auxiliary Unit to verify all information on this form and that the information can be read. **Incomplete applications will be returned.**
3. **Direct the students to upload their physicals and medical cards to their student profile on the website.**
4. Registration Fee (\$200.00 per student) must reach the Department headquarters, by **April 28th**
5. Make a copy for your records and forward the **completed Enrollment Application AND the Documentation Requirements Form and the \$200 Registration Fee to Department Headquarters to be received no later than April 28, 2017.**



The American Legion Auxiliary Department of Arkansas



ARKANSAS GIRLS STATE

Documentation Requirements

If sponsoring, American Legion Auxiliary Unit Number \_\_\_\_\_ City/Location \_\_\_\_\_

DOCUMENTATION REQUIREMENTS FOR APPLICATION TO ARKANSAS GIRLS STATE

\$200 Non-Refundable Registration Fee Required by Sponsorship of a Unit or School. Student MUST REGISTER Online after selected by the School or Auxiliary Units.

ORIGINAL OF THIS FORM MUST BE SENT WITH \$200 REGISTRATION FEE.

DOCUMENTATION REQUIREMENTS – SEND WITH ENROLLMENT APPLICATION

SECTION 1: TO BE COMPLETED BY PARENTS (Type Or Print Neatly. We Must Be Able To Read Each Entry)

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
First Middle Last

Parent/Legal Guardian Name \_\_\_\_\_ Date of Birth \_\_\_\_\_
First Middle Last

Address \_\_\_\_\_ (Home) or Parent's cell Phone ( ) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Emergency Phone ( ) \_\_\_\_\_

Parent E-Mail Address : \_\_\_\_\_

My daughter has registered as a Delegate/Citizen and set up a profile at www.arkansasgirlsstate.com – and I understand that by completing these steps does not guarantee a place at Arkansas Girls State. When accepted, the student will receive an email with a congratulatory letter and her assignments. This will also be available in the profile after she has registered on the website.

Read Carefully:

Eligibility to participate in ALA Arkansas Girls State:

High school girls eligible to participate in the ALA Girls State/Girls Nation programs must have completed their Junior year of high school and have at least one semester remaining, be a United States citizen or legal inhabitant of the United States as evidenced by a current and/or valid birth certificate, visa, passport, Green Card or other United States government-issued documentation verifying a legal presence in the United States for at least the duration of the ALA Girls State/Girls Nation program. For any girl to be eligible to take part in the ALA Girls Nation program, she must be able to clear a background check by the United States government, the White House and the U.S. Secret Service. Documentation and verification must be provided onsite, and that failure to provide documents will result in ineligibility to participate in ALA Girls Nation with all expenses incurred up to that point becoming a responsibility of the parent/guardian.

Legal Inhabitanace

I attest that my daughter (ward) has a U.S. government-issued birth certificate or legal documentation of her legal presence in the United States provided by the U.S. government (e.g. visa, Green Card, passport). I understand that upon arrival and registration at ALA Girls State, I am expected to provide a bona fide copy of her birth certificate or her U.S. Government-issued documentation proving that she is a legal inhabitant of the United States for the duration of the event. If I fail to provide current and valid documentation, my daughter will not be allowed to take part in ALA Girls State and I, as parent/guardian, will be responsible for all expenses incurred up to that point in time.

Gender:

The ALA Girls State/Girls Nation leadership development programs are week-long 24/7 programs for high school girls. Participation is limited to females, as evidenced by her birth certificate or a sworn statement signed by a licensed medical doctor. The student must be a female at the time the program takes place.

Eligibility to Serve:

The purpose of the ALA Girls State/Girls Nation programs is to provide a nonpartisan participatory program that teaches eligible high school females responsible citizenship grounded in ethics, the principles of our nation's founders and respect for God and Country. For consistency among the 50 states presenting ALA Girls State programs, each program should conform to the structure of its corresponding state government as specified by its state constitution. ALA Girls Nation is modeled after the provisions in the United States Constitution.

Emergency Contact Information:

Contact Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Nighttime Phone Number: \_\_\_\_\_

Relationship to Delegate/Citizen: \_\_\_\_\_

Parent Printed Name

Parent Signature

Date

# AMERICAN LEGION AUXILIARY DEPARTMENT OF ARKANSAS ARKANSAS GIRLS STATE HARDING UNIVERSITY, SEARCY, ARKANSAS

INFORMATION ABOUT OUR 75<sup>TH</sup> SESSION OF ARKANSAS GIRLS STATE May 28<sup>th</sup> to June 2, 2017

**WEB:** More information is available at [www.arkansasgirlsstate.com](http://www.arkansasgirlsstate.com), please refer to it for more information and necessary forms.

## WHAT IS THE AMERICAN LEGION AUXILIARY GIRLS STATE?

- It is a National program of the American Legion Auxiliary and is a course of instruction in, as well as, a practical application of, the fundamental principles and procedures of city, county and state government under the American system. ALA Girls State is a unique and exciting government-in-action learning program in which Auxiliary members guide young women to become knowledgeable stewards of freedom, democracy and patriotic citizens.
- A session, usually lasting five days, is conducted by each of the 50 states and the District of Columbia, with the top-ranking high school girls as citizens.
- Under the guidance of skilled counselors and other staff members who are leading citizens, these girls learn and then practice through self-government, the duties, responsibilities and privileges of American citizenship.
- ARKANSAS GIRLS STATE is sponsored, as it has been since 1940, by the American Legion Auxiliary, Department of Arkansas with local Auxiliary units and interested civic, community, fraternal and patriotic organizations cooperating.
- From the time they arrive, until they leave for home the citizens will get regular "sessions" of instruction in practical application of government and citizenships.
- These instruction sessions, conducted by the Government Instructor and the Girls State staff will include the principles and procedures of city, county and state government.
- Using the know-how gained from these classes, the citizens will organize and operate their own city, county and state governments.
- Emphasis will be placed on letting the students govern themselves, under the constant guidance of the staff members. Upon arrival at Harding University in Searcy, Arkansas, the citizens will be assigned to cities and counties, to form the mythical 51st State of Girls State.
- Early in the week, each city will elect officials, who will operate the city government during the week.
- Later, each county will elect county officials. There will be appointed officials at all levels of government.
- Each student will be assigned to a political affiliation, (Nationalist or Federalist), City, County, Dorm, Room and bed. Students from the same school will not be placed together.
- A State General Election will take place, in which the Girls State Governor and other State Officials will be elected. The students will come to the Capitol in Little Rock, and meet and mirror their elected counterparts.
- **This fee of \$200.00 is paid by the Auxiliary Units or other civic, community or business sponsorship. The fee shall not be paid by citizens, parents or any family member of a citizen.** The Auxiliary Units raise the sponsorship fees through donations, fund raisers and various other sources.

## HEALTH OF ARKANSAS GIRLS STATE CITIZENS:

- Good Health and physical fitness are MOST essential to each Arkansas Girls State Citizen. Citizens will NOT be allowed to register for Girls State on arrival day without the Girls State Medical Form completely filled out. The top portion of the Medical Form must be completed by a physician or nurse practitioner. School Athletic Physicals for the current school year will be accepted in place of the top portion of the form and should be stapled to the form. The bottom portion of the Medical Form MUST be signed by the child's parent or guardian and include health insurance information. There will be a nurse attending Arkansas Girls State as a member of the Arkansas Girls State staff, and the intent of this information is to provide medical personnel with accurate health history to provide appropriate care.



### **HEALTH OF ARKANSAS GIRLS STATE CITIZENS (cont.):**

- If your child becomes sick prior to attending Arkansas Girls State, please withdraw your child from the program. If your child becomes sick while attending Arkansas Girls State, she will be withdrawn from the program and dismissed to a parent or guardian. The nurse will be in communication with the parent or guardian in times of illness. These guidelines will be strictly enforced because of the close proximity of living quarters in college dormitories in an effort to prevent spreading of illness.

### **PARTICIPANT EXCLUSIONS:**

- ALA Arkansas Girls State programs, as well as the ALA Girls Nation program are not designed for and may exclude pregnant or drug abusing teenage girls. ALA Arkansas Girls State and Girls Nation are designed for female high school students who are serious about and capable of carrying out the rigors of leadership. Because of possible medical implications, excluding girls who are pregnant or who are abusing drugs is appropriate, allowable, and removed a potential liability for the program.

### **WHAT TO BRING AFTER BEING ACCEPTED INTO THE PROGRAM:**

- When you arrive on the Campus of Harding University on May 28<sup>th</sup> at Noon, you will check in at your Dorm assignment, which you will receive with your congratulatory letter.
- Bring your fully completed assignment packet and be ready to check-in to your dorm.
- Bring Originals and a copy of your medical Insurance card, even if you have uploaded them to your Delegate/Citizen profile on the website at [www.arkansasgirlsstate.com](http://www.arkansasgirlsstate.com)
- Bring your original document of being a United States citizen or legal inhabitant of the United States with a current and/or valid birth certificate, visa, passport, Green Card or other United States government-issued document verifying a legal presence in the United States. Originals must be presented, even if you have uploaded them to your profile on the website.
- Bring your original physical document performed by a licensed medical doctor.
- Bedding for the dorm room.
- Items on the supplies list included in your Delegate/Citizen Acceptance packet.

### **MEDICAL CARE:**

- Prior to applying to Girls State, every applicant must receive a physical from a qualified Physician or Nurse Practitioner to verify the health of the student and determining whether or not the Citizen is physically qualified to participate fully in the Program. The proof of a physical will be uploaded on the student profile of the website. The Student is required to present the completed Delegate Packet and proof of insurance and medical physical at the on-site registration at Harding University on May 28, 2017.
- Infirmary facilities and medical personnel will be provided throughout the week, to render any needed medical attention to citizens and staff members.

### **DELEGATE/CITIZEN INFORMATION PACKETS:**

- **Once the student applications have been received and processed, the student Enrollment Applications will be reviewed. If the student is accepted to be a Citizen/Delegate to attend Arkansas Girls State, they will receive notification in their online student profile and through an email. Completing all the documents and registering online does not guarantee a place at Arkansas Girls State.**
- The Congratulatory Acceptance packet includes important information and complete instructions on rules and regulations, general information, what to bring from home and other facts which citizens should know before leaving home for Girls State, Scholarship Information, Variety show or Band information and the Girls State Pledge. These must be turned in during registration on Sunday.
- If you have not received your packet by May 16th, please contact us at the American Legion Auxiliary Department Headquarters by calling (501) 374-5836.

### **FOOD ALLERGIES/DIETARY RESTRICTIONS:**

- The cafeteria on Harding's campus provides breakfast, lunch, and dinner for all delegates, counselors, and staff. If a delegate has any food allergy or dietary restriction such as peanut allergy, gluten allergy, vegan, etc. that delegate must notify Girls State no later than one week prior to the start of the program so that arrangements and accommodations can be addressed with Harding's staff. These special needs requests can be sent by email to [ALA.ArkansasSecretary@yahoo.com](mailto:ALA.ArkansasSecretary@yahoo.com).

### **ARRIVAL AND DEPARTURE:**

- Citizens must report to the campus and Dorm assignment at Harding University, Searcy, Arkansas, between 12:00 Noon and 12:30 p.m. on Sunday, May 28<sup>th</sup>, and they will depart on Friday, June 3 at 12:00 Noon.
- **LUNCH will NOT be provided on Sunday;** arrangements must be made prior to arriving at Girls State.
- **Once the citizen has registered, they are not allowed to leave to eat lunch. Make sure you have eaten lunch before arriving on campus.**
- Inauguration and Graduation will be Wednesday, May 31, 2017, at 7:00 p.m. in Benson Auditorium. Doors open for guests at 6:30 p.m.
- The sponsoring American Legion Auxiliary Unit is responsible to assist the Citizens selection with questions and to prepare them for the Arkansas Girls State week.

### **HOUSING AND MEALS:**

- All citizens and staff members will be housed in the dormitories on the campus of Harding University, in Searcy, Arkansas, and the meals will be served. Citizens and Delegates may not leave the campus at any time to purchase meals, and may not go to any other vendors or retail establishments on or around campus.
- Participants of Girls State may not order food to be brought to them by restaurants, family or friends.
- Complete instructions on rules and regulations, general information, what to bring from home and other facts which you should know before leaving home for Girls State will be included in the Congratulatory Packet and **can also be found on the Girls State Website:** [www.arkansasgirlsstate.com](http://www.arkansasgirlsstate.com)

### **OTHER INFORMATION:**

- **NO delegate will be permitted to leave the area designated for Girls State on the campus of Harding University without the permission of the Girls State Director and only in the case of emergency.**
- **No visitors are allowed during the week. Family members MAY attend the Inauguration on Wednesday evening.**
- **Nothing can be delivered to citizens unless through the Girls State office and only with the permission of the Arkansas Girls State Director.**
- **All citizens will be required to comply with all rules of conduct and general discipline by the Girls State Staff and Counselors. This includes showing respect to all staff members and fellow citizens.**
- **Only an extreme emergency will be a reason for leaving Girls State before the end of the session, and only with the permission of the Arkansas Girls State Director..**

### **GIRLS NATION:**

- Two outstanding citizens of the American Legion Auxiliary Arkansas Girls State session will be selected by delegates and staff to attend Girls Nation.
- All expenses of the two citizens will be paid from the Girls State Fund.

### **SAMSUNG SCHOLARSHIP:**

- Each qualified student is encouraged to apply for the SAMSUNG Scholarship. For this Session in 2017, all SAMSUNG Applications are to be **completed online prior** to attending Arkansas Girls State. Once the student arrives on the campus of Harding University, the application period is expired.
- The student will need to upload supporting and qualifying documentation to the SAMSUNG SCHOLARSHIP Application and process. Review the documents needed so there will be time to obtain them and upload them.
- To apply for the SAMSUNG SCHOLARSHIP, go to:  
<https://www.legion.org/samsung-scholarship-application>
- All required documents for the Scholarship are to be uploaded before you attend Arkansas Girls State.
- When you have completed the application process, print out the pages and present them upon arrival at Harding University in Searcy, Arkansas, when you check in for onsite registration.

### **ADDRESS ALL INQUIRIES AND OTHER CORRESPONDENCE TO:**

- Jean Leek, American Legion Auxiliary Department of Arkansas  
1415 West 7<sup>th</sup> Street, Little Rock, AR 72201  
Email: [ALA.ArkansasSecretary@yahoo.com](mailto:ALA.ArkansasSecretary@yahoo.com) Office: (501) 374-5836

# Arkansas Girls State Medical History/Consent Form and Parent Waiver

Name \_\_\_\_\_

Address \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Health History: To be filled out by the parents of the applicant:

Has she had any serious illness? \_\_\_\_\_

Is she being treated by a doctor for any chronic health conditions? If so, please explain: \_\_\_\_\_

Please list any Allergies your child has \_\_\_\_\_

Please list ALL prescription or over the counter medications or herbal supplements that your child takes on a regular basis. \_\_\_\_\_

Please have all medications, along with a list of the medications, IN HAND at registration for review by the Girls State nurse.

Any other special accommodations that your child requires: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Release to Treat for Illness or Injury:

As Parent or Guardian of: \_\_\_\_\_

I Hereby Authorize Medical Treatment to be administered while she is attending Arkansas Girls State by my signature at the bottom of this sheet.

Father's Work phone # \_\_\_\_\_ Mother's Work Phone # \_\_\_\_\_

Father's Home or cell phone # \_\_\_\_\_ Mother's Home or cell Phone # \_\_\_\_\_

The Arkansas Girls State nurse has permission to administer Over-the-Counter medications to my daughter. YES \_\_\_\_\_ NO \_\_\_\_\_

Exceptions: \_\_\_\_\_

To: Parents or Guardian

Every precaution is taken to avoid accidents and sickness at Arkansas Girls State. Participants who do not already have group accident, *sickness medical insurance coverage, are insured under a group policy. The group policy is Excess Coverage to any other Valid and Collectable Insurance Plan.* If your daughter is covered under a group plan, please list the insurance information below:

Name of Insurance Comp \_\_\_\_\_

Group Name \_\_\_\_\_ Group Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Check if not insured

If insured, attach a copy of the back and front of her insurance card.

The undersigned, parents (or guardian) of \_\_\_\_\_

in consideration of instruction and training to be given to her as a citizen of ARKANSAS GIRLS STATE, AMERICAN LEGION AUXILIARY, DEPARTMENT OF ARKANSAS TO BE HELD AT HARDING UNIVERSITY IN SEARCY, ARKANSAS. ON THE DATES OF MAY 28 through June 2, 2017, I do hereby give consent for her to participate fully in all planned activities of Arkansas Girls State.

We hereby release and discharge THE AMERICAN LEGION AUXILIARY, DEPARTMENT OF ARKANSAS, its Officers, Agents, Instructors and Employees, from all claims, demands, damages, suits, actions or causes of action which we may, can or shall have by any reason of illness, injury or accident incurred or suffered by \_\_\_\_\_ while in attendance at said Girls State, no matter how caused or occasioned.

Does your daughter have any physical or emotional condition, or is she taking any medication (prescribed) that girls state should be aware of?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Use the back of the sheet if needed.

Date \_\_\_\_\_

Parent or Guardian's signature \_\_\_\_\_

# **HEALTH OF** **ARKANSAS GIRLS STATE CITIZENS:**

Good Health and physical fitness are MOST essential to each Arkansas Girls State Citizen. Citizens will NOT be allowed to register for Girls State on arrival day without the Girls State Medical Form completely filled out. The top portion of the Medical Form must be completed by a physician or nurse practitioner. School Athletic Physicals for the current school year will be accepted in place of the top portion of the form and should be stapled to the form. The bottom portion of the Medical Form MUST be signed by the child's parent or guardian and include health insurance information. There will be a nurse attending Arkansas Girls State as a member of the Arkansas Girls State staff, and the intent of this information is to provide medical personnel with accurate health history to provide appropriate care.

If your child becomes sick prior to attending Arkansas Girls State, please withdraw your child from the program. If your child becomes sick while attending Arkansas Girls State, she will be withdrawn from the program and dismissed to a parent or guardian. The nurse will be in communication with the parent or guardian in times of illness. These guidelines will be strictly enforced because of the close proximity of living quarters in college dormitories in an effort to prevent spreading of illness.

Let us know if you have any questions.

***Charlotte Wilson***

Charlotte Wilson, Director  
American Legion Auxiliary  
Arkansas Girls State  
Department of Arkansas