

## **EMPIRE GIRLS STATE (EGS) COUNTY CHAIRMAN'S RESPONSIBILITIES**

1. Once you have read this bulletin, contact the Units in your County confirming their continued sponsorship for 2012 citizens. **Please note that some quotas have changed!**
2. Complete the County Quota Form and return it to the EGS Vice Chairman, Susan Olsen, by no later than **November 4, 2011**. The confirmed number of citizens is needed to arrange adequate housing, recruit staff, estimate costs and obtain liability insurance for the program. Please note that if you are interested in sponsoring additional citizens above the indicated quota, please be sure to indicate this on your form and return as soon as possible. Those counties that return this form early will be the first ones that we go back to if we have counties that can't fill their quota.
3. The application form and additional information for your Empire Girls State citizens will be sent to you by **October 1, 2011**. Please read the information and distribute the appropriate material to your Units immediately. Please adhere to all the deadline dates.
4. When distributing material to your Units, remind your Units that they should be contacting their local schools to partner with them and to provide information about the benefits of the Girls State program. You should also remind the Units that home schooled students are also eligible for Empire Girls State. Explain that eligibility requirements include a) young women who are completing their Junior year of high school; b) In the top 1/3 of their class c) have an interest in government; d) be of high moral character and have leadership abilities.
5. Inform the Unit Chairman that they should coordinate with the high school in which applicants will be selected. Remind your Unit Chairmen it is the responsibility of the unit to select the citizen. Enlisting the help of 2011 Girls State citizens to help peak interest and encourage participation in the selection process would be a real asset to your process.
6. **Completed applications must be returned to you by MARCH 1, 2012.**
7. **Review every application carefully!** This can't be stressed enough! Please be sure that ALL information is completed as requested, that all signatures have been provided and notarized and that a copy of the health care insurance card and immunization record is included in the paperwork. If you have any questions whatsoever, please be sure to call the Vice Chairman before sending in the applications. If forms have to be returned, this will only delay the entire process.
8. County **Treasurers** are to collect the required tuition from the Units and should issue one check payable to the *American Legion Auxiliary, Department of New York*, for the total number of citizens. **A TRANSMITTAL FORM, all applications and one check must be sent to the Empire State Secretary/Registrar by March 15, 2012**

**Debby Herrmann**  
**Department Girls State Secretary/Registrar**  
**7745 Grouse Road**  
**Springwater, NY 14560**

**Home Phone- 1-585-669-9922 E-mail: EGSRegistrar@gmail.com**

9. **All Units must participate in a County and/or District Orientation program.** Your citizens and alternates need to be prepared so that they will get the most out of this program. Invite former EGS citizens, housemothers and counselors to inform the girls about the program, what to expect, what to bring and what not to bring, what to wear and what not to wear! **Carrie and Susan are working on an orientation DVD that will be distributed with the applications in October that will hopefully help you and your citizens as you prepare them for this great week!** If you have questions, please don't hesitate to call – Carrie or Susan would be more than glad to provide suggestions!

## **EMPIRE GIRLS STATE (EGS) UNIT CHAIRMAN'S RESPONSIBILITIES**

1. After receiving this bulletin, contact your County chairman to confirm your unit's continued sponsorship for 2012. She will need to complete the County Quota form and return it to the Vice Chairman by no later than November 4, 2011.
2. Your County EGS Chairman will receive the application forms and EGS information by October 15, 2011. Review the program information and eligibility rules thoroughly and carefully. You must be familiar with the program and some of the changes to be able to answer questions from the school administrators, candidates and parents.
3. Take the material to your school contact (generally the Chairman of the Social Studies Department, Guidance Counselor or Principal). Review the eligibility requirements with them. Leave your name and telephone number for any questions that may arise. Keep In Touch with them to obtain the list of candidates (to include any home schooled students) on or before **February 1, 2012**. Please emphasize to the school the importance of the deadline.
4. Organize a team of Unit Auxiliary members to assist in the interview process. After obtaining the list of candidates, you will need to contact and set up a personal interview with each candidate. It is the Unit's responsibility to interview the candidates.
5. After interviewing the candidates, it is up to the Unit members to make the final selection. Remember, it's not up to the schools to select your citizen – it is up to your Unit. Contact the students that were interviewed to provide feedback on the interview.
6. Provide the delegate and the alternate with the appropriate forms and request that they complete the forms as soon as possible and return **them to you by February 24, 2012**. **I encourage you to find a time and go through and fill out as much as you can together! This ensures the application will be as close to complete before you allow them to finish the other components such as the medical forms and school signatures.**
7. **Review every application carefully!** This can't be stressed enough! Please be sure that ALL information is completed as requested, that all signatures have been provided and notarized and that a copy of the health care insurance card and immunization record is included in the paperwork. **Return the completed application to your County EGS Chairman no later than March 1, 2012.**
8. Instruct your Unit Treasurer to remit the tuition to the County Treasurer for your citizen – this must accompany the completed application forms.
9. All Units must participate in a County and/or District Orientation program. Your citizens and alternates need to be prepared to ensure they will get the most out of this program. Invite former EGS citizens, housemothers and counselors to inform the girls about the program, what to expect, what to bring and what not to bring, what to wear and what not to wear! Carrie and Susan will be providing a DVD that has information for those giving the orientation and for citizens attending EGS. If you have questions, please don't hesitate to call – Carrie or Susan would be more than glad to provide suggestions!
10. Publicity is needed to promote this program! Please try to get local coverage and provide the opportunity for your citizens to address school assemblies and community groups, as well as unit and county meetings upon their return from Empire Girls State.
11. The sponsoring Unit and or County may provide the citizen with spending money so she may purchase souvenirs, snacks, or contribute toward evening county pizza parties while at Girls State.