

1. The ALA Girls State Session shall be held on a college campus or other suitable facility. The dates of the session are to be set for a period of two years whenever possible, and tentative reservations established with the facility at the time. The dates established shall be such as to allow time for the Department President to attend the ALA Girls State Session, if possible. (2020)
2. Any changes of the eligibility requirements for the ALA Girls State Citizenship made by the National Organization shall automatically amend the Department requirements unless it conflicts with State or Federal Law. (2020)
3. Due to limited facilities for future sessions of ALA Girls State, registration shall be limited to size of college or suitable facility. The privilege of sponsorship shall be given to Units who sponsored the previous year. Units shall be given the opportunity to sponsor the same number of citizens and the choice of the schools. Schools sponsored by surrendered Units may be picked up by another Unit without being on a waiting list. (2020)
4. Reservation forms for ALA Girls State will be made available on the Department Website and mailed by the Department Office by September 1. Units shall file a reservation with the Department Chairman annually, naming the school, or schools they desire to sponsor for the next session of ALA Girls State. Deadline date for reservations to the Department Chairman is October.
 - a. Failure to file a reservation form by deadline date will indicate the school is being dropped and thus creating a numerical vacancy. The Department Chairman shall fill such vacancies by advising Units who have reservations on file. The application packet shall be made available on the Department Website by the Department Office or Chairman no later than December 1st. (2020)
5. Copies of correspondence and all other material forwarded to Units and delegates shall be sent to the Department Chairman, Director, Members of the Committee, District Chairmen with a complete set forwarded to the Department Office. (2022)
6. Applications must be submitted to the Department Chairman and all fees to the Department Office by March 31. The Department Chairman will forward a list, by Unit, of number of ALA Girls State delegates to the Department Office for that year's session by March 31. Any changes will be submitted to the Department Office by the Department Chairman as they occur. (2020)
7. A seventy-five (\$75) registration fee shall be required from each delegate attending ALA Girls State. This fee to be paid by the delegate, her parents, or guardian. In case of hardship, the fee can be paid by the Unit, District, school, and/or outside source, but must be paid no later than March 31 when the fees are due from the Unit to the Department. (2020)
8. End of Year report forms for all committee programs shall confirm with standard time frames. Unit report forms are to be sent to the District

Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)

9. Permission is granted for Units and/or Districts to sponsor Alumnae Activities at their discretion.

Finance

1. The Department Chairman and Director's expenses shall be as adopted in the annual budget. (2019)
2. The ALA Girls State funds shall be administered by the Department Treasurer. (2020)
3. Upon completion of the budget by the Girls State Committee for the ensuing year, said budget shall be sent to the Department Treasurer and Finance Committee for review and approval of the Finance Committee not later than October 10. The budget shall be recorded on the form provided by the Finance Committee. Said budget to be approved by the Department Executive Committee. (2021)
4. Authorization for purchases shall be requested by the ALA Girls State Director through the use of "Voucher Requests for Purchases". The request shall be sent to the Department Treasurer for approval of available funds. If funds are available, the Treasurer shall approve the request and purchase may be made by the Director. (2020)
5. Itemized bills and receipts shall be submitted to the Director and then sent to the Department Treasurer for payment. (2019)
6. Every effort is to be made by the Director and Chairman to have all receipts filed in the Department Office so that bills can be paid prior to the annual audit. All expenses for the current year shall be submitted within forty-five (45) days following the close of the current session. Office inventory must be submitted at this time. (2019)
7. All accrued funds with balances shall remain in the funds account. The Chairman and Director's allowances are a direct charge against the ALA Girls State account. (2020)
8. In the event there is a deficit in the operation period, the amount of the deficit will be transferred from the General Fund until the time funds are available from the ALA Girls State Reserve Funds to repay General Fund with written approval of the Department President, the Department Treasurer, and the Finance Committee. (2020)
9. The General Ledger income account in the ALA Girls State program entitled "Donated Enrollment Fees" shall be restricted funds. These fees are not for

student(s) already enrolled by Units, but are donated funds from outside sources. If Units do not have sufficient funds to send a delegate they may apply for an ALA Girls State Enrollment Fee Grant. The recipient of these grants shall be selected by the ALA Girls State Director and ALA Girls State Chairman with the concurrence of the Department President. (2020)

10. **The amount in the ALA's Girls State reserve funds should be maintained at approximately 50% of the previous year's expenditures. (2024)**

ALA Girls State Committee's Responsibility:

1. The ALA Girls State enrollment and registration fees shall be recommended annually by the ALA Girls State Committee after the review of the previous year's budget, expenses and current bids received from colleges, for the following administrative year. The enrollment and registration fees shall be recommended at the Mid-Year Department Executive Committee meeting for approval at the Department Convention. (2020)
2. Final selection of representative to ALA Girls Nation will be made by the ALA Girls State Committee upon recommendations of the Counselors and Staff members. All Citizens to be considered. Upon their return, ALA Girls Nation Senators will submit a written report to the ALA Girls State Director. (2020)

Department ALA Girls State Chairman's Responsibilities:

1. The ALA Girls State Chairman, in consultation with the Department President, shall call a meeting of the ALA Girls State Committee to be held as soon as possible but no later than November 1st. The Treasurer shall attend the ALA Girls State Committee Meeting. (2020)
2. The Department Chairman will review ALA Girls State delegates' online uploaded information to be sure all information is complete. The Department Chairman may accept or reject any applicant if applications are not complete. (2020)

District Chairman's Responsibilities:

1. Should a Unit withdraw from sponsorship of a Citizen to ALA Girls State, it shall be the responsibility of the District President and Chairman to list the school as available and notify the Department Chairman in writing. (2020)

Unit/Unit Chairman's Responsibilities:

1. Unit Procedures for Selection of Candidates: All materials and necessary information relative to the qualifications and methods of selection shall be presented to the school representative by the Unit Chairman or her substitute. The recommendation of candidates and alternates shall be made by the school faculty and provided to the sponsoring Unit.

2. Only the Unit shall have final approval of the recommendations, subject to acceptance by the Department Chairman. When the Unit has chosen the delegate, the fee and transmittal form shall be forwarded to the Department Office no later than March 31st as provided in the instructions. Publicity with parent/guardian consent may be released indicating that the delegate has been chosen. If the selected delegate and first alternate, due to circumstances beyond control, cannot attend the ALA Girls State Session, a second alternate selected in the same manner shall attend to prevent forfeit of the Unit fee. **If the Unit does not have an alternate, they may select a student who has completed the Department Alternate application. (2024)**
3. The signature page must be signed by the delegate and parent/guardian (2022)
4. Units/Sponsors must adhere to the following instructions:
 - a. All requested forms and fees must be returned as provided in the instructions. Failure to pay all fees by June 15 will result in the Unit not being seated at Convention. (2016)
 - b. Prior to the selection process, the Unit Girls State Chairman and Unit President must review the written and/or video instruction about candidate selection and abiding by federal and state anti-discrimination laws. (2022)
 - c. Shall not engage in political discussion with the delegate. (2016)
 - d. Shall arrange for the delegate to visit and address the Unit after the close of the current session and arrange for as many other appearances as possible. They should encourage the school to present the Citizen at an assembly or other school functions.
 - e. Only one candidate may be selected from a school. Units may send two or more students from different schools, provided only one student represents a school. Units may participate as joint sponsors. (2020)
 - f. Only Units of the ALA shall be the actual sponsor of a Citizen to ALA Girls State. Units may seek contributions from other organizations and may purchase a Certification of Appreciation from the Department Office to present to the contributors. Each student should appear before those contributing organizations. (2020)

Girls State Director's Responsibilities:

1. Shall select registered nurses and secure Chief counselor immediately after the current ALA Girls State session. Invitations shall be sent out six months prior to convention for other personnel. They shall be furnished identification badges containing the name and insignia of the ALA which shall be visible at all times. (2020)

2. Shall invite not more than four of the ALA Girls State Citizens from the previous session to return to the current sessions and be assigned specific staff duties. (2022)
3. Shall provide the Campus Rules, ALA Girls State constitution and Handbook to the Citizens upon registration at ALA Girls State. (2020)
4. Shall file with the Department Office a complete set of all materials given to the delegates, including the roster for future references after the close of ALA Girls State Session. (2022)
5. Other duties as addressed in the Director's procedure book. (2019)

Eligible Delegates' Responsibilities:

1. Limited to students who are 11th grade students for the current school year (public, private, or home schooled). Each delegate must plan to continue high school and attend one or more semesters immediately following the ALA Girls State session. (2022)
2. Delegates shall be selected on the basis of outstanding leadership, scholastic merit, interest in community and government, character, honesty, and cooperativeness. Delegates should be independent in the physical requirements of daily living. If not, they must provide an ATTENDANT AT THEIR OWN EXPENSE. This attendant shall be a minimum of twenty-one (21) years of age, female, and must be able to attend the entire session. (2022)
3. Delegates who have an underlying medical condition must have medical clearance from their licensed physician to attend California ALA Girls State. (2022)
4. Each ALA candidate must understand that she will remain for the entire session of Girls State (excepting emergencies) and that she shall not be excused for personal reasons. The parent's signed release form affirms that the candidate is aware of this requirement. If a candidate leaves before the end of the session a refund will not be granted to the Unit. (2020)
5. After arrival at the session if the delegate is not willing to comply with the rules and requirements previously agreed upon, or if a situation arises which would be counterproductive to the session, the Director, at her discretion, shall have the right to return the delegate to her home immediately. The Director shall be required to notify the Unit of a returned delegate in writing within ten days after the close of session, providing complete details of the above situation. The Director will also provide the Unit with the delegates' parent/guardian signature page so the Unit may try to seek reimbursement of the Delegates fees paid by the Unit. (2019)

School Faculty Guidelines:

1. As a guide to the school faculty the following information shall be provided for use in selecting the most qualified delegate. (2022)
 - a. Must be willing to conform with all medical regulations specified by federal and state law. California Department of Public Health, and as stated in the medical form. (2021)
 - b. Must be of excellent character and citizenship and should be in the upper third of her class scholastically.
 - c. Should possess qualities of courage and honesty, and be cooperative with others. Delegate, upon her return from ALA Girls State, must be willing to relate the interest and sense of responsibility of government she has gained from participating at ALA Girls State to her school, her community, and sponsors. (2022)
 - d. The delegate and/or alternate shall be informed that final acceptance is dependent upon all papers being in order and all eligibility requirements have been satisfied. The Unit makes the final choice after recommendations and interviews. (2022)
 - e. Schools will select no more than five (5) candidates for the Auxiliary to interview. Students must choose whether to interview for an American Legion or an American Legion Auxiliary program; a student may not interview for both programs. A student who attends an American Legion program cannot attend American Legion Auxiliary CA Girls State Program. (2023)