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Idaho Syringa Girls State 2023 Unit Guide

 In an effort to move towards easier Unit communication, and paperless processing, new procedures for Idaho Syringa Girls State have been developed. This guide will give each Unit chairman step-by-step directions on how to work the Girls State program on the Unit level. This Guide is written for any Girls State Chair or Committee member – whether new or experienced in the Girls State program. If you have any questions or need additional assistance, please contact the Session Coordinator at the phone number or email above.

As you may know, Girls State is a week-long intensive training that teaches young women responsible citizenship and love for God and Country. This training program teaches participants how to be informed and engaged citizens, how to explore issues and interests, and how to participate in meetings using parliamentary procedure. The 2023 Idaho Syringa Girls State Session will be held June 11-16, 2023, at Northwest Nazarene University in Nampa, Idaho.

**Eligibility**

To be eligible for Girls State, candidates must have completed their Junior year of high school and have at least one more semester of high school remaining. They must have a GPA of 2.0 or higher for their Sophomore year and first semester of their Junior year. They must not have attended a prior Girls State session. Selection of delegates to attend Idaho Syringa Girls State is made **only** **by the Unit Girls State committee members**. Unit Girls State committees can begin the selection process for their Girls State delegates at any time after the beginning of the school year. **Please take the time to look over the Girls State Consent Form so you are giving correct information to delegates (it is linked on our website home page).**

Note: National encourages **every** high school in each Department to be represented; Homeschooled and Virtual school students are also eligible to attend Girls State, so do not forget to contact these schools as well.

**Timeline**

Units may contact their schools right away to begin recruiting eligible applicants. This process may have changed at your schools due to COVID restrictions. Units may contact their high schools via email or phone, print flyers or give a virtual presentation to interested applicants. Please remember, however you choose to contact eligible applicants, the Unit must select the candidates. Once the selections are made, then fundraising by delegates can begin; however, the **Unit** may raise funds at any time. ***Anyone may pay*** (including the delegate themselves) for ***any delegate*** to attend Girls State once the selections have been made by the Unit. ***The Unit*** accepts any and all donations for the delegates; the Unit then sends in ***one check*** for ***all***their delegates to the department office (905 W. Warren St. Boise ID, 83706), addressed and labeled to Idaho Syringa Girls State. Girls State does not wish to turn away eligible delegates for inability to pay or for tardiness of their application; while timeliness is an appreciated quality, GS would rather that eligible candidates attend the program than be turned away due to a deadline issue. If an exception must be made, the Unit Chair must contact the Session Coordinator **as soon as possible**.

**Costs**

As of the 2023 session, the cost of attending the Idaho Syringa Girls State program is $450. This covers transportation to and from the event; room and board; and all food requirements. The cost of attendance does ***not*** cover purchases from the Girls State Store such as a backpack or book bag, water bottle, sweatshirt, Girls State shirt, or Party (Nationalist or Federalist) shirts. If delegates wish to purchase these items, they can be purchased from the Girls State store via cash or credit/debit card during Girls State and through the virtual store. All checks for delegate fees must come **from the Unit**, and be made payable to **Idaho Syringa Girls State**.

\* Transportation is provided for delegates who live more than 100 miles away from Northwest Nazarene University in Nampa, Idaho. If selected delegates live within 100 miles of Nampa, they must provide their own transportation to and from the event. Delegates attending from Cascade, New Plymouth, New Meadows, Marsing, Payette, Glenns Ferry, and those East of Boise must also provide their own transportation. Reminder: Delegates **CANNOT** drive themselves to Girls State; they must be dropped off by **9 am** on **Sunday, June 11**.

Once the Unit sends the check for their delegates to the Session Coordinator, the delegates are considered paid for and their attendance has been confirmed. **We ask that delegate names are submitted no later than April 15th, that way we can effectively prepare for housing, food, and busing.** If delegates are unable to attend Girls State in its entirety, the delegate or parent/guardian is required to notify the Session Coordinator by **May 1st, 2023**. Failure to notify of a cancellation by this timeframe will result in *the parent/guardian* reimbursing the expenses incurred by the sponsoring Unit, up to and including the $400 per delegate cost. ***All*** cancellations *regardless of funding source or reason* are subject to a minimum $100 non-refundable portion of the delegate fees due to program costs already incurred. All refund requests after the deadline will be issued ***only*** by approval by the Girls State Board. If a refund is approved, the funds will be returned to the sponsoring Unit directly.

**Overview -**  This has been a general overview of the GS program. The following pages are a step by step guide for Unit Chairs and Committee members.

**Step by Step Guide**

**Your actions may vary due to COVID restrictions**

1. Each Unit will go to the High Schools in their area and talk with the School Counselor, Principal, or interested Teachers about Girls State. Your Post Legionnaires may accompany you to discuss Boys State. Try to organize an assembly for the entire Junior class if possible; if not, organize a lunchtime briefing for interested students.
	1. Call the previous year’s GS Citizens and have them speak and/or present a PowerPoint or video about their experiences at GS.
	2. Tell the interested students about the timeframe, and the selection process.
2. It is up to your Unit to determine how to select your Delegates. ALA Idaho Syringa Girls State will no longer utilize a “judging” format. We recommend an informal gathering to get to know your applicants, with group discussion on current event topics.
3. Once the delegates have been selected:
	1. The Unit will send the Session Coordinator an email with the delegate’s name, phone number, and their email address.
	2. The Unit will hold an orientation for the delegates and their parent/guardian. This orientation should cover:
		1. The Girls State Rules, including dress code.
		2. Remind delegates that attendance is required for the *entire week* in order to receive their certificate and Girls State pin. The Session begins on Sunday and ends on Friday night after the Inauguration ceremony.
		3. Delegates are required to go home in the same manner in which they arrived, unless otherwise indicated or permission is received from the parent/guardian. (If they arrive on the bus, they go home on the bus.)
		4. Delegates will be required to have a photo ID with them **at all times**.
		5. Fundraising ideas - encourage the delegates to take part in raising funds towards their Girls State costs; it has been found that the more the delegates take part in earning their way, the greater the chance that the delegates will fulfill their obligation to attend Girls State.
		6. Discuss Parliamentary Procedure; encourage them to study and practice these skills if they are not already familiar.
		7. Delegates must be willing to show proper respect for the flag, fellow delegates, staff, and guests. For example, all prayers and grace are on a voluntary basis. No one is required to pray, but they are expected to be respectful of those who wish to offer prayer.
		8. The week is strenuous, so physical health is important. If there are significant health concerns, please encourage the delegate to contact the Coordinator or Director to discuss accommodations (i.e. wheelchairs, etc.)
		9. The Unit will also keep a copy of their delegates’ names and contact numbers. The Unit will contact and remind delegates where and when their bus will arrive (if applicable) and remind them to bring their required items such as bedding and pillows.
		10. The Unit will direct their delegates to go to [www.idgirlsstate.org](http://www.idgirlsstate.org) and click on “apply” to fill out the Online Registration form. The parent/guardian will also have parts of the form to fill in. The delegate/guardian will also upload a copy of the delegate’s picture and Birth Certificate.
		11. The Unit will send in payment for the delegate fees:
			1. Make the check payable to **ALA Idaho Syringa Girls State**
			2. Ensure that you are sending $400 per delegate
			3. Please include a listing of your delegate name/contact information
			4. Send the check to:
				1. Department Office (Make checks payable to: Idaho Syringa Girls State) 905 W. Warren St. Boise ID, 83706

If you have any questions or need additional assistance, please contact the Coordinators by email at: idahoalagssecretary@gmail.com, or by calling 208-353-0006.