

**2024-2025 American Legion Auxiliary  
Department of New York  
Empire Girls State**

**Department Chairman**

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**1<sup>st</sup> Vice Chairman**

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**What exactly is ALA Empire Girls State?** American Legion Auxiliary units in all 50 states proudly host ALA Girls State, an amazing week of learning, focused on responsible citizenship, leadership, and love for God and Country. It's extremely difficult to describe, "It's been said from the outside looking in, you can't understand it; and from the inside looking out, you can't explain it." It is an educational Americanism program developed to offer a better perspective of the practical government operations and to emphasize the integral part that individuals have within a democratic government. This program allows participants the opportunity to enroll and earn college credits at a rate offered only to Boys State and Girls State participants nationwide following their completion of the week-long program.

Qualified high school juniors only are selected to participate in an amazing week-long, educational learning with hands-on workshops focused on leadership, responsible citizenship and the political process designed to create a government from the county to the state level. This mythical 51<sup>st</sup> state allows students to learn the privileges and responsibilities of leadership and citizenship in a democratic society. ALA Empire Girls State is divided into 10 counties named after famous women. Much like our American government, ALA Empire Girls State has two political parties = Nationalists and Federalists. They are immersed in learning about the political process by electing officials for all levels of state government and actively running a mock government. Political campaigns, debates, and bills are crafted as the government begins to take shape. These young women work tirelessly throughout the week as their participation provides them a greater understanding of their role within a democracy. It also teaches skills that in the future they can use which include how to run a meeting, parliamentary procedures, and Robert's Rules of Order.

With the assistance of the Department Americanism chairman, 300 high school juniors from across the state will also learn about the POW/MIA ceremony, proper flag etiquette & disposal ceremony and receive information on the ALA poppy during their week at ALA Empire Girls State. Students will participate in the creation and execution of either a flag lowering, raising, or posting ceremony. The citizens will also receive information from Department President Karen St. Hilaire on some of the programs that are important components of our ALA organization.

Assistance from dedicated ALA volunteers ensures the program's nonpartisan governmental, patriotic, and civic objectives are carried out through interactive learning. Though the week is filled with many learning opportunities, there is always time for fun and the formation of long-term friendships.

Two girls are selected from each ALA Girls State program to attend ALA Girls Nation. ALA Girls Nation “senators” meet for a week in Washington, D.C. where they run for political office, campaign, debate for the passage of legislation, and meet with U.S. Congressmen and Senators from their states. Capping off the week of ALA Girls Nation is a possible meeting with the President of the United States at the White House. This year, ALA Girls Nation is tentatively set for July 19-26, 2025

<b>Deadline</b>	<b>Details of Information Due</b>
Nov. 1 <sup>st</sup>	County chairman must submit the <b>Quota Commitment Form</b> from the Plan of Action, <a href="http://www.empiregirlsstate.org">www.empiregirlsstate.org</a> , or <a href="http://www.deptny.org">www.deptny.org</a> websites to ALA EGS <i>1<sup>st</sup> Vice Chairman</i> .
Nov – early	ALA EGS <b>County Chairman</b> should immediately distribute mailed, hard-copy materials to the ALA EGS <b>Unit Chairman</b> prior to virtual Overview Meeting. <b>DO NOT HOLD!</b>
Nov – mid/late	ALA EGS <b>Unit and County Chairman</b> should participate in a virtual meeting via Zoom to review the Fall Packet of Materials, review expectations and deadlines and to kick off the new ALA EGS year! Details will be shared in the Fall.
<b>No later than</b> January 1 <sup>st</sup>	Online Applications submitted electronically are due <b>for Central Staff and Counselor</b> positions. Selected Staff will be notified following the Approval at the April Executive Meeting.
<b>No later than</b> Jan. 10 <sup>th</sup>	Each ALA EGS <b>Unit Chairman</b> must contact school(s) about the ALA EGS program and obtain a <b>list of eligible girls in the top 1/3 in the Junior class</b> . (Home school students should be included)
Jan. 10 <sup>th</sup> - March 1 <sup>st</sup>	Each ALA EGS <b>Unit Chairman</b> gathers a team to conduct interviews between Jan - March. Units will select their citizen(s) and/or alternate(s) by March 1 <sup>st</sup> to attend EGS.
<b>No later than</b> March 1 <sup>st</sup>	Contact the ALA EGS <i>1<sup>st</sup> Vice Chairman</i> if you feel that your Unit/County <b>will not</b> be able to fulfill your quota commitment.
March 1 <sup>st</sup>	Designated Citizen/Alternate Paperwork/fees due to the ALA EGS <b>Unit Chairman</b> . (The majority of paperwork is completed online).
March 15 <sup>th</sup>	ALA EGS Unit Chairman forward all completed supporting documents, tuition, and fees to ALA EGS <b>County Chairman</b> .
March 31 <sup>st</sup>	Citizen and Alternate Transmittal forms with all supporting documentation and one check for tuition/fee payments due to ALA EGS <i>2<sup>nd</sup> Vice Chairman / Registrar</i> .
Mid-May – Early June	ALA Empire Girls State virtual Orientations to be held via Zoom. <b>All citizens and alternates</b> must attend. Parents and all ALA EGS Chairmen are encouraged to attend. Information on the virtual Orientations is sent via email in early May to all email addresses provided in the online application.
<b>No later than</b> June 10 <sup>th</sup>	Auxiliary Ads, Legion Family Ads, Business Ads, Citizen Family Ads and Booster sheets due to ALA Empire Girls State <i>Chairman</i> .
<b>No later than</b> June 15 <sup>th</sup>	Survival Kit deadline for Parents, Family, and other supporters. <b>(Limited to the first 100)</b> Due to EGS <i>1<sup>st</sup> Vice Chairman</i> .

## ALA EGS QUICK GUIDE FACTS for 2025

- 1. Date and Location: Monday, June 30, 2025 – Sunday, July 6, 2025**  
The College at Brockport SUNY, 350 New Campus Drive Brockport, NY 14420
- Counties will be informed of their quota by the Department Plan of Action. Copies are also available on the ALA Department of NY website: [www.deptny.org](http://www.deptny.org) or the ALA Empire Girls State website: [www.empiregirlsstate.org](http://www.empiregirlsstate.org).
- 3. Total payable to American Legion Auxiliary - Department of NY = \$400.00.** ALA EGS Citizens / Families will be expected to pay a **\$50.00** non-refundable application processing fee for every application received. More information is on the Processing Fee Explanation Page. **Tuition Cost: \$450.00** per citizen paid by the sponsoring ALA Unit/Post.
- 4. Application Process:** Once selected, citizens and alternates will be responsible for completing **their own online application** from the ALA Empire Girls State website ([www.empiregirlsstate.org](http://www.empiregirlsstate.org)). Schools and Units should not be completing the applications. Passwords will be provided in the Unit Chairman information packets. Further details regarding this will be provided when application materials are mailed in the Fall and during the virtual ALA EGS Unit and County Chairman Overview meeting in November.
- Citizens, Alternates and Parents must provide a valid email on the application for communication and PR purposes. ALA EGS Orientation information is distributed via these email addresses in early May.
- 6. Materials Deadline:**
  - March 1<sup>st</sup> - Completed supplemental application materials and fees must be to the ALA EGS Unit Chairman/sponsor!
  - March 15<sup>th</sup> - Completed supplemental application materials with one tuition/fees check must be to your ALA EGS County Chairman!
  - March 31<sup>st</sup> – All Citizens and Alternates must have completed their online application and uploaded all needed documents.
  - March 31<sup>st</sup> – Completed supplemental application materials for the entire County with Transmittal Forms and one check should be mailed to the ALA EGS Vice-Chairman/Registrar!**
- 7. State of the State Ceremony:** scheduled for Saturday, July 5, 2025, at 8 PM. Please encourage parents and families to attend along with any sponsoring units. There is plenty of parking and seating and it is air conditioned. It is the premier part of the program bringing together all of the work of the citizens throughout the week. Encourage attendance. There are hotel rooms available in Brockport for those needing to travel to attend. There is limited housing for bus drivers with requests made by May 1, 2025
- There will be **NO FRIDAY DEPARTURES!**  
**Check out Sunday, July 6, 2025, 6AM – 9AM.**
- Check out the ALA Empire Girls State Website! [www.empiregirlsstate.org](http://www.empiregirlsstate.org) the password for Auxiliary member to access downloadable materials is **GirlsState** **\*\*NOTE THIS IS NOT THE SAME LOGIN THAT WILL BE USED FOR CITIZEN APPLICATIONS!**
- As per ALA National Guidelines: **ALL CITIZENS MUST HAVE A VALID STATE OR GOVERNMENT ISSUED PHOTO ID.** i.e.: NYS DRIVER'S LICENSE. DMV NON-

DRIVER ID, or PASSPORT and proof of legal residence in the United States. **School photo ID's will only disqualify them from participating in ALA Girls Nation.**

## **\$50.00 Citizen/Parent Non-Refundable Application Processing Fee**

### **What is it?**

Parents and Citizens will be expected to pay a \$50.00 NON-REFUNDABLE Application Processing fee. Checks/Money Orders should be made out the ALA County.

### **Why are we charging a fee?**

Each year we have many students drop out and decide not to go at the last minute. Other departments have indicated that the parent paid fee has dramatically decreased the number of students who drop out of the program.

Paying to apply for many programs or opportunities has become common practice. Other departments charge a Girls State application processing fee of \$40-\$150. Students pay to apply for college, academic programs, and many other competitive opportunities.

**ALA EGS Unit & County Chairman:** You will keep the **Candidate Contact Information Form** for ALA Sponsors for your reference. This form is **NOT** sent to the Registrar. This is for you to have contact information for all your candidates as they move through the process.

### **How will this work?**

1. Candidates (Citizens and Alternates) complete their own online application. Supplemental Application materials for Candidates are returned to the Sponsoring Unit/Post **by March 1<sup>st</sup>, 2025**. Citizens include a \$50.00 check/money order (made payable to **your COUNTY AUXILIARY**) and send to the ALA EGS **Unit Chairman**. (Alternates do not include a fee).
2. Units will submit their check for each citizen tuition (\$400.00) and the citizen \$50.00 non-refundable application processing fees, along with the collected supplemental application materials for both Citizens and Alternates to their ALA EGS **County Chairman by March 15, 2025**.
3. The ALA County Treasurer will deposit the Unit tuition payments, and all of the non-refundable application processing fees into their **COUNTY** Auxiliary checking account.
4. The County Treasurer will write ONE CHECK made payable to American Legion Auxiliary Department of NY that will cover the cost of the tuition and non-refundable application processing fees (\$450.00) for each of the citizens being sent from that County to the ALA EGS Registrar by **March 31, 2025**.

	<b>X</b>	<b>\$450.00</b>	<b>=</b>	
Number of County <b>Citizens</b>		Tuition Fee + Processing Fee (\$400.00 paid by ALA + \$50.00 paid by <b>Citizen</b> )		Amount to be Sent by Check

## ALA EGS COUNTY CHAIRMAN'S RESPONSIBILITIES 2025

1. Once you have read this bulletin, contact each of the ALA Units/Posts in your County confirming their continued sponsorship for the program and financial support of the ALA EGS citizens. **Please note that some quotas have changed from last year and are fulfilled at the County level, not the Unit or Post level!**
2. Complete the 2025 ALA EGS County Quota Form and return it to the ALA EGS 1<sup>st</sup> Vice Chairman, no later than **November 1<sup>st</sup>**. 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 **2025 ALA EGS Information Packets for ALA EGS Unit and County Chairman** will be sent to the ALA EGS County Chairman in the Fall. Please read the information and distribute the appropriate material to your ALA EGS Unit Chairman immediately. Please note the virtual meeting via Zoom TBA for November for all ALA EGS Unit and County Chairman. **Please adhere to all the deadline dates, especially when supporting documents are due to the ALA EGS Registrar.**
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 ALA Empire Girls State program. You should also remind the Units that homeschooled students are also eligible. 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) be of high moral character, have leadership abilities and take pride in America; d) have an interest in government, the political process or how a democratic society works.
5. Remind your ALA EGS Unit Chairmen it is the **responsibility of the unit to select the citizen**, not the High School. Enlisting the help of school guidance counselors, former ALA EGS citizens, and using the recruitment video/PR video will be an asset to your selection process. This is also a great opportunity to invite former ALA EGS Citizens to join your Auxiliary!
6. **Review every document carefully!** Please be sure that **ALL** information is completed as requested. If you have any questions, please be sure to call the ALA EGS 2<sup>nd</sup> Vice Chairman. Incomplete forms cause the entire registration process to be delayed.
7. **A CITIZEN TRANSMITTAL FORM and an ALTERNATE TRANSMITTAL FORM** is to be submitted with all supplemental application material. It's a suggestion to make a copy for your records before mailing.
8. Obtain one check from the ALA County treasurer for both tuition and Application processing fees for the number of citizens being sent from the County. Remember this number should not exceed the quota for your county as listed on the quota form. This check, Citizen and Alternate transmittal forms with supplemental application materials are to be **received by the ALA EGS Registrar by March 31<sup>st</sup>**.
9. **All citizens and alternates must participate in an online Orientation program.** Your citizens **and alternates** need to be prepared to get the most out of this program! If you have questions, please don't hesitate to call the ALA Empire Girls State Team.
10. Citizens and Alternates must complete an online application with uploaded documents. They will also submit supplemental application materials to the ALA Unit Chairman by March 1st. ALA EGS Unit Chairmen must forward all completed documentation to the ALA EGS County chairman by March 15th. ALA EGS County Chairman must submit all supporting documents and transmittal form to the ALA EGS registrar by March 31st.

## ALA EGS UNIT CHAIRMAN'S RESPONSIBILITIES 2025

1. After receiving this bulletin, contact your ALA EGS County Chairman to confirm your unit's continued paid sponsorship for the current year. The ALA EGS County Chairman will need to complete the 2024 ALA EGS County Quota form and return it to the ALA EGS Vice Chairman, by no later than November 1<sup>st</sup>.
2. Your ALA EGS County Chairman will receive the ALA EGS information packet in the Fall. Review the 2023 program information and eligibility rules **thoroughly and carefully**. You must be familiar with the program to be able to answer questions from the school administrators, candidates, and parents.
3. Take the material to your school contact (generally the 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 back the list of qualified and interested candidates (to include any home-schooled students) on or before **January 10<sup>th</sup>**.
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 an in-person interview with each candidate. It is the ALA Units responsibility to interview the candidates. Remember this can be done in a variety of ways! Previous ALA EGS citizens make an excellent addition to your interview team.
5. After interviewing the candidates, it is up to the ALA Unit members to make the final selection! Remember, it's **not** up to the schools to select your citizen(s) or alternates(s) – **it is up to your ALA Unit**. Notify all interviewees of the citizens and alternates selected. Congratulate any not selected on their nomination to be interviewed.
6. Provide the citizen and the alternate with the appropriate online links and password so they can complete the online application. Set up a time to review the additional supporting application paperwork that must be submitted if necessary. Request they return **them to you by March 1<sup>st</sup>**.
7. From the selected Citizens only, collect the \$50.00 non-refundable application processing fee from parent/student. Make sure the check/money order is made out to your ALA County. This Money will be given to the County Treasurer to be deposited.
8. **Review all supporting application documentation carefully!** Please be sure that ALL information is completed as requested. **Submit the supporting application documentation to your ALA EGS County Chairman no later than March 15<sup>th</sup>**.
9. Instruct your ALA Unit Treasurer to remit the tuition (\$400.00) + the application fee checks to the ALA County Treasurer for your number of sponsored citizens (not alternates) – **this must accompany the completed supporting documentation**.
10. All citizens and alternates must participate in a virtual Orientation program via Zoom. Your citizens and alternates need to be prepared to get the most out of this program. Parents are encouraged to join.
11. **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 ALA Empire Girls State.**
12. **The sponsoring ALA Unit and or ALA County may provide the citizen with additional spending money so the citizen may purchase ALA EGS apparel, souvenirs, and snacks. It was also suggested to consider purchasing additional uniform t-shirts for your citizens at the discounted rate before June 1<sup>st</sup>.**

**ONLINE CANDIDATE (Citizens and Alternates) REGISTRATION PROCESS:**  
**([www.empiregirlsstate.org](http://www.empiregirlsstate.org))**

We will continue using a digital platform for our Candidate Registration process. The process contains 3 parts.

1. We require two forms to download, print, complete and return to verify the applicant's eligibility to participate: ALA EGS Medical Certification Form and the High School Information form. **These forms should be returned the ALA Unit Sponsor by March 1<sup>st</sup>.**
2. The second part of the application is a series of documents that requires the parent(s) /guardian(s) and the candidate to sign. This part of the application **MUST** be completed **BEFORE** completing the third part or starting the online registration form, as you will upload a copy of these documents with your signatures in the online registration form. Download and Print a copy of each of the 5 pages: Parent Waiver Form, Media Consent Release Form, Acceptance Certificate and Citizen's Pledge, Consent to Medical Treatment Form and the Medical Release Form.
3. In the third part of the application, Citizens/Alternates will complete the 2025 Candidate Registration Form online. This application has 7 pages. Please have a parent/guardian with you as you complete the forms. It should take about 30-45 minutes to complete. Before beginning the process, you will need: a headshot photo of the attendee for ID badges, the name and contact information (email and phone number) of your local newspaper/newspaper editor, the name and contact information (email and phone number) of your high school guidance counselor and high school principal, a picture of the front and back of the attendee's Health insurance card, the 5 documents from Step 1 completed and signed.
4. Please do not start the application until all this information is gathered. Once started, it must be completed in one sitting— as there is not a save function, nor able to go back and review information. Please make sure to click Submit when finished.
5. \*\*\*To facilitate future correspondence, **school-issued email addresses must NOT be used** during the registration process. (These get blocked when the ALA EGS Team send an email to them from outside your school domain).

**More information will be provided in the Fall mailing.**







**2024-2025 American Legion Auxiliary  
Department of New York  
Empire Girls State**



COUNTY QUOTAS FOR 2025							
Albany	4	Franklin	0	Oneida	10	Schuyler	0
Allegany	4	Fulton	0	Onondaga	7	Seneca	2
Bronx	1	Genesee	3	Ontario	6	Steuben	9
Broome	3	Greene	4	Orange	13	Suffolk	23
Cattaraugus	10	Hamilton	0	Orleans	2	Sullivan	1
Cayuga	4	Herkimer	5	Oswego	4	Tioga	3
Chautauqua	10	Jefferson	5	Otsego	8	Tompkins	2
Chemung	3	Kings	2	Putnam	3	Ulster	6
Chenango	4	Lewis	2	Queens	7	Warren	3
Clinton	0	Livingston	12	Rensselaer	5	Washington	5
Columbia	1	Madison	9	Richmond	1	Wayne	7
Cortland	2	Monroe	8	Rockland	2	Westchester	8
Delaware	5	Montgomery	1	St. Lawrence	2	Wyoming	2
Dutchess	7	Nassau	14	Saratoga	8	Yates	2
Erie	10	New York	2	Schenectady	1		
Essex	1	Niagara	10	Schoharie	2	<b>TOTAL</b>	<b>300</b>

PLEASE COMPLETE THIS FORM AND **RETURN BY NOVEMBER 1, 2024**

- We will be able to fill our 2025 ALA Empire Girls State quota as assigned above.
- Yes! We would love to send an additional Citizen, and we have funds available
- We will **NOT** be able to fill our 2025 ALA Empire Girls State quota as assigned above.  
We will be sending \_\_\_\_\_ citizens instead.

**2024-2025 County Empire State Chairman: (Please Print)**

Name: \_\_\_\_\_ County: \_\_\_\_\_

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

Phone Number (Day): (\_\_\_\_) \_\_\_\_\_ Phone Number (Night): (\_\_\_\_) \_\_\_\_\_

- Yes! Share my information with citizens and schools interested in the ALA EGS program on the web
- No! Please do not share my information on the website.

**Please mail or email completed form to:** Stephanie Fallon, ALA EGS 1st Vice-Chairman,  
27 Stearns Rd., apt 1, Brookline, MA 02446. **Email:** [EGSViceChair@gmail.com](mailto:EGSViceChair@gmail.com)



**UNIT ALA EMPIRE GIRLS STATE REPORT FORM**  
**2024-2025**

**Reporting Dates:**     **November 1, 2024**                       **April 1, 2025**

**Unit Number:** \_\_\_\_\_ **Unit Name** \_\_\_\_\_

**Unit Chairman:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_ **Unit does not have an ALA EGS Chairman** \_\_\_\_\_

1. Number of High Schools participating: \_\_\_\_\_ Unit ALA EGS quota: \_\_\_\_\_
2. Number interviewed \_\_\_\_\_ # Citizens selected: \_\_\_\_\_ # Alternates selected \_\_\_\_\_
3. Number of school officials that worked with your Unit:  
    \_\_\_\_\_ Principals \_\_\_\_\_ Counselors \_\_\_\_\_ Other \_\_\_\_\_
4. Number of Auxiliary members participating in interviews \_\_\_\_\_
5. Number of previous Girls State citizens participating in interviews \_\_\_\_\_
6. Number of hours spent on the ALA Empire Girls State Program  
    \_\_\_\_\_
7. Number of new members recruited this year that were previous ALA EGS citizens  
    \_\_\_\_\_
8. Types of recognition for your ALA Empire Girls State citizen and number attending:  
      Dinner #: \_\_\_\_\_ Unit/County Meeting #: \_\_\_\_\_ Other (Identify) \_\_\_\_\_
9. How do you raise funds to sponsor girls to attend ALA Empire Girls State?  
      \_\_\_\_\_  
      \_\_\_\_\_
10. Types of publicity used: \_\_\_\_\_

**\*\*\*\*\* YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS \*\*\*\*\***

**3. Our ALA Service for Youth**

Impact Report Line#	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$

Mail completed form to: **Your ALA Empire Girls State County Chairman!**  
Keep a copy for your records



**COUNTY ALA EMPIRE GIRLS STATE REPORT FORM  
2024-2025**

Reporting Dates:  November 10, 2024       April 10, 2025

County: \_\_\_\_\_ District \_\_\_\_\_

Chairman: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ **County Does Not Have ALA EGS Chairman** \_\_\_\_\_

1. Number of Units participating: \_\_\_\_\_ 2. Number of high schools participating: \_\_\_\_\_
2. Number of ALA Empire Girls State citizens: \_\_\_\_\_
3. Number of Auxiliary members participating in interviews: \_\_\_\_\_
4. Total number of hours spent on the ALA Empire Girls State Program \_\_\_\_\_
5. Number of school officials that worked with the Units:  
       \_\_\_\_\_ Principals      \_\_\_\_\_ Counselors      \_\_\_\_\_ Other
6. Number of new members recruited this year that were previous ALA EGS Citizens \_\_\_\_\_
7. Types of recognition by Units and number attending:  
       Dinner #: \_\_\_\_\_ Unit/County Meeting #: \_\_\_\_\_ Other (Identify) \_\_\_\_\_
8. Types of publicity by Units \_\_\_\_\_  
       \_\_\_\_\_
9. How did units/county raise funds to sponsor citizens to attend ALA EGS?  
       \_\_\_\_\_  
       \_\_\_\_\_

**\*\*\*\*\* YOU MUST FILL IN THIS INFORMATION FOR IMPACT REPORTS \*\*\*\*\***

**3. Our ALA Service for Youth**

Impact Report Line#	Service for Children & Youth	Obtain Total From	Total
Line 11	Total hours for ALA Girls State	Unit Form Line 11	
Line 12	Total dollars spent for ALA Girls State	Unit Form Line 12	\$

***Keep a copy for your records.***

Send completed form to: Department Empire Girls State Chairman.  
**Claire Herrman**  
**19 Loderdale Road, Rochester, NY 14624**  
**C: 716-413-2604**  
**empiregirlsstate@gmail.com**



## **ALA EMPIRE GIRLS STATE STAFF JOB DESCRIPTIONS**

**ALL STAFF:** Must be able to quickly walk an average of 4-5 miles a day and lift boxes as needed. Assist with nightly supervision of students late at night. Must have basic computer skills and smart phone skills. Many parts of the program and communication are digital. It is necessary to conduct criminal background checks on all staff. The program will provide you with meals, board, and mileage reimbursement. Staff are provided one staff polo shirt. Additional apparel may be purchased.

### **ALA EGS SECRETARY:**

Sets up and runs the ALA EGS office and provides office coverage until midnight with Coordinator of Merchandise and Apparel. Working knowledge of Google Suite and Microsoft Office. Writes and publishes the daily ALA EGS Gazette. Assists with apparel sales and inventory. Helps prepare bank deposits daily. Packs and inventories office at end of session. Assists Chairman with other duties as needed.

### **COORDINATOR OF MERCHANDISE AND APPAREL:**

Sets up ALA EGS store with apparel and merchandise. Able to lift 20-50 lbs. and be active on your feet. Basic computer skills, point of sale software and credit card processing. Opens store to citizens for memorabilia purchases until midnight with ALA EGS Secretary. Moves boxes of merchandise, conducts inventory. Assists ALA EGS Secretary as needed. Arranges sale of merchandise at State of the State ceremony.

### **COORDINATOR OF ACADEMIC AFFAIRS, ELECTIONS, CURRICULUM AND PARLIAMENTARY PROCEDURE:**

Working knowledge of Google Suite. Responsible for explaining elections, election process, serves as liaison for Political instructors. Assists Political instructors with curriculum development. Provide training to staff on duties as Committee advisor. Assists with nightly supervision of students late at night. May be a political party advisor.

### **NURSES (2):**

May be an RN/LPN/EMT licensed in NYS. Sets up medical center. Reviews medical forms for completeness and identifies special needs of citizens, including Dietary needs. Available 24/7 to citizens and staff. Logs citizen visits, interventions, and outcomes. Communicates with family in case of emergency. Triages and transport to urgent care if needed. Conducts final inventory and packs medical center at completion of session. Some heavy lifting required.

### **COORDINATORS OF MEDIA AND TECHNOLOGY (2):**

Create ID Badges for Citizens and Staff, Compile County Photo Composites, Take pictures of events throughout week. Upload to Cloud storage. Assist in developing yearbook. Perform regular updates to ALA EGS blog and website. Email updates via newsletter to parents and families throughout week. Create State of the State slide show. Knowledge of social media, PowerPoint, and/or other image editing programs.

**ALA EMPIRE GIRLS STATE  
STAFF JOB DESCRIPTIONS (continued)**

**COUNSELORS (20):** Counselors should be 18 years of age and up for this busy and physically demanding week of challenges and personal rewards as a volunteer. Work in conjunction with a co-counselor to assure citizens of a county (28-36 citizens) accomplish objectives of the program. Mentor citizens in parliamentary procedure; encourage becoming involved in the program by actively participating. Overseeing committee work. Leads assigned Committee to accomplish writing of bills and lobbying with other committees. Enforce code of conduct and timelines.

**POLITICAL INSTRUCTORS (2): Political Instructor and Assistant Political Instructor**  
Facilitate learning sessions on government and the political process, work closely with the Coordinator of Academic Affairs, assist with Legislative session.

**WELLNESS COORDINATOR:** Mental Health professional such as a school psychologist, counselor, social worker. Coordinate with ALA EGS Chairmen Team to arrange for Diversity, Equity, and Inclusion Training for staff and citizens.

The link to the online **2025 ALA EGS Staff Application** is located on our website: <https://www.empiregirlsstate.org> under the Leadership Team tab. All information is submitted electronically.

**If you have any questions, please contact ALA EGS Chairman, Claire Herrman-Moran**

**Email: [empiregirlsstate@gmail.com](mailto:empiregirlsstate@gmail.com) or call/text: 716-413-2604**