AMERICAN LEGION AUXILIARY

Buckeye Girls State

IMPORTANT INFORMATION FOR THE UNIT

BUCKEYE GIRLS STATE CHAIRMAN

UNIT/POST CHAIRMAN CHECKLIST

Date	Activity	Action to take or *Form* to complete
November 2026	Initial contact with High Schools	*"Guidelines", "Brochure", "Letter"*
February 15, 2027	Request Applications	*"2027 Application Request Form"*
April 15, 2027	Return Completed Applications	*"2027 BGS Application"*
May 20, 2027	Reminder call to Delegates	Ensure Delegate attendance
June 1, 2027	Make Replacements	*"2027 Replacement Notification"*
June 3-6, 2027	Confirmation calls to Delegates	**Make sure they are going to attend**
June 6-12, 2027	Buckeye Girls State Session	Registration at Bowen Thompson Union

Welcome to the Buckeye Girls State Team!

If you have questions on any of the procedures we have outlined, please let us know.

Getting Started with Buckeye Girls State Sponsorship

Step 1: Determine the Number of Delegates to Sponsor

Each Unit must first determine the number of Delegates it intends to sponsor for Buckeye Girls State. This decision should be based on the Unit's available financial resources. Units are encouraged to seek co-sponsorships or outside contributions to assist with covering the Girls State fee, if necessary.

Important Note: Under no circumstances may any portion of the sponsorship fee be paid—either in full or in part—by an individual who is personally related to the Delegate or Alternate, including family members.

Step 2: Understand the Delegate Fee Structure

All application requests are processed on a **first-come, first-served basis**, according to the postmark/email date.

Postmark/Email Date	Fees Per Delegate
On or before **February 15**	**$350.00**
After **February 15**	**$400.00**

Step 3: Delegate Application Fee

In addition to the sponsorship fee, there is a **non-refundable application fee of $50.00** required for each Delegate.

- This $50.00 fee must be submitted along with the completed **BGS Application Form(s) and fees by April 15, 2027.**
- Alternates who are promoted to Delegate status are also required to pay this non-refundable application fee upon confirmation of their new status.
- Units or sponsors may choose to cover this fee on behalf of the Delegate or Alternate.

SPONSORSHIP

Sponsors of Buckeye Girls State Delegates are defined as:

- **Ohio American Legion Auxiliary Units**

CO-CONTRIBUTORS

Other organizations, American Legion Posts, Sons of the American Legion Squadrons, schools, individuals, businesses, etc. even though they may pay part or all of the Girls State fee are considered co-contributors. In all instances, co-contributors are not involved in the selection process. The selection of all Girls State Delegates is the sole responsibility of the sponsor. Again note that no full or partial sponsorship or co-contributing is permitted by anyone personally related to the Delegate or Alternate in any way including family.

If you have not had co-contributors in the past, you might want to consider them. Contact local American Legion Posts, SAL Squadrons, merchants, businesses, school student councils, civic and teacher's organizations, etc., and tell them about the program and how their financial assistance can help to teach young people about government. If they are unable to underwrite the entire Girls State Fee of $350.00, they may wish to contribute part of the fee.

It is your responsibility to keep co-contributors informed of what is going on. Do not just take their money, rather provide them the name and address of the Delegate representing their group and suggest they contact her to appear before their organization or invite them to hear her report at your Unit Meeting. A copy of a letter to co-contributors is included with this mailing, from the Director of Buckeye Girls State. If you wish to use it, you can make as many copies of the letter as you need. Just fill in the name and address of the co-contributor you wish to receive it, or use it as a guide for your own Unit letter.

MEETING WITH SCHOOL ADMINISTRATORS - NOVEMBER

First, remember that the way you conduct yourself before, during, and following your meeting with school administrators reflects on both the Unit and the Girls State Program. Before contacting the school, know the number of Delegates your Unit will sponsor, how many co-contributors you are going to have, and how soon the Girls State Fee for that number of Delegates will be available to you. We encourage you to meet with the school administrators in **October/November** to discuss the selection process, deadlines, etc. Be sure you are familiar with the materials in this mailing so you will be able to respond to questions.

In your meeting with the school administrator provide the following information:

- Buckeye Girls State will be held in Bowling Green, Ohio at Bowling Green State University.

- Registration will be held in Bowen Thompson Student Union from 10:30 am-12 Noon on Sunday, June 6, 2027 and the session concludes on Saturday afternoon, June 12, 2027. **A Delegate who leaves before the program officially ends forfeits her chance at any of the scholarships offered or other honors and will not receive recognition that she attended or completed the program.**

- Provide a copy of the revised "Dear School Administrator" letter, the "Guidelines for Selecting Candidates", and the "Buckeye Girls State Brochure", as these materials clearly outline the type of students we are seeking.

- Remind the school that the ALA Buckeye Girls State rules clearly state that the sponsor (as defined on Page 2) makes the final decision as to who will be selected to represent them at ALA Buckeye Girls State. Co-contributors, schools, etc. do not select Delegates, **ONLY** the sponsoring Ohio American Legion Auxiliary Unit does.

- The school is NOT to release any publicity regarding the recommended students nor advise the student themselves until after the final selection process and student applications have been received in Department Headquarters.

Remember to label everything you give the school with your name, address, phone number and Auxiliary Unit number so they can reach you if they have questions.

DELEGATE SELECTION PROCESS

All Units must make their selection process a fair and consistent one, which follows the guidelines included in this packet. Candidates should be informed that the cost of sending them to BGS is significant. Units have the responsibility to ensure their selected Delegates will attend as they promised. Selected Delegates who become "no shows" or who leave early are squandering the sponsor's limited resources. Units have the right to request reimbursement of the sponsorship fee from the family should they decide to do so.

The "Questionnaire" included in this packet **must** be completed by all candidates who wish to be considered for selection as a Buckeye Girls State Delegate. The candidates' responses to the "Questionnaire" will permit your Unit's selection panel to make decisions as to which candidates they wish to personally interview and can be used as the basis for the interview process itself.

Key factors in successful recruiting of BGS candidates include:

- Have completed their Junior year of high school
- Have at least one semester left to graduate
- Are interested in government and current events
- Have high moral character
- Possess strong leadership skills
- Be above average in scholastic achievements
- Have a desire to learn

When interviewing candidates, it is necessary that all applicants understand:

- **A Delegate who leaves before the program officially ends forfeits her chance at any of the scholarships offered or other honors and will not receive recognition that she attended or completed the program.**
- Girls State IS an in-depth study of city, county and state government, where **campaigning is an important part of the government process**
- Girls State IS NOT a camp and we sponsor this program to educate Ohio's young women in the duties, privileges, rights and responsibilities of good citizenship.
- That daily activities follow an **intense schedule** from early morning to late evening.
- That the American Legion Auxiliary, which sponsors Buckeye Girls State, is dedicated to the service of God and Country. And further, that the program promotes both God and Country throughout the program. **Delegates who do not believe in these principles should not be selected to attend Buckeye Girls State.**

Once Delegates have been selected, they should feel they have committed themselves to a responsibility of doing what is expected and required of them before, during, and after Buckeye Girls State.

Select Delegates from the schools in your own Unit's area. If you are able to send more than one Delegate, check with other Units in your area first to be sure there is someone going from all available schools in your area.

The selection process is very important. Remember that the Delegates you select are representing you!

ALTERNATE SELECTION PROCESS

Alternates should be selected at the same time the Delegates are selected; we urge you to prioritize your Alternates. List the most qualified Alternate as the first alternate, the next most qualified as the second alternate, etc. If you have selected four Delegates, then it is suggested you select four Alternates. If you choose an alternate and she moves to a Delegate, the $50.00 non-refundable fee will be required. The non-refundable fee is not transferable from delegate to alternate.

APPLICATIONS

When requesting application(s), please complete and return the **"2027 Buckeye Girls State Application Request Form"** (included in this mailing). **No payment is required at the time of the request.** The Girls State fee(s) will be collected **after you have selected your Delegate(s)** and completed and returned the **Delegate Application PDF**. Hardcopies of Applications will **only** be sent by request**.**

Payment may be made in one of the following ways:

- **By check**, made payable to **"Buckeye Girls State"**, and mailed to:
  Department of Ohio Headquarters
  1100 Brandywine Blvd, Ste D
  Zanesville, Ohio 43701
- **By ACH transfer**. Units wishing to pay via ACH must **request an ACH Payment Authorization Form** in advance.

After receiving the application from Department Headquarters and selecting your Delegates and Alternates, complete the **Unit Section** at the bottom of the application. Then provide the application to the Delegate so she can complete the remaining sections. The school does not have to sign the application. The application must be signed by both the **Delegate or Alternate** and her **parent or guardian** and must be returned by **April 15, 2027 with fees.**.

A **$50.00 non-refundable fee** from the Delegate must be attached to the completed application.

All applications must be legible. Please **print clearly and neatly in pen**. If we are unable to read the information provided, the application will be returned and may result in missing important deadline

Secure all necessary signatures! Applications missing any signature will not be accepted.

You may release the information to your local newspaper with an article and/or pictures to publicize your selections only after Department Headquarters has received the completed application. Please include a self-addressed, stamped postcard with your application(s) if you wish to know that your application(s) has been accepted in Department Headquarters.

Alternate names and addresses are your responsibility. There are Alternate applications to be completed and sent to Department Headquarters when your selection is completed. Make sure the Delegates selected are going and will be available to attend for the full session of Buckeye Girls State. If for some reason the Delegate selected cannot attend, contact your Alternate immediately. You **must** inform Buckeye Girls State Director of this change. Please note that the $50.00 non-refundable fee **will not** be returned to the Delegate unable to attend. If a Unit paid the $50.00 non-refundable fee, it will not be returned to the Unit and the Unit will need to pay an additional $50.00

non-refundable fee for the alternate. The Alternate taking a Delegate spot will be required to pay the $50.00 non-refundable fee once her Delegate status been confirmed.

IMPORTANT INFORMATION TO REMEMBER

THERE WILL BE NO REFUNDS THIS YEAR SO PLEASE USE YOUR APPLICATIONS AS NEEDED.

- Application forms **may** be copied. If you need **additional applications**, contact BGS Coordinator and another "Application Request" form will be emailed to you.
- Keep the originals of all completed "Questionnaires". It is **not** required to send a copy of the "Questionnaire" to Department Headquarters.
    - Complete all information on the application neatly and accurately. Please use a blue or black pen to complete application form. This information is used for subsequent communication with Delegates and Alternates at home and at Buckeye Girls State.

  Do Not publicize your selections until the applications are accepted at Department Headquarters.

REPLACEMENT NOTIFICATION

Keep Department Headquarters advised of any changes of Delegates or Alternates. When a replacement is made, please use the blue "BGS Replacement Notification Form" included with your requested applications. Complete this form accurately with the replacement's information including her application number and the name and application number of the Delegate she is replacing. **You must contact your Delegates by May 31 to make sure they are preparing to attend Buckeye Girls State. The deadline for making changes is June 1**.

ORIENTATION POLICY

It is mandatory for all Delegates and Alternates (who are replacing original Delegates) to attend and successfully complete the Zoom Orientation. Additional information regarding this process will be sent directly to each selected Delegate and Alternate in the Delegate Packet and Alternate Letter. If you have any questions about the BGS Zoom Orientation process, please call BGS Director—Gwen Schroeder-Zulch at (419) 494-7366.

Delegates failing to attend a Zoom Orientation may jeopardize their attendance to attend the 2027 BGS Session.

Zoom Orientations will be held via weekly beginning the first week of May. While it is mandatory for Delegates to attend one of these Zoom sessions, they may attend any of the weekly meetings. It is recommended that Alternates, their Parents, and other interested parties attend these orientations as well.

PREPARING DELEGATES FOR GIRLS STATE

If your Delegate is considering a particular office in government, we recommend that she visit with the officials or staff of that office. This experience will allow her to observe how this phase of government operates. It will also provide her with ideas she may wish to institute at Buckeye Girls State if she is elected or appointed to that responsibility. For example, if your Delegate wants to run for Mayor, she should visit the Mayor's office and learn all she can about that responsibility, School Board, attend a School Board Meeting, etc. If she can't do this, she can become familiar with the duties and responsibilities of these and all other positions in the Ohio Government Digest.

Also suggest that Delegates view the Buckeye Girls State Web Site at www.buckeyegirlsstate.org. They can find photos from previous year's program, information about awards and scholarships, directions to Bowling Green State University and other helpful information.

STAYING IN CONTACT

It is your responsibility to stay in contact with your Delegates especially as Buckeye Girls State draws near to make sure they are still planning to attend. Contact your Delegates by May 31 to make sure they are preparing to attend Buckeye Girls State and again early on June 6th, to be sure they are ready to go. Most Delegates indicate that they have limited contact with their sponsor. Many times, they do not even know a contact name. Please do not let this happen with your Delegates.

TRANSPORTATION POLICY

The Delegate Packet (provided to each Delegate and Alternate) provides Delegates Alternates and their parents with directions and schedule information relative to Buckeye Girls State. Per recommendations passed at Department Convention, it is the responsibility of each Delegate to provide her own transportation to and from Buckeye Girls State.

If your Delegates are driving themselves, their car keys must be turned in to the Buckeye Girls State Information Center for safekeeping. Each Delegate's keys will be returned to her at the time of her departure.

CERTIFICATES OF APPRECIATION

It is important to express your appreciation and recognize your co-contributors as well as other dedicated and interested persons in the Buckeye Girls State Program by presenting them with special certificates, or by honoring them at one of your Unit Meetings.

Contact American Legion Flag & Emblem Sales at (888) 453-4466 or on-line at http://emblem.legion.org to order the certificates of your choice.

If you have questions please contact
ohdeptsec@alaohio.org *or* *gweniesue@yahoo.com*

Gwen Schroeder-Zulch-BGS Director
Phone: 419-494-7366

AMERICAN LEGION AUXILIARY
BUCKEYE GIRLS STATE QUESTIONNAIRE

All candidates MUST complete this questionnaire before the interview process. The answers should be reviewed as part of the candidate's interview. Unit – Retain this Questionnaire for your records, <u>do not</u> send a copy to Department Headquarters.

Name _____ Date of Birth ____/____/____

Address _____

City _____ Zip Code _____ Home Phone (____)_____

Email Address (DO NOT use school email) _____ Name of School _____

1. What are your expectations of the American Legion Auxiliary Buckeye Girls State Program? (Use the reverse side or attach a separate sheet of paper.)
2. Write a paragraph on why you should be selected to attend ALA Buckeye Girls State. (Use the reverse side or attach a separate sheet of paper.)
3. Are you interested in learning how our government functions? Yes ( ) No ( )
   Explain your answer. _____
4. Would you run for political office at Buckeye Girls State? Yes ( ) No ( )
   Which office? _____
5. It's very possible you may lose an election should you run for office. Do you understand that being defeated is part of politics but having a backup plan and learning from the circumstances will make you a well-rounded citizen? Explain a time when something didn't go as planned and you overcame the situation making it a positive one. Yes ( ) No ( ) _____
6. I fully understand I will be away from home and family for 6 full nights and 7 days and I'm excited about my opportunity to travel outside my community and live on a University Campus for a week. Yes ( ) No ( )
7. I am electing to apply to BGS on my own fruition, in order that I might make new friends, gain knowledge of our local and state government and have a wonderful experience meeting new people. Yes ( ) No ( )
8. List your extracurricular activities and offices held for the last three years (in and out of school). (Use reverse side or attach a separate sheet of paper.)
9. Are you excited about an opportunity to meet girls from all over the state of Ohio, knowing they come from different backgrounds and may hold different views than that of your own? Yes ( ) No ( )
10. Of the qualities listed below, pick the top three you believe best describe you.
    ( ) Good Leader ( ) Self-reliant ( ) High Moral Character ( ) Follow Rules
    ( ) Self Motivated ( ) Responsible ( ) Good Student ( ) Competitive
11. Do you understand that Buckeye Girls State is sponsored by an organization that is dedicated to the service of God and Country and that we promote both God and Country throughout the program?
    Will you participate in activities that promote both God and Country? Yes ( ) No ( )
12. Do you agree to arrive and depart Buckeye Girls State at the stated times? Yes ( ) No ( )
    (Arrival between 10:30 am and 12:00 pm on Sunday, June 6th and depart Saturday afternoon, June 12th) If you leave (for reasons other than a family emergency) before the program officially ends, you forfeit your chance at any of the scholarships offered or other honors, and you will not receive recognition that you attended or completed the program.
13. I understand that I will be required to pay a $50.00 **non-refundable** fee with my application. Yes ( ) No ( )
    I also understand that if I am accepted into the program and decide not to attend or leave, this fee will not be returned.

Use this page to judge the responses given on the Questionnaire.

Questions 1, 2, 3, and 4 should be used to make sure you are selecting a candidate who truly understands what ALA BGS is and has an interest in government. ALA Buckeye Girls State is an intense study of government (campaigning, platform development, election process, and office functioning). Those who come with different expectations are usually not happy with the program and frequently leave after only a few days on campus. If they don't understand this and come for other reasons you may be wasting your money.

Question 5 – should provide you with some indication of how the candidate handles defeat. We are looking for Delegates who can lose gracefully and who will keep trying and take on other challenges if defeated in an election.

Questions 6, 7, and 9 are designed so candidates can demonstrate how well they will handle the frustrations of being away from home. We need mature individuals who want to be part of Girls State enough to put their other priorities aside for the week.

Question 8 – is designed so candidates can provide solid examples of their service to the community and government activities. Look for participation in student council, community service, and extracurricular activities that demonstrate their interest in government and the community as well as working as part of a team.

Question 10 - just provides more information for you to make your selection. All of these qualities are important when selecting Delegates and Alternates.

Question 11 – If the answer is "No" to this question, **she is not a good candidate for BGS** and should not be selected to attend. Experience shows the program may offend young women who do not share our mission.

Question 12 – It is imperative that each candidate agree to arrive and depart at the designated times. **A Delegate who leaves before the program officially ends forfeits her chance at any of the scholarships offered or other honors and will not receive recognition that she attended or completed the program.**

Question 13 – We are requiring all delegates to pay a non-refundable fee with their application. This lets the prospective delegate know that this fee will be due with their application and if they decide to not go after their application and fee have been submitted, this fee will not returned to them.

American Legion Auxiliary
Buckeye Girls State
1100 Brandywine Blvd D
Zanesville, Ohio 43701
buckeyegirlsstate@alaohio.org
Gwen Schroeder-Zulch BGS Director
419-494-7366 gweniesue@yahoo.com

BUCKEYE GIRLS STATE APPLICATION REQUEST FORM

TO BE COMPLETED AND RETURNED VIA EMAIL: gweniesue@yahoo.com

Application Requests POSTMARKED ON OR BEFORE FEBRUARY 15--$350.00

Application Requests POSTMARKED AFTER FEBRUARY 15--$400.00

Please DO NOT request more Applications than you plan to use.
You will be emailed an equal number of DELEGATE and ALTERNATE Applications

List the NAME and CITY of each High School you plan to contact:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

Unit/Post Representative to send/EMAIL the Applications to: ☐ Unit ☐ Post
(Please type or print clearly)

_____ Name _____/_____ District # / Unit/Post #

_____ Address _____/_____/_____ Date

_____ City _____ Zip Code

_____ Signed (_____) _____ Representative's Telephone # _____ Representative's Email Addressc

For Office Use Only

Unit/Post/SAL	Check number(s):	Date processed:
_____	_____	____/____/____
_____	_____	____/____/____

Send completed form by **FEBRUARY 15TH DEADLINE** to:

Gwen Schroeder-Zulch
BGS Director
Box 242—Jerry City, Ohio 43437
gweniesue@yahoo.com
phone 419-494-7366

American Legion Auxiliary
Buckeye Girls State
1100 Brandywine Blvd, Bldg D
Zanesville, Ohio 43701

Gwen Schroeder-Zulch
BGS Director 419-494-7366
gweniesue@yahoo.com

Dear School Administrator,

The Department of Ohio American Legion Auxiliary, along with the local American Legion Auxiliary Unit would like to have representation from your school to attend American Legion Auxiliary Buckeye Girls State.

The American Legion Auxiliary's marquee Girls State program, first presented in 1947, is one of the most respected and coveted experiential learning programs presented in the United States. We are proud that Ohio has not only one of the largest but one of the most outstanding Girls State programs in the nation.

The main objective of the Girls State program is to train young women, who have completed their junior year in high school, in the duties, privileges, rights and responsibilities of citizenship by providing each attendee the opportunity to actively participate in a democratic form of government.

The specific qualities we seek in candidates being considered for attendance at ALA Buckeye Girls State These qualities include a definite interest in government, scholastic achievement, exceptional moral character and leadership ability, maturity, a willingness to be involved, take direction, and follow rules.

The 2027 session will be held at Bowling Green State University, Bowling Green, Ohio. Registration is scheduled from 10:30AM - 12:00 PM on Sunday, June 6th. The program concludes on Saturday afternoon, June 12th. **A Delegate who leaves before the program officially ends forfeits her chance at any of the scholarships, awards or other honors and will not receive recognition that she attended or completed the program.**

If you have questions, please contact the Girls State Chairman of your local American Legion Auxiliary Unit. She will provide you with her contact information and the date she needs your recommendations as she too has deadlines to meet. While you recommend potential candidates to be considered, in all instances, the final interview and selection rests with the American Legion Auxiliary Unit.

Please do not publicize the names of the girls (who have expressed interest) [or tell them you have recommended them for consideration] until after the interview, selection and application process has been completed by the Girls State Unit Chairman and she advises you the girl(s) have been officially pre-registered.

Thank you in advance for your help and support for the American Legion Auxiliary Buckeye Girls State program.

Sincerely,

Gwenda Schroeder-Zulch
Gwenda Schroeder-Zulch Director
American Legion Auxiliary Buckeye Girls State

BGS GUIDELINES FOR SELECTING CANDIDATES

In order to attend ALA Buckeye Girls State the candidate(s) must meet all of the following guidelines. *Note: These guidelines may be reproduced. Also, this document is set up as a checklist to use to make sure that each candidate meets these guidelines.* ***After each interview*** *just check those boxes that are "met" or "not met". Any guideline marked "not met" must disqualify a candidate from becoming a delegate.*

Candidates Name_____

MET	NOT MET	
☐	☐	Arrive at Girls State on Sunday, June 6th between 10:30 and 12:00 pm and remain for the entire week. Departure on the afternoon of Saturday, June 12th. No exceptions. ***(A Delegate who leaves before the program officially ends forfeits her chance at any of the scholarships offered or other honors, and will not receive recognition that she attended or completed the program.)***
☐	☐	Have completed the 11th grade and have a minimum of one semester left prior to graduation from high school.
☐	☐	Have a **definite** interest in government, a preference for the study of U.S. History and civics. Be a high scholastic achiever. Debate, speech, and public speaking are also beneficial.
☐	☐	Show exceptional moral character and leadership ability, initiative, patriotism and motivation.
☐	☐	Have self-reliance, personality, and the ability to compete with others of comparable standing. She should be physically and mentally prepared to participate in all phases of a strenuous program.
☐	☐	Believe in the ideals of "God and Country", the basis upon which The American Legion and the American Legion Auxiliary were founded. That includes showing respect for the American flag and participating in daily reflections.
☐	☐	Know that Girls State is not a vacation, camp, or a week of fun and games. But it is a program where she will learn by personal participation how government functions.
☐	☐	Know that if she does not adhere to the rules, if she creates a disturbance to the point she disrupts the program and/or other Girls State citizens, she will be sent home.
☐	☐	Know that any "mock" activities, which in "real life" would cause either physical or emotional trauma to the victim(s), and to those associated with the victim(s), and for which the perpetrators would be subject to criminal prosecution, are expressly prohibited. Violators will be subject to immediate dismissal from the program and subject to possible criminal prosecution.
☐	☐	Know that it is mandatory for her to successfully complete the Buckeye Girls State Zoom Orientation which begins the first week of May.
☐	☐	Know the name and number of the American Legion Auxiliary Unit or Legion Post who sponsored her and, following Girls State, contact that Unit or Post and arrange to personally thank them and report on her week at Girls State.
☐	☐	There is a **non-refundable** fee of $50.00 that is due to BGS to be paid by the delegate. If you are selected, you will be responsible for this payment. You also understand that if you make this payment and then you do not attend, this fee will not be returned to you.