



AMERICAN LEGION AUXILIARY
DEPARTMENT OF MASSACHUSETTS, INC.
SPONSOR OF:
MASSACHUSETTS GIRLS STATE

CITIZENS MUST RETURN FOLLOWING:

REGISTRATION FORM
GIRLS STATE QUESTIONNAIRE
GIRLS STATE PLEDGE
PARENTS WAIVER & CONSENT FORM
MEDICAL CERTIFICATE
SOCIAL NETWORKING AND MEDIA
GIRLS STATE BILL

BRING LEGAL DOCUMENTATION AND SIGNED FORM WHEN
YOU ARRIVE AT GIRLS STATE

**YOU MUST TAKE THE "POLL" ON THE WEB SITE BEFORE
COMING TO GIRLS STATE**

ALL OTHER FORMS ARE YOURS TO KEEP!

SEND TO:

BONNIE SLADESKI
12 DOVERBROOK DR
CHICOPEE MA 01022

Email: Director.massgirlsstate@gmail.com

ON OR BEFORE: MAY 25, 2017

Girls State Dates: June 17 – 23, 2017

HELD AT STONEHILL COLLEGE



**AMERICAN LEGION AUXILIARY
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ATTACH PICTURE HERE
OR TO BACK OF
PAPERWORK.

REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY:

Name _____
(LAST) (FIRST) (MIDDLE INITIAL)

Home Address: _____
(STREET) (CITY) (STATE) (ZIP)

Home Phone #(_____) _____ Emergency Contact #(_____) _____

E-mail address (please **PRINT CLEARLY**) _____

***** Attach High School Photo or current Photo (for security purposes).*****

AGE _____ Name of School _____

Average Grade in High School _____ Do you plan on attending College? _____

Business or Professional career? _____

SCHOOL/OUTSIDE ACTIVITIES YOU ARE INVOLVED IN:

CIRCLE YOUR PREFERRED T-SHIRT SIZE: S M L XL 2XL 3XL

VERY IMPORTANT:

Name and # of Unit or Post who sponsored you: _____

I.e.: Charles C. Kennedy Unit # 275 or Unit #275, Chicopee

If an Organization sponsored you: _____

I.e.: Woburn Lions Club, or Pentucket Regional High School

I/we consent to have my/our daughter's picture taken during the week of activities. It may be used on the Massachusetts Girls State web site or in promotion of future Girls State Programs:

Signature of Girls State Citizen

Signature of Parent/Guardian

Please return this form to the Girls State Director.



AMERICAN LEGION AUXILIARY
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Massachusetts Girls State Questionnaire

1. Girls State is held from June 17 to June 23, 2017. Once you have signed in, you must remain at Girls State the entire time. Will this be a problem? Please explain.
2. You must provide Legal Inhabitation documentation and the signed form by your parents/guardian when you arrive at Girls State if you think you might want to go to Girls Nation. Will this be a problem? Please explain
3. As The American Legion Auxiliary is the largest patriotic women's organization, it is required that flag etiquette be adhered to. Will this requirement present a problem for you? If yes, please explain.
4. As part of the American Legion Auxiliary's mission statement, we believe in "God and Country." Will you be respectful of this belief?
5. Have any of your relatives served in our military? (for example: grandfather, aunt, etc)
6. Are any of your relatives currently serving in our military? (relationship)
7. Are you a member of ROTC? June 14 is Flag Day and we will hold a flag ceremony. Would you be willing to participate? (Bring your uniform)
8. Our food is provided in the college cafeteria, do you have specific dietary restrictions? If yes, please explain.
9. You will be sharing your living space with a roommate(s) in a closely knit community of approximately 30 girls. Will you be respectful of the variety of differences throughout your Girls State community?
10. This week will provide you with many opportunities to experience real life situations. Are you willing to involve yourself to the best of your abilities in order to fully take advantage of this program?
11. What are your expectations of your Girls State week?

Signature of Girls State Citizen

Please return this form to the Girls State Director with your Registration Form.



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GIRLS STATE PLEDGE

As a citizen of Massachusetts Girls State of the American Legion Auxiliary, Department of Massachusetts, I voluntarily make the following pledge for God and Country and Massachusetts Girls State.

- I pledge to obey all the rules of Massachusetts Girls State.
- I will obey the code of conduct of Stonehill College.
- I will be present for the **FULL WEEK - June 17 – 23, 2017** of Massachusetts Girls State.
- I will obey the **NO SMOKING, NO ALCOHOL, NO DRUG** policies of Massachusetts Girls State and Stonehill College.
- I will take an active part in the activities of the program and will take a serious and conscientious interest in fulfilling my responsibilities as a “citizen” at Massachusetts Girls State in any capacity in which I may be privileged to serve.
- I understand that this is an Americanism program of the American Legion Auxiliary, and that it is a study of city, town and state government as well as good citizenship.
- I will respect the judgment and authority of the staff of Massachusetts Girls State who are responsible for this Americanism program.
- I will participate in all flag and patriotic ceremonies.
- I will be fair, honest, and cooperative in all my dealings with my fellow “citizens”.
- I will make a report (written or oral) to my sponsors, and to my high school – of my experience at Massachusetts Girls State.

After Massachusetts Girls State has closed, it will be my duty constantly to endeavor to put into practice the principles of good citizenship and patriotism, which I have experienced.

I/we have read and understand the above:

ALA Girls State Citizen Signature _____

Date _____

Parent/Guardian Signature _____

Date _____

**Please return this form to the Girls State Director with your
Registration Form.**



AMERICAN LEGION AUXILIARY
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American Legion Auxiliary Massachusetts Girls State Waiver and Consent

The following **MUST** be **SIGNED BY PARENT / GUARDIAN** and mailed to Director by **DEADLINE OF MAY 25, 2017. This is mandatory.** Girls will not be accepted at Massachusetts Girls State as citizens unless Parent Waiver and Consent has been received.

This will certify that I am the parent or legal guardian of _____ who is under the age of eighteen years; she is _____ years of age.

I understand and confirm that participation in this ALA Massachusetts Girls State program is voluntary and hereby consent and grant permission for my daughter to participate in all activities in conjunction with this program. I further understand that my child's participation may involve risk of injury and loss, both to person and to property. On behalf of my child, I assume all risks in any way connected with said participation and I accept personal responsibility for any liability, injury, loss or damage in any way connected with said participation.

This will further certify that I, the undersigned, in consideration of the benefits and opportunities derived by my daughter who is a participant of the American Legion Auxiliary Massachusetts Girl State program, to be held in Easton, MA on the campus of Stonehill College between the dates of June 17, 2017 through June 23, 2017 (inclusive), do hereby release and discharge the American Legion Auxiliary, and Stonehill College, its officers, agents, staff., and employees from any and all claims, demands, suits, actions or courses of action which may, can, or shall have reason of illness, injury or accident incurred or suffered by said daughter while in attendance of said American Legion Auxiliary Massachusetts Girls State program, while traveling to or from, attending, or participating in said program no matter how caused or occasioned.

I understand and acknowledge that neither basic accident and health insurance nor personal property insurance will be offered, or provided by the American Legion Auxiliary in connection with ALA Massachusetts Girls State, and that the provision of such insurance is my / our own personal responsibility.

I do hereby certify that the information provided above and below this form is true and correct to the best of our / my knowledge.

Parent / Guardian Name _____

Signature _____ Date _____

Dated this _____ day of _____, 2016

INSURANCE INFORMATION

Name of parent/s group medical insurance carrier _____

Policy or certificate number _____

Parent to whom policy was issued _____

Employer to whom policy was issued _____

Please return this form to the Girls State Director with your Registration Form.



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***** MEDICAL CERTIFICATE *****

Name _____
(Name of Girl State Citizen)

Address _____
(Street, City, Zip Code)

Birth Date _____
(Month, Day, Year)

PRESENT STATE OF HEALTH – Any Existing Medical (including allergies) conditions or Prescribed Medicines:

_____.

I certify that I have examined above named student and she is in good physical condition.

Date _____

Signature of Examining Physician

Date of Examination **Must** be within one year of attending Girls State)

Please return this form to the Girls State Director with your Registration Form.



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American Legion Auxiliary Department of Massachusetts

ALA Massachusetts Girls State

Policy on ALA Girls State Social Networking and Media Use

The American Legion Auxiliary Department of Massachusetts recognizes and supports its ALA Girls State participants' rights to freedom of speech, expression and association, including the use of online social networks. In this context, however, each delegate must remember that participating in the ALA Girls State program is a privilege, not a right. As a delegate, you represent the American Legion Auxiliary and are expected to portray yourself, your school and the Auxiliary in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, Stonehill College rules, and ALA Girls State rules, regulations and policies (including the Guidelines listed below).

Guidelines

If you participate on a social networking site or use social media, you must keep the following guidelines in mind:

- Everything you post is public information—any text or photo posted online is completely out of your control the moment it is posted—even if you limit access to your site. Information (including pictures, videos, comments and posters) may be accessible even after you remove it.
- Think before you post. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Post only pictures and comments that you would be comfortable sharing with the general public.
- Use caution when adding someone or inviting someone to be a friend (this includes The American Legion Boys State citizens).
- Limit information about your whereabouts and plans in order to minimize the potential of being stalked, assaulted or the victim of other criminal activity. Post about where you've been, not where you're going.
- **What you post may affect your future.** Many colleges' admissions officers and employers review social networking sites as part of their overall evaluation of an applicant. Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information (including pictures, videos, comments and posts).
- Similar to comments made in person, you should be respectful online. The American Legion Auxiliary will not tolerate disrespectful comments and behavior online, such as:
 - Derogatory or defamatory language and/or images;
 - Comments that create a serious danger to the safety of another person or that constitute a credible threat of serious physical or emotional injury to another person;
- Take the high ground. Don't pick fights, or engage in fights, online.
- Respect yourself; respect others; respect the American Legion Auxiliary Girls State program.

Monitoring and Consequences

The American Legion Auxiliary reserves the right to have ALA Girls State staff members review and/or monitor delegates' social networking sites and postings.

Any violation of law or of Stonehill College Massachusetts and American Legion Auxiliary Girls State's rules, regulations or policies, or evidence of such violation in your online content, is subject to investigation and possible immediate censure by the American Legion Auxiliary Girls State staff and/or law enforcement agencies. Internal consequences may include, but are not limited to, notice to remove the content and dismissal from the ALA Girls State program.

As an American Legion Auxiliary Girls State participant, I attest that I have read, understand, and agree to abide by this policy:

Signature of Participant

Printed Name of Participant

Signature of Parent/Guardian/Responsible Adult if the above is a minor

Printed Name of Parent/Guardian/Responsible Adult

Date Signed: _____

A signed copy is required prior to participation and a copy retained by the American Legion Auxiliary Girls State program.

Please return this form to the Girls State Director with your Registration Form.



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Legal Inhabitanace

High school girls eligible to participate in the ALA Girls Nation programs must have completed their Junior year of high school and have at least one semester remaining, be a United States citizen or legal inhabitant of the United State as evidence by a current and/or valid birth certificate, visa, passport, Green Card or other United States government-issued documentation verifying a legal presence in the United State for at least the duration of the ALA Girls State/Girls Nation program. For any girl to be eligible to take part in the ALA Girls Nation program, she must be able to clear a background check by the United States government, the White House and the U. S. Secret Service.

This documentation must be provided onsite at ALA Massachusetts Girls State.

Documentation Requirements

I attest that my daughter (ward) has a U. S. government-issued birth certificate or legal documentation of her legal presence in the United States provided by the U. S. government (e.g. visa, Green Card, passport). I understand that upon arrival and registration at ALA Girls State, I am expected to provide a bona fide copy of her birth certificate or her U. S. government-issued documentation proving that she is a legal inhabitant of the United States for the duration of the event. If I fail to provide current and valid documentation, my daughter will not be allowed to take part in the ALA Girls Nation program and I, as parent/guardian, will be responsible for all expenses incurred up to that point in time.

Signature of Parent/Guardian

Gender

The ALA Girls State/Girls Nation leadership development programs are week-long 24/7 programs for high school girls. Participation is limited to females, as evidenced by her birth certificate or sworn statement signed by a licensed medical doctor. The student must be a female at the time the program takes place. Any challenge to a participants' gender on site at the ALA Girls State/Girls Nation programs must be addressed immediately and the decision for eligibility determined by a physical exam conducted by a medical doctor. If an exam is not complete prior to lights out on arrival day, the individual who has been challenged shall be provided a private room.

PLEASE GIVE TO GIRLS STATE COUNSELOR WHEN YOU ARRIVE!



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FAQ – Frequently Asked Questions

SELECTION CRITERIA?

- They will be completing their junior year in high school in June 2016.
- They are interested in government and current events.
- They have high moral character.
- They have strong leadership abilities.
- They have an above average scholastic standing.
- They have respect for the Flag and each other,
- The American Legion Auxiliary motto is: For God and Country.

WHAT IS GIRLS STATE?

A study of local and state government. They establish and operate their own cities and towns and state government. Town and City Officials are elected and they then run their respective Cities and Towns. They form two political parties, prepare a platform, and nominate candidates for state office, campaign and elect.

Each girl presents a bill from which five to seven are selected. These bills are discussed in their City and Town meetings, in Committee Meetings, presented before a Joint Session of the House and Senate and given to the Governor for final action. Senators, Representatives, are elected and conduct meetings of the House and Senate both individually and jointly.

Before electing our six Constitutional Officers they participate in campaigning, a Press Forum where candidates from both parties are asked questions from the Girls State Press held before their peers, and then visit each City/Town for a up-close and personal view of the candidates with a short question and answer period, and then the citizens have their final election for the candidate of their choice for office.

BESIDES ELECTIONS, IN WHAT OTHER ACTIVITIES DOES THE GIRL STATE CITIZEN PARTICIPATE?

- Press Conference – Press Reporter needed from each City and Town.
- Newspaper Published – Reporter and Artists needed from each City and Town.
- Choir/Band – 5 – 8 citizens needed to sing/play at the Inauguration after completing only 2 to 3 rehearsals.
- Town/City Scenarios –All participate.
- Talent Show.
- City/Town Books – a report from each Citizen about her position/s held at Girls State and handed into the City/Town Clerks the last night of Girls State.

WHAT DO THEY LEARN?

- Girls State is a practical application of Americanism and Good Citizenship.
- Girls State trains girls to live together as self-governing Citizens.
- Girls State informs them about the duties, privileges, rights and responsibilities of American Citizenship.
- Girls State helps them understand – so that they may participate in the functioning of Government.
- Girls State shows them the contributions women can and should make in all phases of Government.
- Girls State helps them grasp the meaning of some of the responsibilities, which they must assume, as they become adults.
- Girls State helps them realize that they have a responsibility for the future and that it will be up to them to make it better than it is now.
- Girls State Citizens by their experiences learn the value of hope; understanding the rights of others, the value of friendship; and loyalty.

KEEP FOR YOUR INFORMATION



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BRING WITH YOU:

1. **BEDDING** – Pillows, Sheets, Blankets or Sleeping Bag. Sleepware!
2. **TOWELS** – for Showers, Washcloths, Shower Cap, Floor Mat.
3. **TOILETRIES** – Toothbrush, Toothpaste, Soap, Shampoo, Shower Shoes, Hand Soap, Paper Towels, Hair Necessities, Sanitary Supplies, Toilet Articles, Contact Lens and Accessories, Makeup, etc. **SHOWER ARTICLES MUST BE PLASTIC – NO GLASS!**
4. **UNIFORM DRESS CODES FOR WEEK** – **Girls State T-shirt, blue jeans / slacks / pants / Capri's / Bermuda shorts, comfortable footwear and lanyards.** Bring a regular knee-length dress or knee-length skirt in case you run for the Constitutional Offices or Party Leaders or are part of the Press Conference. **NO MINI SKIRTS, MID-DRIFT BLOUSES, SHORT SHORTS OR TUBE TOPS!**
5. **DRESS CODE FOR FREE TIME** – Blue Jeans, Shorts, Sport Clothes.
6. **DRESS CODE FOR INAUGURATION** – Nice Dresses, or Semi-formal (if desired)
7. **WEATHER** – Sweaters, Rain Gear (we have had heat waves, cool weather, rainy weather), BE PREPARED!
8. **CAMPAIGNS** – Cardboard, Construction Paper, Felt Tip Pens, Scissors, Masking Tape, Scotch Tape, whatever else you need to make Posters. **NO LOOSE GLITTER ALLOWED. NO PREPARED CAMPAIGN MATERIALS ALLOWED. IF YOU COME WITH IT PREPARED, IT WILL BE TAKEN AWAY! NO SCOTCH TAPE USED ON WALL.**
9. **GIRLS STATE TALENT SHOW** – Bring Musical Instruments, Music, Dance Costumes, Props, etc.
10. **BOYS STATE / GIRLS STATE BAND** – Bring Musical Instruments.
11. **SPORTS** – Tennis Racquets, Balls, Sneakers. No swimming pool available. But you can use provided Basketballs, Soccer Balls at the Ames Sports Complex.
12. **MISCELLANEOUS** – Desk Lamp, Coat Hangers, Needle & Thread, Safety Pins, Camera and supplies.
13. **MONEY** – For Girls State Store: Various items are available plus Soda, Water, Munchies, etc. Checks & Cash accepted at Girls State Store. There is a College Store and Vending Machines available also.
14. **CELL PHONES / IPODS / LAPTOPS** – Are allowed during free time **ONLY** . If Cell Phones are on during sessions, they may be taken away & returned only at a later date. **NO TEXT MESSAGING ALLOWED DURING SESSIONS (UNLESS OTHERWISE ADVISED BY THE DIRECTOR).**
15. **NOTE: MASSACHUSETTS GIRLS STATE AND/OR STONEHILL COLLEGE WILL NOT BE RESPONSIBLE FOR MONEY, JEWELRY, RADIOS, CAMERAS, ETC. LOST OR STOLEN.**

KEEP FOR YOUR INFORMATION



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RULES AND REGULATIONS

1. **You will not be able to leave Campus for any reason. (That includes Recitals, Tournaments, Graduations, etc. YOU must make up your mind which function YOU want to attend.**
2. Emergency calls may be received in the office. Cell phones can be used but ONLY during free time – NOT during any sessions, or they may be taken away (and given back to you at a later date). No Texting allowed during sessions (unless otherwise advised by the Director).
3. No visitors are permitted on Campus. Parents and the Public are invited to attend the Inauguration Program on Wednesday Evening and the Girls State Talent Show on Thursday Evening, both at 7 P.M. Only – to be held at Stonehill College. Directions enclosed.
4. Please be sure to return the **REGISTRATION SHEET, GIRLS STATE QUESTIONNAIRE, MASSACHUSETTS GIRLS STATE PLEDGE** (signed by YOU and YOUR Parent or Guardian), the **PARENTS WAIVER & CONSENT AND MEDICAL CERTIFICATE** on or before the **MAY 25, 2017 DEADLINE**, so that you may receive your confirmation letter.
5. **Please be sure to bring the documentation and signed parents form to prove you are a United States citizen or legal inhabitant. (see Under Parents for info and form)**
6. Arrive on campus, **Saturday**, June 17th, 2017 between 9 a.m. and 11 a.m. **Lunch provided.**
7. Depart campus, Friday, June 23rd, 2017 any time after 12 PM. All citizens **MUST** be off campus by **2 PM. THERE WILL BE NO EXCEPTIONS!**
8. Come prepared to be busy, to learn, and to be an active part of Massachusetts Girls State. Plan to run for some office. Do not come prepared for only fun and games. It is a learning experience. **ONE, WHICH YOU LEARN BY DOING.**

We look forward to meeting you and to help make this a memorable and enjoyable week.

Bonnie Sladeski
Director of Massachusetts Girls State
and the Girls State Staff

KEEP FOR YOUR INFORMATION



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Directions

Stonehill College
320 Washington St.
Easton, MA 02357
508-565-1000

From Boston and Directly North of Boston

- At Route 3/93 split, bear right
Follow signs for Route 93 South to Route 95 Dedham, Providence
- Stay left to Exit #4 -- Route 24 South/Brockton, Fall River.
- Exit 17B -- Route 123 West/Easton
- College is 1/2 mile on right

From The Cape

- Route 25 West
- Into Route 495 North
- Exit #7A -- Route 24 North
- Exit #17B -- Route 123 West/Easton
- College is 1/2 mile on right

From West of Boston

- Route 90 (Mass Pike) East
- Route 95 South
- Stay on Route 95 South past Dedham
- At junction of 95 South and 93 North, Stay in left lanes (Exit #12) for Route 93 North toward Braintree. Do not take the exit for Route 95 South.
- Take Exit #4 for Route 24 South/Brockton, Fall River
- Exit #17B -- Route 123 West/Easton
- College is 1/2 mile on right

[Illustrated Campus Map \(pdf\)](#)

Check Map for buildings we will be using:

HOUSING:

- #B6 Corr Hall
- #B9 Villa Theresa
- #B10 Notre Dame Du Lac Hall

CLASSROOMS/ACTIVITIES:

- #A4 Roche Dining Commons – Meals/Activities
- #A6 Sally Blair Ames Sports Complex – Classrooms/Activities
- #C8 Old Student Building – Classrooms
- #C12 Stanger Hall – Classrooms
- #C14 Martin Institute for Law & Society – Classrooms
- #C15 Shields Science Center - Classrooms

If you drive yourself – parking will be near buildings 8, 9 and 10, where you are housed.

Inauguration – Wednesday, June 21, 2017, 7:00 P.M.
Talent Show – Thursday, June 22, 2017, 7:00 P.M.
PUBLIC INVITED!

KEEP FOR YOUR INFORMATION



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**MASSACHUSETTS GIRLS STATE
IMPORTANT PHONE NUMBERS
EFFECTIVE: June 17, 2017 – June 23, 2017**

Director Bonnie	TBD
Nurse	TBD
Girls State Office	TBD
Girls State Office FAX	TDB
Emergency	911
Stonehill Campus Police	508-565-5555
Fire Dept.	911
Caritas Good Samaritan Med. Ctr. 235 N. Pearl St., Brockton, MA 02301	508-427-3000

KEEP FOR YOUR INFORMATION



**AMERICAN LEGION AUXILIARY
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Dear Girls State Delegate:

SUBJECT: Samsung American Legion Scholarship

The Samsung American Legion Scholarship is awarded at the 2017 Girls State session for the 2018 College Year. You must be a direct descendant, (i.e. child, grandchild, great grandchild, etc. - or a legally adopted child of a wartime veteran who served on active duty during at least one of the periods of war officially designated as eligibility dates for American Legion membership) and participated in the American Legion Auxiliary Girls State program for the 2017 year. You are then eligible to apply for the Samsung American Legion Scholarship.

This scholarship is awarded to several students nationwide, who have participated in the American Legion Boy State and American Legion Auxiliary Girls State programs for the current year. The award is broken down as: 10 Scholars (2 from each region) - **\$10,000 each**; 10 Runners-Up (2 from each region) - **\$5,000 each**; 80 Department Finalists - **\$1,250 each (guaranteed)** Judging by the National Organization.

To access the application go to: <http://www.legion.org/samsung-scholarship-application>
and follow the directions.

This is the only way to fill out the application.

Applications **MUST** be **completed online** by **Saturday, June 17, 2017 at 11:59 p.m.** otherwise the system will shut down. **Applications will not be accepted after that date.**

If you need assistance in obtaining a copy of the veteran's DD-214, contact the American Legion Service Officer at American Legion DSO, JFK Federal Building Room 1500 D, Boston, MA 02133 (617) 303-5694 or go online to www.archives.gov/veterans/.

Thank You.
Sincerely,

Bonnie Sladeski
Director of Massachusetts Girls State
12 Doverbrook Rd.
Chicopee, MA 01022
E-mail: Director.massgirlsstate@gmail.com

KEEP FOR YOUR INFORMATION

GUIDELINES FOR WRITING A BILL:

You are **strongly encouraged** to submit one (1) Bill prior to your coming to Girls State for debate in the House & Senate in an effort to form your Party Platform.

A form upon which to write your Bill is enclosed. We are primarily interested that you give your idea for a bit of legislation. Do not worry about details of form. Send in a bill that you can explain, sell to others, and defend against opposition.

Be guided by the following suggestions:

1. Only one idea or bit of legislation to a Bill.
2. Only legislation that pertains to the State, **not** an individual Community or the Nation.
3. Keep it simple. No more than two (2) pages, please.
4. Each Bill is for serious, effective legislation for the good of our own Commonwealth or for Girls State.
5. PLEASE PRINT OR TYPE – it is difficult to read some of the writing!
6. Your proposed Bill must be mailed to me on or before May 25, 2017.
7. See page 5 for a clearer understanding on how to write a bill.

A BILL

Be it enacted by the Senate and House of Representatives of Massachusetts Girls State assembled that:

SECTION 1 *State the new policy in a brief declarative sentence, or in as few sentences as possible.*

SECTION 2 *Define any ambiguous terms inherent in the first section.*

SECTION 3 *Name the government agency that will oversee the enforcement of the bill along with the specific enforcement mechanism.*

SECTION 4 *Indicate the implementation date/timeframe.*

SECTION 5 *State that all other laws that are in conflict with this new policy shall hereby be declared null and void.*

Submitted by: _____

From the Bills we receive, we choose five - seven (5-7), edit them, add to them if necessary, and they will be used for debate in Girls State Cities and Towns and in the Senate and House of Representatives. They will also form a part of the party platform.

Please see next page for sample, to use for bill, and following pages on Tips for Writing a Bill.

Please forward your Bill to:

Bonnie Sladeski
Director of Massachusetts Girls State
12 Doverbrook Rd.
Chicopee, MA 01022
E-mail: Director.massgirlsstate@gmail.com



**DEPARTMENT OF MASSACHUSETTS, INC.
SPONSOR OF:
MASSACHUSETTS GIRLS STATE**

A BILL (sample page)

Be it enacted by the Senate and House of Representatives of Massachusetts Girls State assembled that:

SECTION 1 _____

_____.

SECTION 2 _____

_____.

SECTION 3 _____

_____.

SECTION 4 _____

_____.

SECTION 5 _____

_____.

Submitted by: _____

ISSUES.

How to Write a Bill

The first step in writing any good bill is to find a topic about which you're passionate, and research it. Go to malegislature.gov for ways to assist you with this endeavor. Once you've found an interesting and relevant topic on which to write your bill and have done the necessary research, the next step is actually getting your bill ready for discussion in committee. A bill should have three parts...

Preamble

This section should provide your rationale for enacting the bill. Why is your topic something that should be addressed by the government? This section's clauses should always begin with a "Whereas..."

Body

This section should be separated into sections and subsections. Each proposed idea for the implementation of the bill should be a section. Subsections should be used to provide further detail and clarification (definitions, etc.) for their appropriate bill sections.

Enactment Clause

This is the final section of the bill (and can be labeled as a section as normal). EACH BILL MUST HAVE AN ENACTMENT CLAUSE! The enactment clause tells your fellow congressmen when your bill will take effect if passed. It may specify a future date (i.e., August 20, 2017) or a certain number of days following the passage of the bill (i.e., 60 days after passage). Enactment dates within 30 days of passage are used for EMERGENCY legislation only. Enactment dates more than 90 days after passage are used for most legislation and is the enactment period for normal bills. It is worth noting that, bills with an enactment clause of 91 days after passage or more require a simple majority to pass, whereas emergency legislation requires a 2/3 majority. So unless you have a compelling reason for a shorter timetable, it's generally in your best interest to make the enactment date 91 days after passage.

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A

majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using **Robert's Rules** is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.**
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.**
- **If you want time to think the motion over, move that consideration be deferred to a certain time.**
- **If you think that further discussion is unnecessary, move the previous question.**
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.**
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**
- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

PARLIAMENTARY PROCEDURE AT A GLANCE

To do this	YOU SAY	MAY YOU INTERRUPT SPEAKER	MUST -You- BE SECONDED	IS MOTION AMENDABLE	WHAT VOTE REQUIRED
Adjourn meeting	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until	No	Yes	No	Majority
Complain about noise; roo, lcrnpc.rahtre, etc.	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Take something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Majority
Object to procedure or personal affront	Point of order	Yes	No	No	No vote, Chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for a (t)ual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Object (Consideration of undjudicial vote)	I object to consideration of this motion	Yes	No	No	2/3 vote
Take up a matter previously tabled	I move to take from the table	No	Yes	No	Majority
Reconsider something already disposed of	I move we reconsider our action relative to	Yes	Yes	Yes	Majority
Consider something already out of its schedule	I move we suspend the rules and consider	No	Yes	No	2/3 vote
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority

Not amendable

PARLIAMENTARY PROCEDURE AT A GLANCE

		Debatible	Amendable	Can be Considered	(Requires 2/3 Vote)
Privileged Motions	Fix Time at Which to Adjourn	No	Yes	No	No
	Adjourn	No	No	Yes	No
	Question of Privilege	No	Yes	Yes	No
	Call for Order of Day	No	No	Yes	No
Incidental Motions	Appeal	Yes	No	Yes	No
	Objection to Consideration of a Question	No	No	Yes	Yes
	Point of Information	No	No	No	No
	Point of Order	No	No	No	No
	Read Papers	No	No	Yes	No
	Suspend the Rules	No	No	No	Yes
	Withdrawal Motion	No	No	Yes	No
Subsidiary Motions	Lay on the Table	No	No	Yes	No
	The Previous Question (close debate)	No	No	Yes	Yes
	Limit or Extend Debate	No	Yes	Yes	Yes
	Postpone to a Definite Time	Yes	Yes	Yes	No
	Refer to Committee	Yes	Yes	Yes	No
	Amend the Amendment	Yes	No	No	No
	Amendment	Yes	Yes	Yes	No
	Postpone Indefinitely	Yes	No	Yes	No
Main Motion	Yes	Yes	Yes	No	

This table presents the motions in order of precedence. Each motion takes precedence over (i.e. can be considered ahead of) the motions listed below it. No motion can supersede (i.e. be considered before) any of the motions listed above it.

PLEASE NOTE: many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an **in-order basis**.

IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

- The member who made the motion is entitled to speak first.
- Every member has the right to speak in debate.
- The Chair should alternate between those "for" the motion and those "against" the motion.
- The discussion should be related to the pending motion.
- Avoid using a person's name in debate.
- All questions should be directed to the Chair.
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
- Asking a question or a brief suggestion is not counted in debate.
- A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that..."

MAIN MOTION

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

Must be germane to the main motion

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

PRIMARY AMENDMENT

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

Must be germane to the primary amendment

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

SECONDARY AMENDMENT
(not amendable)

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote **was** in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.