

PROCEDURES FOR YEAR 2011

PLEASE FOLLOW STEP BY STEP CHECK LIST

1. ____ Upon receiving material, contact High School in your area.
____ Upon receiving material, contact Auxiliary Unit in your area.
2. ____ Inform Junior girls of the Dirigo Girls State Program. Most areas of the state have access to a video tape or DVD which describes the program. Delegates from previous years can be spokespersons to answer questions. There may be G.S. counselors in your area who will discuss the program with your students.
3. ____ Have interested girls sign-up that they would like to be considered to be delegates (Usually an office sign-up sheet)
4. ____ Determine the eligibility of those who sign up.
5. ____ Determine how many you can sponsor. (How many can you get contributors to support? No school may send more than 14.
6. ____ Interview interested candidates. (Try to get a committee of Auxiliary and school personnel to be an interview committee.
7. ____ Select candidates based on qualified requirements, number of contributors available, interest in the program and commitment of the total week, including Friday night Graduation.
8. ____ Select alternates.(1 for each delegate up to 3;thereafter, one alternate may serve 2 or 3 delegates.)
9. ____ Have applications filled out completely. Check to see that all spaces are completely filled out with accurate information: address, phone, school and all necessary signatures.
10. ____ Collect Delegates and Alternates Girls State pledges and Parent Consent forms with delegate applications and money, but give the Brochures to the delegates so that they may have the information.
11. ____ Collect money from the contributors for all the delegates. Bank this money and write one check to cover all delegates from your Unit (School). Make the check payable to: *Dirigo Girls State, Inc.*
12. ____ Send this check with the applications and consent forms to:

Nora Thombs, 41 Chandler Rd., New Sharon, Maine 04955

No later than May 1,2011. Later applications must have the approval of the Director. Phone: (207-778-2215) e-mail: nthombs@myfairpoint.net.