



American Legion Auxiliary Palmetto Girls State

107-A Legion Plaza Road
Columbia, South Carolina 29210
(803) 772-6366

April 2018

Dear Parent or Guardian:

Congratulations on the selection of your daughter to attend American Legion Auxiliary Palmetto Girls State ("ALA Palmetto Girls State"). Your daughter's selection is an honor and an accomplishment and means that she has demonstrated qualities of leadership, good character, scholarship, and maturity. We at ALA Palmetto Girls State know that you are proud of your daughter's accomplishments, and we are pleased to welcome her as a part of the 72nd session of ALA Palmetto Girls State.

We anticipate a full week of activities and a very busy schedule. To aid your daughter in reaping all that ALA Palmetto Girls State has to offer, please see that she is well rested before she comes to ALA Palmetto Girls State. The week is strenuous, and those in attendance should be physically and mentally prepared for the week.

The 2018 session of ALA Palmetto Girls State will be held on the campus of Presbyterian College in Clinton, South Carolina. Informational materials for the delegates and parents are available on the ALA Palmetto Girls State website. **I suggest that you review the informational materials with your daughter. It is important for you and your daughter to be familiar with ALA Palmetto Girls State, our processes, and our expectations.** These materials provide information needed to prepare for the week at ALA Palmetto Girls State, and include several forms which must be completed, signed, and submitted at check-in at ALA Palmetto Girls State on June 10, 2018. The materials contain a section of "What to Bring with You," the dress code, directions, etc. Please pay particular attention to the dress code.

The informational materials consist of separate "files" which each delegate must review and use to prepare for ALA Palmetto Girls State. The files may be found under the "Delegates" tab on the ALA Palmetto Girls State website at www.palmettogirlsstate.net. The files are

- "Informational Materials" – This group of materials contains a welcome letter, instructions and directions needed for registration, "What to Bring with You" list, explanation of the dress code.
- "Forms to Complete and Bring to PGS on June 10" - There are several forms (medical information, waiver, insurance information, permission forms, etc.) which must be completed, signed, and submitted at registration on June 10. Delegates will not be admitted without the required forms being completed, signed, and submitted at

registration. The required forms and the optional form are identified later in this letter and are also identified in the forms packet. The Samsung Scholarship application is the optional program and is not one of the required documents.

- Campus map of Presbyterian College and directions to the campus.
- Information on the Samsung American Legion Scholarship – The Samsung American Legion Scholarship is an optional program. The Samsung American Legion Scholarship offers an opportunity at a \$20,000 college scholarship.

Please review the informational materials with your daughter. That information should help you to understand the program and what is expected of participants in ALA Palmetto Girls State. There are a number of program rules and parameters explained in the informational materials. These rules and parameters are intended to aid in the orderly administration of the program and to help us care for the girls in our charge during the week. Please pay attention to the dress code of ALA Palmetto Girls State. All delegates are expected to adhere to the dress code, and the dress code will be enforced.

We will not mail the information packet unless you inform us that you cannot download the materials from the website. If you cannot access the informational files or do not have the ability to download the materials from the ALA Palmetto Girls State website, please send an email to pqsstaff@gmail.com or contact the American Legion Auxiliary office at telephone number (803) 772-6366 to request that the materials be sent to you via U.S. Mail. Please be sure to provide your name, your daughter's name, and your correct mailing address in the email or message requesting the materials be mailed.

Registration for ALA Palmetto Girls State will take place on Sunday, June 10, 2018, from 9:00 a.m. until 12:00 p.m. (noon). Registration will take place in Maybry-Smith-Yonce Hall ("MSY") on the Presbyterian College campus. MSY is located at 105 Ashland Drive (an interior street on campus), and it is adjacent to the Templeton Physical Education Center. Parking is available in the lot adjacent to MSY. A campus map and directions to MSY are included in the informational materials available on the ALA Palmetto Girls State website.

Room assignments will be provided at check-in on Sunday, June 10. Most of the beds in the dorms are Twin Extra-Long (Twin XL). We suggest that everyone bring sheets of sufficient size to fit a Twin XL mattress. If you do not have Twin XL sheets, consider using flat sheets for a larger size mattress. The flat sheets may be tucked in to cover the mattress. Also, some dorms have community/hall baths. All delegates should pack shower shoes, a bathrobe or cover-up, and a tote or pail in which to keep and carry soap, shampoo, and other toiletries to the bath. Please see the last page of this letter for additional information.

On June 10, lunch will be served for delegates and ALA Palmetto Girls State Staff only. I suggest that you plan on delivering your daughter to ALA Palmetto Girls State well before 12:00 noon. We highly suggest early arrival for registration. We expect approximately 640 girls at this year's ALA Palmetto Girls State. Then, if delays are experienced in either traveling to Clinton or in registering at ALA Palmetto Girls State, your daughter will not be late or will not miss lunch. (Note: Once a delegate checks-in at ALA Palmetto Girls State, she is expected to remain. She is not to leave campus, even to go out to lunch with parents.) Please observe these registration times and plan your arrival at Presbyterian

College accordingly. In planning for your trip to ALA Palmetto Girls State, please allow sufficient travel time to arrive at Presbyterian College during the hours of registration.

Upon arrival at ALA Palmetto Girls State, please proceed to MSY to check-in and register. After registering, delegates will proceed to their dorms to move into their rooms. (**IMPORTANT:** Please make sure that all luggage, cosmetic cases, bags, pillows, etc., are conspicuously labeled with the delegate's name. Many bags and items look similar, and it is easy for someone to set an item down and forget it or for someone to pick up something by mistake. If items are not clearly marked with a name, it is difficult, if not impossible, to find the correct owner when an item is misplaced or left behind. Having a name on items is also important on the last day of the session, as delegates often forget belongings in the rush to leave.)

Each delegate is responsible for moving her own luggage to her room. She should therefore pack accordingly. Due to space constraints, neither parents nor friends are permitted in the dorms beyond the lobby areas. Please be aware that only ALA Palmetto Girls State attendees and staff are permitted in the living areas of the dorms.

With approximately 640 delegates arriving on campus for ALA Palmetto Girls State, congestion, lines, and waiting are sure to happen. Please be patient. It is difficult to move so many people in such a short period, and everyone's patience is appreciated.

You may want to remain on campus until your daughter is properly registered and her belongings are delivered to her dorm. However, once you have determined that your daughter has her belongings in her dorm, please make your good-byes and depart campus. It is helpful to the staff if you make your good-byes quickly and let your daughter begin her ALA Palmetto Girls State experience. She will begin to meet people and make friends upon her arrival, and the delegates will help each other as they move into the dorm.

Please make sure that your daughter is prepared for registration at ALA Palmetto Girls State and has all necessary information and documentation. In order to register, she will need the following items:

- (1) **(Required)** All forms COMPLETED with signatures. Please have these forms completed before arriving at ALA Palmetto Girls State. The forms needed for registration are
 - a. Consent to Participate and Waiver of Claim Form,
 - b. Medical Consent, Waiver, and Health Form (including information regarding health insurance),
 - c. ALA PGS Citizen Pledge,
 - d. Media/Publicity Release Form, and
 - e. Delegate Bio/Media Information.

(These forms may be downloaded from the ALA Palmetto Girls State website at www.palmettogirlsstate.net. On the website, the forms packet is located under the "Delegates" tab. The forms contain interactive fields and may be completed using the computer, then printed, and signed. Alternatively, the forms may be printed, completed by hand, and signed. Please note that the forms must be signed by a parent/guardian in four (4) places. One form requires the delegate's signature.)

- (2) **(Required)** Registration fee of \$40.00 and room key deposit of \$40.00 – Delegates should have the exact amounts in cash. These fees are maintained separately, so please have the exact amount in cash for each fee. (Cash only -- no checks, no debit cards, and no credit cards).
- (3) (Optional) Samsung Scholarship Application – To apply for the Samsung Scholarship, **the application must be completed and submitted online, and a copy of the completed application, including copies of the required documentation, must be turned in at registration on June 10, 2018.**

The week at ALA Palmetto Girls State is very busy, and we operate on a strict, regimented schedule. ALA Palmetto Girls State is an educational program and should be respected as an educational program. An integral part of the ALA Girls State experience is that we immerse ourselves in the program and the week. Outside distractions, regardless of how well-intended, detract from the ALA Palmetto Girls State experience. **Please do not try to visit during the week or encourage others to do so. We view ALA Palmetto Girls State as a closed campus, and visitors are not allowed.** Therefore, please do not plan on visiting your daughter during the week. Also, please do not encourage others to visit.

Please understand that in order to accomplish all planned activities, the program at ALA Palmetto Girls State is very full and structured. Our scheduled activities run from approximately 7:30 a.m. until 11:00 p.m. or later. Even outside of those hours, many delegates are working in groups and on projects or just visiting with newly found friends. We are continuously in sessions, in meetings, in activities, or moving between events. There is not much time for telephone calls, texts messages, and emails. **To avoid disruption of our activities, we respectfully request that parents and friends not attempt to telephone, email, or text the delegates during the hours we have scheduled activities from 7:30 a.m. until 11:00 p.m.** The schedule at ALA Palmetto Girls State is very tight and filled with activities. Your daughter will have the opportunity to call, text, or email during her free time, but incoming calls, texts, and emails can disrupt our scheduled activities. Also, please do not worry or be concerned if your daughter cannot call home every day or even accept your calls. We have many activities at ALA Palmetto Girls State and try to keep the girls busy. If she cannot call home or take your call, it just means that she is busy and probably enjoying ALA Palmetto Girls State.

Delegates may have cell phones while at ALA Palmetto Girls State. However, except for clearly announced times when delegates may cast votes by text voting, cell phones are not to be used during meetings, assemblies, and other scheduled activities of the program. Talking, texting, playing games, etc., on cell phones while we are conducting the activities of ALA Palmetto Girls State is not permitted. Please discuss cell phone etiquette and safety with your daughter prior to her arrival at ALA Palmetto Girls State. No one wants to be around “cell yell” or to be around someone on the phone all the time. Also, there is a safety aspect of walking while talking or texting. Please impress upon your daughter that ALA Palmetto Girls State is an educational program, and cell phone use is not allowed during assemblies, meetings, or any ALA Palmetto Girls State scheduled activities. Cell phone use includes talking, texting, games, or any function available on that model phone. To avoid interruptions during our scheduled activities, we may require cell phones to be turned off during our activities.

We plan to utilize “text voting” for certain elections at the 2018 session of ALA Palmetto Girls State. Delegates will be allowed to utilize their phones during these voting periods for text voting only. However, these periods when “text voting” will take place will be announced and will be of short duration. Other than these announced periods when “text voting” occurs, delegates are not to use cell phones during assemblies, meetings, and other scheduled activities.

Should an emergency situation arise where you need to contact your daughter, please contact the ALA Palmetto Girls State Staff in the ALA Palmetto Girls State Office and let us assist in reaching your daughter. All too often we have parents, family, or friends contact a delegate directly and relay some upsetting news. Please consider calling the ALA Palmetto Girls State Office at **(864) 938-3010**. We can locate your daughter and have her call home to receive news from you. The benefits of letting us assist are that she would not be in a crowd when she receives bad news, and we can also provide some support to her. Please understand that this is for emergency situations only. We are not an answering service for all delegates, but in emergency situations, we do want to support our delegates. (NOTE: Just because a delegate has not called home for a couple of days and you are wondering if she is having a good time does not constitute an emergency.)

Should you need to drop off packages or items during the week, please do not attempt to meet your daughter to do so. The policy of no visitors at ALA Palmetto Girls State also applies to arranged meetings to drop off packages. All package deliveries must be made to the ALA Palmetto Girls State Office (which will be located on the first floor of Spradley Hall dormitory, formerly known as Senior Hall). Spradley Hall is located across Ashland Drive from Templeton Physical Education Center. Packages should be clearly marked with the recipient’s name and room number. ALA PGS Staff will then notify your daughter she has a package which needs to be retrieved. While we do all that we can to safeguard packages left for delegates, please realize that neither ALA Palmetto Girls State nor Presbyterian College assumes responsibility or liability for any article or package for pick-up by a delegate. To leave a package for a delegate, please call the ALA Palmetto Girls State Office from the phone on the porch of Spradley Hall, and someone will meet you to either escort you to the office or to pick up the package. (Also, please do not make food deliveries. Meals are provided in the Presbyterian College dining hall, and snacks are available from vending machines and the ALA PGS canteen. Take-out food deliveries are not allowed at ALA Palmetto Girls State, and take-out food should not be sent as a package.)

Mail may be sent to the delegates and should be addressed as follows: NAME OF DELEGATE, ALA Palmetto Girls State, c/o Presbyterian College, 503 South Broad Street, Clinton, SC 29325. Please be sure that the recipient’s name is stated on the mail. It is amazing how many pieces of mail are received each year at ALA Palmetto Girls State with no recipient’s name. **DO NOT SEND MAIL TO THE ADDRESS ON THIS LETTERHEAD.** Any mail delivered to the address on this letterhead will be returned to sender. Also realize that mail delivery is usually delayed by at least one day as it must go through the college’s mail system. Therefore, do not mail anything after Tuesday, or it probably will not be received by your daughter.

As previously stated, information needed by all delegates attending ALA Palmetto Girls State is posted on the ALA Palmetto Girls State website (www.palmettogirlsstate.net). These materials (referred to as “2018 Delegate Information Packet”) describe many of the

expectations, rules, and parameters to be followed by all delegates. Please review the material in the information packet with your daughter. The information is intended to help your daughter prepare for her week at ALA Palmetto Girls State and will help you and your daughter understand the program, our processes, expectations, and some of our restrictions. There are a number of rules at ALA Palmetto Girls State which must be followed. These rules are intended to aid in the orderly administration of the program and to help us care for the girls in our charge during the week. Please pay particular attention to the dress code of ALA Palmetto Girls State. All delegates are required to adhere to the dress code. The dress code will not be debated, and it will be enforced.

The rules of ALA Palmetto Girls State and Presbyterian College must be observed by all in attendance at ALA Palmetto Girls State and will be enforced. The delegates in attendance at ALA Palmetto Girls State are there because of their accomplishments and their character. The delegates are of sufficient age to understand the rules and to comprehend that the rules, including the dress code, must be observed. We expect the delegates to abide by the laws of South Carolina and the rules of the program. We stress that no one should be on campus alone and that the "buddy-system" is to be used in daylight hours and during nighttime hours. Further, we stress that delegates are not to be outside the dorms after curfew without express permission from the delegates' senior counselors. The dorms at Presbyterian College are non-smoking dorms, and anyone found smoking in the dorms will be dismissed from the program. Further, the burning of any material in the dorms (including but not limited to tobacco products, candles, incense, or any other flammable material) is grounds for dismissal from ALA Palmetto Girls State. If any delegate is found in possession of or under the influence of any alcoholic beverage, any illegal drug or narcotic, or any prescription drug without a valid prescription, the delegate will be dismissed from ALA Palmetto Girls State, and law enforcement authorities will be notified. Further, please be advised that Presbyterian College and ALA Palmetto Girls State reserve the right to enter rooms at any time for purposes of management, safety, health, and maintenance, or to ensure compliance with applicable laws, rules, and regulations.

If you need to contact us regarding your daughter's attendance at ALA Palmetto Girls State, you may reach us via email at scalapalmettogirlsstate@gmail.com or pgsstaff@gmail.com.

On Thursday, June 7, 2018, we will be moving ALA Palmetto Girls State to Presbyterian College. We will establish an office in a dorm room in Spradley Hall (formerly known as Senior Hall). We expect the telephone number of the ALA Palmetto Girls State office at Presbyterian College will be (864) 938-3010. We may be reached at that telephone number after 10:00 a.m. on Friday, June 8.

Please be aware that we will be busy preparing for the arrival of the delegates on Sunday, and there will be times when no one is in the office to answer the phone. If the answering machine identifies the line as the ALA Palmetto Girls State Office, then a message may be left. If the answering machine does not state that you have reached ALA Palmetto Girls State, do not leave a message; we do not have access codes for voice mail accounts used by students who occupied that room prior to our arrival on the campus. Also, please be aware that we conduct the program's business in the office. We typically place and receive a high volume of calls. Your patience in trying to reach us is requested. You are welcome to call to discuss matters related to your daughter's attendance at ALA Palmetto Girls State and to reach your child in case of emergency. However, unless it is an emergency, please

do not call the office for us to relay messages to your daughter. This telephone line is considered our business line while at ALA Palmetto Girls State, and with the exception of emergency messages, we do not take personal calls or relay personal messages.

Also, I cannot adequately describe the schedule which we keep during Palmetto Girls State. It is a very full schedule with activities planned from early morning until late at night. Therefore, your daughter may not be able to accept calls, texts, or emails from you or to call you with regularity. Please do not worry if your child cannot call, text, or email. This does not mean that anything is wrong; it is just Girls State.

On behalf of the American Legion Auxiliary, Department of South Carolina, and the Palmetto Girls State Committee, we look forward to having your daughter in attendance at this 72nd session of ALA Palmetto Girls State.

Sincerely,



Florence P. Belser
Director, ALA Palmetto Girls State

RESPONSES TO FREQUENT QUESTIONS FROM PARENTS

PLEASE review the materials addressed to your daughter (i.e., the files entitled “2018 Delegate Information Packet” and “2018 Delegate Forms Packet.”)

1. **Registration/check-in is 9:00 a.m. – 12:00 p.m. (noon) on Sunday, June 10, 2018.** Please arrive early to allow sufficient time to complete registration during this time period. We will register approximately 640 girls during this time period. Please plan your arrival taking into account the number of registrants, the 3-hour window to check-in/register, and the probability of lines. Early arrival is highly recommended.
2. Registration/check-in will be held in the Mabry-Smith-Yonce Hall (“MSY”). Please consult the campus map available on the PGS website for the location of MSY. There is a parking lot adjacent to MSY.
3. **Delegates are not allowed to have personal cars at ALA Palmetto Girls State.** Delegates and their families are responsible for arranging transportation to and from Presbyterian College. Please observe the times for registration (9:00 a.m.. -12:00 noon) on Sunday, June 10, and the time to depart campus on Saturday, June 16 (approximately 11:00 a.m. and no later than 12:00 p.m. (noon)).
4. Please have all registration forms completed and signed before arrival at ALA Palmetto Girls State on Sunday, June 10. Also, remember the \$40.00 registration fee and \$40.00 room key/dorm access card deposit. Please bring the exact amounts in cash – i.e., four (4) twenty dollar bills or any combination where you have exactly \$40.00 and \$40.00. These fees are accounted for separately and are maintained separately. **Cash is required – NO checks, money orders, credit cards, or debit cards are accepted for payment of these fees at registration/check-in.** The Room Key/Dorm Access Card deposit will be returned on Saturday, June 16, provided the room key and dorm access card are returned.
5. The **DRESS CODE** for ALA Palmetto Girls State is explained in the Delegate Information Packet in paragraph 21 on pages 7 – 9 and in paragraph 1 of the “What to Bring with You” section located on pages 9 – 10. Please ensure that the clothes your daughter brings to ALA Palmetto Girls State comply with the dress code.
6. On Friday, June 15, ALA Palmetto Girls State will travel to Columbia for our joint inauguration ceremony with Palmetto Boys State. There will be a parade along Main Street ending at the State House. The parade may be viewed on Main Street from Taylor Street to Gervais Street. The parade will begin at approximately 10:15 – 10:30 a.m. The inauguration ceremonies will begin at 11:00 a.m. on the Gervais Street (i.e. north) side of the State House. Seating is not provided for people watching the ceremonies at the State House or along the parade route.
7. On Saturday, June 16, 2018, ALA Palmetto Girls State delegates will be dismissed to leave after the assembly and ceremony. This should be at approximately 11:00 a.m. **Please arrange to depart campus no later than 12:00 p.m. (noon).** *NOTE: The closing assembly is not open to visitors. We are sorry, but the auditorium does not have room for family and friends to attend our closing session.*
8. **PLEASE** review the materials addressed to your daughter. These materials are posted on the ALA Palmetto Girls State website and are the files entitled “2018 Delegate Information Packet” and “2018 Delegate Forms Packet.”

*****IMPORTANT INFORMATION ABOUT DORMS*****

Size of Beds/Mattresses:

- Presbyterian College is in the process of converting the mattresses in ALL dorms to twin extra-long (Twin XL).
- We do not know which rooms will have beds which are Twin XL and which rooms may still have standard Twin size beds.
- Delegates are advised to bring either Twin XL sheets or larger sized sheets which may be “tucked in” to fit either the standard Twin or the Twin XL mattress.)
- If a delegate does not have Twin XL sheets, consider using either a larger flat sheet instead of a fitted sheet or sheets for a Full or Queen sized mattress.
- The dimensions of a twin extra-long (Twin XL) mattress are 39” x 80”.
- Standard sizes of flat sheets are
 - Twin--66 x 96 inches (or 167 x 243 cm)
 - X-Long Twin--66 x 102 inches (or 167 x 259 cm)
 - Full--81 x 96 inches (or 205 x 243 cm)
 - Queen--90 x 102 inches (or 228 x 259 cm)

Dorms with Community (Hall) Baths:

- Some dorms at Presbyterian College have community (hall) baths
- Community (hall) bath refers to a dorm where the rooms do not have adjoining baths but all rooms of the floor share one or more large bathrooms with each bathroom having multiple sinks, showers, and toilets
- All delegates should consider bringing a bath tote or small pail/bucket to assist with carrying shampoo, soap, and toiletries to the bath. Regardless of whether a delegate is assigned to a dorm with a community bath or not, the tote/pail will assist in keeping shampoo, soap, and other toiletries together.
- All delegates should also consider packing shower shoes and bathrobes/cover-ups.

We will use a dorm room in Spradley Hall as the Palmetto Girls State Office. Based on prior experience, we expect the telephone number for the ALA Palmetto Girls State Office to be 864-938-3010. The ALA Palmetto Girls State Office will open on Friday, June 8, 2018, after 10:00 a.m. Please recognize that we receive a large volume of calls. Also, please recognize there are times we may all be away from the office. Your patience in trying to reach us is appreciated. If the answering machine does not identify the line as being for the ALA Palmetto Girls State Office, then do not leave a message; we cannot access the voicemail of the students who previously occupied the room.