



# ALA New Mexico Girls State Government Instruction Manual



**(Select Pages for Senior Counselors)**

## INTRODUCTION

The attached pages are for the Senior Counselors to use for their part in joint meetings with the Government Counselor. The Senior Counselor and Government Counselor, along with their Junior Counselor should work as a team within their city coordinating the agenda topics. Any immediate government instruction questions should be addresses to your Government Counselor. All other questions/concerns/issues should be directed to the Government Instructor or the ALA NM Girls State Director.

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Thursday	Government in Action and Final City Meeting
Friday	Closing Assembly



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## DAY 1 – SUNDAY

### REGISTRATION OF CITIZENS BY STAFF

Office Manager, Nurse, Registrar, assistants as needed

Set-up: tables/chairs, computers, registration materials

As ALA NM Girls State Citizens arrive:

1. Citizens report to the registration tables and stop at each station.
2. The Registrar will tell the citizen the city and floor to which she has been assigned.
3. Citizens will complete any missing and/or incomplete forms that were due prior to arrival. These 3 forms include:
  - a. Waiver
  - b. Pledge
  - c. Transportation

Citizens will turn in additional forms at Registration Desk:

- Photo Release Form
  - Medical Form
  - Samsung Scholarship Application
  - Draft of bill or resolution, if ready
  - Local Media Information Sheet
  - Any OMK donations
4. Citizens will also check for correct spelling of their name in the system and take a picture for their badge.
  5. Once registration is complete, the citizen will take her personal belongings to her assigned city. Parents may accompany her but should leave as soon as her belongings are in her city.
  6. Government Counselors, Senior Counselors and Jr. Counselors will be on each floor to assist with room assignments. (See City Registration)
  7. Boxed lunches for citizens and staff will be provided during registration.



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## CITY REGISTRATION

### Materials and Attachments needed for City Registration:

For Government Counselor/ Sr. Counselor/JC:

Sign in sheet – Sr. Counselor should have the alphabetical list with all city residents.

– provided by office

Envelope for citizens' pictures

For each citizen:

Packet

Song book

For City:

Digital camera marked with city name

Masking tape

Poster board

Markers

City Sign

### As city citizens arrive at your city (on your floor):

#### SENIOR COUNSELOR:

##### 1. INTRODUCTIONS:

Senior Counselor welcomes citizens and introduces herself, Government Counselor and Junior Counselor for their City.

***IMPORTANT: If the citizen is not listed on your roster please send her back to the lobby to confirm her city assignment.***

##### 2. PICTURES:

All citizens must have a picture with their name and high school name on the back. The Senior Counselor will make note that she received the photo by marking the city sign in sheet. If any delegate does not have a picture with her, please take one with your city digital camera and bring to the office to print out. Post the pictures in your city room any way that you would like. There will be a poster board provided. These pictures will help in identifying your citizens throughout the week. You will need the photos at the end of the week – DO NOT return them to your delegates.

##### 3. PACKETS:

Sr. Counselor will give each citizen a packet; have her mark it with her NAME, CITY and ROOM NUMBER.

Describe the contents of the packet:

The program lists the events/activities and schedule for the week. It should be marked with NAME, CITY and ROOM NUMBER.

Stress the importance of the materials that the citizens have received in their packets. Inform your citizen that she should REVIEW the whole packet before the opening assembly. It is very important that each citizen know the schedule.



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4. NAMES ON ALL ARTICLES:

If a citizen brought a camera, cell phone, CD player, walkman or any other valuable items she must mark them with her name and room number. Masking tape should be used for this. ALA NM Girl State is not responsible for these items.

5. ROOM ASSIGNMENT/UNPACK:

Give each citizen their room assignment. If she is the first to arrive in her room, she may select her bed and closet, and put her things away. If parents or others have accompanied the delegate to the floor, they should leave at this time.

6. GET ACQUAINTED:

Now that the citizen has registered she should not leave the dormitory until it is time for the opening assembly. Encourage her to use this time to get acquainted with her city layout and other city citizens and familiarize herself with the packet and materials. ALA NM Girl State citizens should be advised to stay in their city and get to know fellow city citizens rather than wander with their schoolmates to other cities. Things like decorating the city and city sign would be a good opportunity for the citizens to work together. They can also work on city cheers and learn the ALA NM Girls State songs.

7. QUESTIONS/PROBLEMS:

Be available to answer any questions from citizens. Let them know that you're glad they are in your Girl State City.

8. REMINDERS:

- Do not refer to the citizen's (New Mexican) hometown or high school.
- Dresses, skirts/blouses or dress slacks are required at all sessions. Please advise citizens that a skirt or dress is required at opening and closing ceremonies. If the young woman doesn't have a skirt there are some available in the office. The dress code will be discussed at the City/Dorm Meeting later.

9. LUNCH:

Have citizens get a lunch from the lobby. Food may be eaten in the city room or in the lobby but not in their dorm rooms. Lunches are for citizens and staff only (not family members). Please be sure to set up an area for your city to recycle cans and bottles. Recycling bags are available in the office.

10. ANNOUNCEMENTS/NOTES:



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## FIRST CITY / DORM MEETING

(Divided between the Government Counselor and Senior Counselor)

### **Materials and Attachments needed for 1<sup>st</sup> Dorm meeting:**

Dorm & Girls State Rules/Meeting Protocol  
Dress Code  
City Sign  
Talent Show Forms  
Service Project information and materials from Project Coordinator  
City Scenario  
Badges – Nationalist (blue) & Federalists (red)  
City Ribbons- Do not hand out to Citizens until badges received.  
Roster to be verified and edited – provided by office  
Map of Campus  
Map of Dorm  
“Duties and Responsibilities of Elected & Appointed Officials – City”

### **Topics for Discussion:**

#### **Senior Counselor Discussion:**

1. INTRODUCTIONS:

Have each citizen introduce themselves without mentioning their (New Mexican) hometown or high school. (There will be time at the First City Meeting to get more acquainted)

2. DORM & GIRLS STATE RULES/MEETING PROTOCOL

The Sr. Counselor should review Dorm & Girls State Rules.

- Stress importance of wearing badges at all times. This is for safety so GS staff and campus security can identify GS citizens and for the cafeteria staff for meal counts. This also gives them access for voting (more will be discussed later)
- Citizens should be involved in all meetings – they are here to learn and participate.
- No cell phones in meetings – leave phones in their rooms. Any phone being used in a meeting will be taken to the office and will have to be retrieved there.
- Take program and materials with you wherever you go
- Be sure all personal items are marked with your name

3. DRESS CODE

Review the dress code with the various categories. Stress that citizens check the schedule/program for the correct category for the various activities. Citizens should check their schedules before they leave the dorm to make sure they are dressed correctly.

1. BADGES

Issue each citizen her name badge, which includes her Party, her County, her City and her voter ID#, while participating in ALA NM Girls State for the week. Also give the citizen her city ribbon and method to attach to badge.

RED BADGE --- FEDERALIST PARTY

BLUE BADGE --- NATIONALIST PARTY



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Be sure that the citizen's name on BADGE is spelled correctly. If the name on the BADGE is misspelled the Senior Counselor makes corrections directly on badge and will need to immediately turn those back into the office for corrections.

Please inform your citizens of proper times to wear badge (not needed for shower, Recreation time, or Inauguration Banquet but should be worn at all other times) and proper location to wear badges (girls should wear them on lanyard around their neck).

## 2. CITY SIGN/POSTERS/DECORATIONS FOR CITY ROOM/ROLL CALL CHEER:

Citizens can decorate the city sign and city room as they wish. The city sign should be taken to all meetings. Review rules regarding taking the sign "hostage" (in MEETING PROTOCOL).

Citizens can also work on a cheer for roll call. Cheer can change for each roll call or remain the same each time.

## 3. ACTIVITIES:

**TALENT SHOW FORMS:** Talent Show Director: \_\_\_\_\_

Give out a talent show form to interested citizens; remind them that they must be turned in to the Junior Counselor no later than Monday morning. The Junior Counselor will give them to the Talent Show Director by Monday at lunch. No last minute entries to the talent show. All participants must attend the initial meeting and speak with the Talent Show Director. Please see schedule.

**CHOIR:** Choir Director: \_\_\_\_\_

Times for Rehearsals: During first half of recreation time. Please see schedule.

**SPORTS ACTIVITIES:** Sports Director \_\_\_\_\_

Volleyball and basketball will be available during recreation time each afternoon. Have citizens check their schedules for times each day. **Citizens may jog at the track in groups of no less than 4.** There will be no tournament just free play.

**ALA NM GIRLS STATE NATIONAL GUARD:** Each city should select two (2) citizens and one (1) alternate to serve in the ALA NM Girls State National Guard. They will be responsible for the flag ceremony at each For God and Country. Other assignments may also be given. ALA NM Girls State National Guard members should be selected by Sunday evening and their names turned into the office by Sunday night. They will begin their responsibilities on Monday morning at For God and Country. (see ALA NM Girls State National Guard Information Sheet from the Director)

## **FOR GOD & COUNTRY ASSIGNMENTS:**

All cities will be assigned to organize and present either a morning or evening devotional called For God & Country. The first one on Monday morning will be presented by the ALA NM GS Staff so citizens can see an example. There are books of poems and stories available for check-out from the office

## 4. SERVICE PROJECT: Project Coordinator: \_\_\_\_\_

Present the information on the service project. This material will be given to you by the project coordinator. It is important that your citizens work on this early in the week in order to complete the project(s) on time. Any questions should be directed to the project coordinator \_\_\_\_\_.

## 5. NURSE: Nurse: \_\_\_\_\_ Room: \_\_\_\_\_

Give the nurses room number, just in case someone needs her. Citizens should notify their Governments Counselor, SrC or JC before going to the nurse, if at all possible.



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6. ROSTER:

Have citizens review and edit roster for correctness. Page should have name, address, phone number and email address. Mark any corrections directly on sheet or if everything is correct citizen should initial that she checked information. If citizen chooses not to have her info listed she will need to cross out the info and initial it.

## Government Counselor Discussion:

7. ELECTED & APPOINTED OFFICIALS:

Ask the citizens if they brought the material on the Duties and Responsibilities of Elected and Appointed Officials that they should have received before arriving at ALA NM Girls State. Have each citizen place the material in her packet for easy reference all week. Review the list briefly so citizens can begin thinking about positions they would like to run or apply for. These positions will be discussed more during instruction periods.

8. ANNOUNCEMENTS/NOTES:

Review maps – Buildings and Campus.

Show location of Opening Ceremonies – Have city sit together with city sign.

Review Sunday's activities/schedule/locations

9. DISMISS TO DRESS:

Allow delegates to change for Opening Ceremonies. Must be in Dress Code B with skirt or dress only.



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## DORM & ALA NM GIRLS STATE RULES

- There are **Dorm/City meetings** each evening – check your schedule
- Citizens should be **in their cities** by 10pm (or as listed in the daily schedule)
- **Lights out** (in your rooms) at 10:30pm (or as listed in the daily schedule)
- Citizens of each city should **walk together** to and from the dorm to the union building. If a citizen needs to come back to the dorm, she should **inform her Government Counselor and/or Sr. Counselor** and be escorted.
- Use the **buddy system** on campus at all times.
- Citizens may **jog at the track in groups** of no less than 4. Appropriate sports wear should be worn.
- **Name badges** must be worn at all times. This is for safety so the ALA NM GS staff and campus security can identify ALA NM GS citizens and for the cafeteria staff for meal counts. Badge to be worn on lanyard around neck during all events except showers, recreation time, and the inaugural banquet.
- Put **your name, city and room number** on all personal items.
- Be prepared – take your program and other required materials with you when you leave the dorm so you will not have to return.

## MEETING/ ASSEMBLY PROTOCOL

- Be aware of the **dress code** for each meeting. Check the schedule or ask the Senior Counselor or JC if you are unsure. Dress/skirt must be worn to opening and closing ceremonies.
- No **cell phones** in meetings – leave phones in your rooms. Any phone being used in a meeting will be taken to the office and will have to be retrieved there.
- **City sign** should be watched at all times – another city might take it hostage.  
The City Room, City Dorm Room, cafeteria during meals, the assembly hall during general meetings are considered Safe Zones and no sign can be claimed from those areas.  
Any other areas Citizens are free to claim signs as hostage.  
To redeem your sign a ransom must be paid by the city missing their sign at the next general meeting. The city earning their sign back will be required to get on stage and sing a song, dance or cheer of the ransoming city's choice.





## American Legion Auxiliary New Mexico Girls State 2012 Dress Code

American Legion Auxiliary New Mexico Girls State is a leadership program. Such structures as dress codes are designed to maintain the standing and integrity of the program, and to serve as a reminder to delegates of their role as leaders who are expected to hold to standards above the common and ordinary.

- Plan on at least one outfit for every day with a change for special activities.
- There are **four (4) classifications in the DRESS CODE (A, B, C, D)**. The program schedule distributed at Registration will list the classification for each activity. You must plan accordingly. You may wear A, B, or C for all activities, but you may only wear D for Inaugural Banquet. The 2012 sub-classifications have been broken out to give detail on Inaugural Banquet and what is not allowed at ALA NM Girls State. (see backside)

### Classification A – For God & Country/Flag Ceremony Uniform (only required for assigned city)

- Navy Blue or Black – Skirt, Pant, Capri or City Short
- White – Blouse, Polo or Sweater (Must be all white top)
- Those participating in the Flag ceremony will be given white gloves for handling the flag.

### Classification B – Daily Meeting Dress Code

#### Business/Business Casual Dress

- Dress, Skirt, Pant (Dress pants, Khaki – no cargo, Slacks), Capri, or City Short (knee length)
- Blouse, Polo, or Sweater
- Dress Shoes, Sandals (decorative, leather, beaded, etc style) or Casual Slip on Shoe. – Be sure to bring comfortable shoes for walking.
- No Jeans or Flip-Flops (Rubber Soled) of any kind.

### Classification C – Special Activities

#### Casual Dress

- Jeans, Capri, City Short (knee length) or Casual Pants (i.e. Khakis or Slacks) – no holes, rips, etc.
- Polo or nice T-Shirt - no holes, rips, inappropriate slogans or logos
- Casual Shoes (no Flip-Flops)

Two (2) Nighttime General Session Activities (and others to be named) will allow for this dress code, and will be noted on your program/schedule distributed at Registration.



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## Classification D – Recreation/Dorm Time

### General Athletic/Sleepwear

- Jeans, sweats, shorts (no short-shorts)
- T-shirts, sweatshirts
- Tennis shoes, rubber soled flip-flops, slippers
- No Bare Feet

## Classification SA - Inaugural Banquet

- Dress or Skirt required. Does not have to be Formal Dress but it is allowed. Prom or party dress, skirt and blouse, (strapless and spaghetti straps allowed)
- Dress Shoes

## NA - Not allowed at ALA NM Girls State

- You will be sent back to the dorm to change any inappropriate clothing.
- Extremely short clothing is not acceptable. Skirts must at minimum touch ends of fingertips while standing straight and no tugging to garments. Please use better judgment and go longer if you are questioning whether something is too short.
- Strapless or spaghetti strap tops (thinner than two finger width) and dresses, with the exception of prom dresses for the Inaugural Banquet, are not permissible for the week unless worn with a jacket or sweater.
- Letterman jackets or shirts depicting your home High School. While proud of your High School and hometown, at ALA NM Girls State you are all citizens of ALA NM Girls State and your respective Cities and Counties. If these items are brought you will be asked to turn them inside out to wear.



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## OPENING CEREMONIES

### OATH OF ALLEGIANCE TO GIRLS STATE

“I hereby declare, on oath, that I absolutely and entirely renounce and abjure all allegiance and fidelity to any foreign prince, potentate, or sovereignty of whom or which I have heretofore been a subject or citizen; that I will support and defend the Constitution and Laws of the United States of America, and the American Legion Auxiliary, Department of New Mexico Girl State; that I will bear true faith and allegiance to the same; that I will perform work of importance under direction when required, and that I take this obligation freely without any mental reservation or purpose of evasion, so help me God.”



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## SUNDAY NIGHT DORM MEETING (SENIOR COUNSELOR)

### Senior Counselor Discussion:

1. Be sure JC has picked up the snack from the canteen.
2. Evaluation Forms will be distributed nightly for the citizens to give their input on the day's activities. Citizens can make notes about activities, etc so they can give feedback on the evaluation form. Encourage citizens to give constructive comments to help better the ALA NM Girls State program.
3. Senior Counselor and Junior Counselor will conduct the Vespers for this evening. After the first night, citizens may volunteer to do the nightly city vespers.
4. Answer any remaining questions before dismissing at \_\_\_\_\_.



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## CAMPAIGN RULES

All candidates are encouraged to campaign for their perspective offices but must follow campaign rules.

Campaign material must be made from materials brought to or purchased at ALA NM Girls State. No volunteer or city supplies may be used for campaigning. only at Girls. No material may be premade prior to ALA NM Girls State. No printed material- pictures, internet, etc. or candy handouts.

Campaign materials may only be posted in the dorm or city room. No posters, signs, etc may be posted in the Campus Union Building (CUB) except City Rooms. Buttons and tags may be worn in the Campus Union Building (CUB). But are not allowed in or near the polling area. Buttons and tags must be removed before entering the polling area.

Campaign material may not cover other material or block view from doors and windows.

Do not use paste, staples or tacks on walls.

Campaign materials must be removed immediately following each election. New material may be put up for the next election as soon as a candidate has filed their petition for office.



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## MONDAY NIGHT DORM MEETING (SENIOR COUNSELOR)

### Senior Counselor:

1. Evaluations:  
Distribute evaluations. Be sure to collect at the end of Dorm meeting
2. Vespers and snacks
3. Announcements/Notes



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## TUESDAY NIGHT DORM MEETING (Senior Counselor)

### Senior Counselor Discussion:

1. Evaluations:  
Distribute evaluation forms. Be sure to collect at the end of Dorm Meeting.
2. Vespers and snacks
3. Announcements/notes:



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## WEDNESDAY NIGHT CITY/DORM MEETING

### **Government Counselor:**

ALA GIRLS NATION: (see "Girls Nation (from the ALA website)")

(Presentation from previous years' Girls Nations delegates will be made at Wednesday General assembly).

Give a brief explanation about ALA Girls Nation and give the dates: **July 17-24, 2012**. Have the citizens who do not want to go, or who cannot go, move to one side of the room. If the citizens want to ask a few questions of the those who are interested in going, they should be taken from the room, and questioned one at a time in the same manner as the Whistle Stop Campaign. The citizens then vote for the person they would like to represent their city, for a chance at being the ALA Girls Nation Senator from ALA New Mexico Girl State.

Please discuss with the delegates the importance that selected ALA Girls Nation Senators will be required to attend ALA NM Girls State the following year as a JC. (see dates posted in city)

Inform the citizens that on Thursday all citizens of ALA NM Girls State will vote for the two (2) ALA Girls Nation Senators, the nominees are one citizen from each city. The same questions will be asked of each nominee and the vote will be numbered 1, 2, 3 or 4. The young woman with the highest score will be the 2 ALA Girls Nation Senators for this year. There will also be two alternates selected in case one or both of the Senators can not attend ALA Girls Nation.

Staff Members can suggest questions for Girls Nation interview by Wednesday night to Director or Office.

DISCUSS TOMORROW'S SCHEDULE and where everyone should be. (see "Appointed Positions in the Senate and House") Be sure to get list from the office with updated times and locations.

### **Senior Counselor:**

Be sure to distribute and collect the daily evaluation forms.

Vespers and snacks





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## **ALA GIRLS NATION** (from the ALA website)

**July 19-27, 2013**

The first American Legion Auxiliary Girls Nation was held in 1947 with 82 girls and 41 states represented and has been going strong ever since! In order to attend this unique “hands on” Federal Government training session, one must first have attended a ALA Girls State session and been selected by that state to represent them at ALA Girls Nation. The ALA Girls Nation “senators” are divided into two political “parties”. The parties do not reflect the two major parties in today’s system, but allow citizens to gain a special knowledge of how the system works. The delegates selected will retain their party from ALA NM Girls State and represent the party at ALA Girls Nation.

The ALA Girls Nation program is funded by the national organization of the Auxiliary, with some support from each participating state. Little or no expense is required of the “senator” or her family.

### Program goals:

- To develop leadership and pride in American citizens
- To educate participants about our system of government
- To instill in participants a greater understanding of American traditions
- To stimulate a desire to maintain our government processes

The American Legion Auxiliary believes that training our youth about the basic ideals and principles of our system of government will help to ensure the survival of our republic. Through this highly effective citizenship training program, auxiliary members and other expert volunteers teach the youth of our nation to understand, comprehend and appreciate their roles as United States citizens.



# ALA New Mexico Girls State Government Instruction Manual



## DAY 5 – THURSDAY

### GOVERNMENT IN ACTION – STATE PART 2

Be sure all Citizens know where they are to be for the Government in Action activities:

Senate – location \_\_\_\_\_

House – location \_\_\_\_\_

Courts – location \_\_\_\_\_

Any other committees, etc – location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GC assigned to each area should briefly review Parliamentary Procedure.

Have delegates use the handouts to help them.

GC should **guide** the sessions but **not lead it**. The elected officials are in charge.

### FINAL CITY MEETING

#### **Materials needed for Final City meeting:**

- Minute Book for City Clerk
- Ballots for the OUTSTANDING CITIZEN
- American Legion Auxiliary Membership Forms
- JC Applications
- Evaluation Forms

#### **Part One: Mayor and City Council**

Agenda City Council Meeting: Mayor presides sitting in front with City Council Members

1. City Clerk reads the minutes of the last meeting and the Council accepts them with possible amendments.
2. Unfinished business or new business from the floor.
3. Adjourn meeting.



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## **Part Two:**

### **Government Counselor:**

1. SELECTION OF OUTSTANDING CITIZEN:

Discussion on the most outstanding citizen in the city. Each city selects one citizen whom they believe has been the most outstanding citizen all week. Ballots are distributed by the Junior Counselor while the Government Counselor explains them. Two names should be written on the ballot. They should be numbered 1 and 2. The name of the most outstanding citizen will be announced Friday at the Closing Assembly.

### **Senior Counselor:**

2. AMERICAN LEGION AUXILIARY:

Discussion of the ALA - ask if any of the young women are American Legion Auxiliary Members or if their parents are members of the American Legion or the Auxiliary. Refer them to the copy of the Membership Form in their packet.

3. JUNIOR COUNSELORS:

Discuss role of Junior Counselors for next year. Give out JC applications. Be sure to collect them by the end of the night. On each JC application, attach their picture (from board) and add a personal note (recommendation) from all city staff members to the form. Turn in to the office no later than breakfast on Friday morning.

### **Senior Counselor and Government Counselor together:**

4. DISCUSS SOME OF THE HIGHLIGHTS of the week's activities and encourage the citizens to remember what they have learned and to take an active interest in local, county, state and national government along with public service. Let the citizens express their sentiments for the week. If they want to, Counselors should also be given the opportunity to thank their citizens for their participation and interest. The delegates are what make the time spent worthwhile.
5. PRESENTATION OF CERTIFICATES
6. DISTRIBUTE and COLLECT DAILY EVALUATION FORMS
7. VESPERS AND SNACKS



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## DAY 6 – FRIDAY

### CLOSING ASSEMBLY

#### CEREMONIAL SIGNING OF BILLS

The Governor will read each bill so that the delegates will know what laws have been passed by their elected Senators and Representatives. The Governor will then ceremoniously sign the bill into law or exercise her power of veto. The Chief Clerks of the Senate and House, The Secretary of State, and the Lt. Governor should all be on stage. They may need to sign bills if they have not already done so. The Counselors of the Senate and House should be given an opportunity to say a few words about the legislative sessions and compliment the Senators and Representatives on a job well done.

Outstanding Citizen Awards

Outstanding City Award

Girls Nation Results

Samsung Scholarship Winner announced

Graduation

Staff Pins

Agnes Crotzer Memorial Scholarship Winner

#### CHECK OUT

Check Out – Delegates must check out with SrC/GC before leaving

All rooms checked before SrC/GC leave

All keys turned in to dorm office

Lunches for trip home will be set up in the lobby – for citizens and staff only