



New Mexico Girls State Volunteer Handbook for Senior Counselors



Senior Counselors

Role:

A Senior Counselor (formerly known as Dorm Counselor or Dorm mom) is assigned to each Girls State city. She assists the Government Counselor and helps supervise the Junior Counselor assigned to her city. Together the Senior Counselor, Junior Counselor and Government Counselor are the Staff Team for their city – each having various but related responsibilities.

Responsibilities:

The Senior Counselor should follow all staff rules and the Girls State dress code.

The Senior Counselor is responsible for all dorm related activities and matters. She may also volunteer for or be given other Girls State responsibilities, such as decorating for the banquet, helping with city pictures, etc.

DO NOT ANSWER QUESTIONS ABOUT THE GOVERNMENT PROGRAM. THIS IS STRICTLY FOR THE GOVERNMENT COUNSELORS.

The Senior Counselor's responsibilities include:

- Enforcing the dress code for all delegates at all activities, sessions, etc.
- Conducting/facilitating dorm meetings in her assigned city.
- Coordinating with the Junior Counselor and assisting her with her responsibilities
- Attending all activities, sessions, etc with her city, unless excused by the Girl State Director for a special assignment.
- Assisting the Government Counselor as needed.
- Assisting with the delegate registration on the first day – being available in the city to help with room assignments, etc.
- Assisting delegates with their responsibilities such as "For God and Country", vespers, etc.
- Consulting with the director or assistant director on matters related to delegates in her city.
- Attending Staff meetings through out the week (usually held during the dinner hour).

If you have any questions about your duties/responsibilities,
check with Cathy King, Dean of Staff.



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Before Delegates Arrive on Sunday

Attend meeting/training for Senior Counselors. Meeting will be held at _____

Check each dorm room for:

- Cleanliness
- Working light bulbs
- Clean closets
- 2 Beds with mattresses
- 2 desks with 2 chairs
- Location and assignments of all rooms
- Dorm meeting room is clean and furnished

Check each restroom for:

- Cleanliness
- Running water, toilet paper, paper towels, etc

Place trash bags in each room.

During registration on Sunday

Be in assigned Dorm building and on the floor when the girls arrive. Welcome the girls and direct them to their rooms. Collect their pictures by Sunday night. Write the name of the delegate on the back and mark on your roster that the picture was received. If any delegate does not have a picture with her, take one with your city digital camera and bring to the office to print out. Post the pictures in your city room any way 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.

Any delegate who comes to your city and is not on your list, send back to registration desk for clarification of city assignment.

Give each citizen a packet; have her mark it with her name and room number.

Before Wednesday morning

Verify the alphabetized list, provided by the office, of all the citizens of your city. This list will be used during Graduation Ceremony on Friday AM – when they will be called on stage to receive their pins.



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Also an alphabetized list will be provided with delegates' names, addresses, cities, emails and phone numbers that must be reviewed for accuracy. This information will be used for the roster that is distributed at end of the week.

At Graduation on Friday morning

Citizens should sit with their cities in alphabetical order. THIS IS A DRESS/SKIRT EVENT.

During the week:

Help your citizens feel welcome, console losers and those who are homesick, help resolve dorm issues, etc.

Be available to the Government Counselor at all times and assist where needed.

Do not answer questions about the government programs. This is strictly for the Government Counselors.

You are expected to attend ALL SESSIONS and ALL GENERAL ASSEMBLIES (unless excused by GS Director for special assignment). Help keep order in/during assemblies by keeping order among yourselves. There is a certain amount on "spontaneous" activity that is permitted prior to, during and following some of the assemblies.

Review rules and be sure they understand them:

Be sure your citizens are:

- On time for meals, meetings and assemblies

- Dressed appropriately and following the dress code - make sure you and the girls know what the dress code is for each activity.

- In bed at the proper time. This is especially important on Thursday night after the Candle Light Ceremony.

- After lights out, YOU must check each room to make sure each girl is in her own bed.

See that your ENTIRE CITY is present and on TIME for all assemblies and other group functions. Cities must walk together as a group when going to another building. Take a head count before you leave to make sure your entire City is present. Stress the "fun" of staying together as a City. City signs can be decorated and should be the responsibility of 2-3 girls to see that it is at ALL activities.



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Remind the girls to take their programs and materials with them at all times so they are prepared and don't need to return to the dorm.

Remind the girls **NO DRINKING, EATING or GUM CHEWING ALLOWED IN THE AUDITORIUM OR BALLROOM.**

Cell phones are used in the dorm area only. Do not take cell phone to classes/auditorium. If caught talking/texting, phone will be taken away.

Your city must walk together as a group when going between buildings. Take a head count before you leave to make sure your entire city is present. Stress the "FUN" of staying together as a City. Sit with your city at assemblies and sessions.

Citizens **MUST** stay as a group when going to and coming from meetings, especially at night. If they are bothered in any way **IT SHOULD BE REPORTED TO THE OFFICE IMMEDIATELY.**

Help your city citizens decorate the city sign to be taken to all meetings, etc.

KNOW WHERE YOUR CITIZENS ARE AT ALL TIMES. Keep them interested in the program by suggesting things for them to participate in. Whenever possible see that they all have been assigned to some kind of job.

Meals are well planned by the cafeteria staff. All girls must report for all meals. **THERE WILL BE NO OUTSIDE FOOD BROUGHT IN OR ORDERED.**

All delegates signed an agreement not to leave campus. Make sure this is enforced.

Be sure that Junior Counselor is checking for mail and other information in the office daily. Each city has an assigned mail box.

Any Delegate that gets sick and cannot attend meals/meetings must go to the office/nurses station. No delegate will be allowed to remain in their room alone.

Sanitary supplies are available for purchase in the Canteen. The Nurse will also have extras. Delegates are expected to pay for them. **ALL** sanitary supplies **MUST** be disposed of by wrapping in toilet tissue and put into wastebaskets. **DO NOT FLUSH DOWN TOILETS.** Please impress the importance of this request!



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Dorm Meetings:

Lead discuss and follow the agenda for the meeting as outlined in Instruction Manual.

Handout and collect surveys (Mon through Thurs evenings) each evening. Senior Counselors may fill out a survey with comments also.

Check with Junior Counselor to see if they have checked the city mail box each evening.

(include in the Sr Counselor handbook: dress code, campaign rules, list of delegate rules, map, program and any other helpful information)