



2020 Oregon Girls State Unit Packet Summary and Timeline

Enclosed are documents and information to assist in your role as Oregon Girls State Chairman. Please discard all previous years' Girls State materials (except for brochures). Many forms and procedures have changed.

Unit Documents:

- Girls State Unit Chairman Letter (Form 2)
- Sample press release seeking applicants (Form 3)
- Interview Questionnaire (Form 6)
- [NEW]Unit Payment Form (Form 5)—Please remit \$300.00 per delegate. It is up to the unit if they want to collect any fee from the applicant. Please do not turn down an application because you don't have funds. **PLEASE, contact Department and we will help find sponsorship.**
- Sample letter notifying delegates (Form 7)

Documents to send to schools:

- Cover letter to send to your local schools/ESD coordinator (Form 9) (**Don't forget to add your contact information to page 2!**).
- General Information (Form 10)
- "A Typical Day at Girls State" (Form 11)
- 2-sided 2020 Oregon Girls State Application. (Form 12) (**Don't forget to add your unit contact information on the back!!!**).

The following is a timeline for your Unit’s Girls State Chairman. **With the exception of the June 1st deadline**, the dates below are a suggested timeline to make your responsibilities as unit chairman easier and (hopefully) less time-consuming:

<input type="checkbox"/> Receive Girls State Information Packets from Department	October
<input type="checkbox"/> Contact/Confirm outside sponsors, if applicable	Ongoing
<input type="checkbox"/> Mail or hand-deliver school packets (Forms 9-12) to counselors or other designated official(s) at the schools in your area, and your local ESD coordinator (“home-school”)	October / November
<input type="checkbox"/> Mail or hand-deliver School Follow-up Letter (Form 13)	February 1
<input type="checkbox"/> Completed Applications to Unit Girls State Chairman	May 15
<input type="checkbox"/> Schedule an interview with candidates and select delegates and alternates using the 2020 Interview Questionnaire (please make sure applicants have your Chairman’s name and phone number in case they need to re-schedule their interview)	Prior to May 20
<input type="checkbox"/> SEND COMPLETED GIRLS STATE APPLICATIONS, 2020 INTERVIEW QUESTIONNAIRES, DELEGATE AND ALTERNATE FORMS, AND FEES TO DEPARTMENT (DON’T FORGET TO MAKE COPIES FOR YOURSELF!)	As soon as complete but NO later than JUNE 1st
<input type="checkbox"/> Delegate Packets sent to Delegates (from Department)	As soon as materials and fees received from Unit
<input type="checkbox"/> Delegate Orientations	During May
<input type="checkbox"/> Contact your delegates to remind them of the day & time to arrive at Girls State (1pm, Sunday, June 14 th)	2-3 weeks prior to 2020 session
<input type="checkbox"/> Please notify Girls State Director and Department of any changes of delegate status	As soon as you become aware