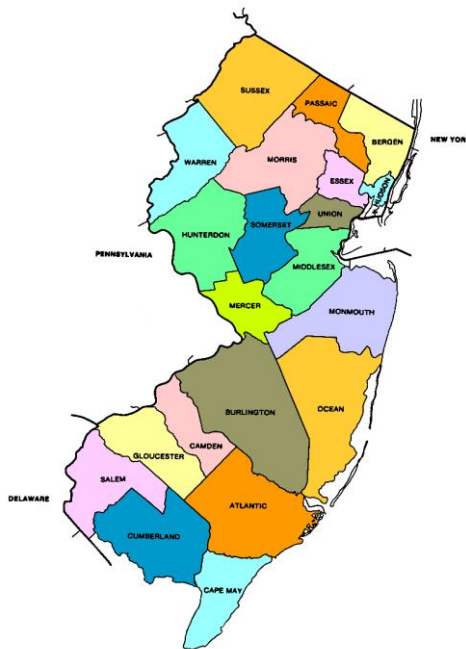


AMERICAN LEGION

AUXILIARY

Jersey Girls State

Delegate Handbook



June 21st-June 25th, 2026

Centenary University
Hackettstown, NJ

Sponsored by
American Legion Auxiliary
Department of New Jersey
1540 Kuser Rd Suite A8
Hamilton, NJ 08619

BRING THIS GUIDE WITH YOU TO THE PROGRAM!

***PREAMBLE TO THE CONSTITUTION
OF THE
AMERICAN LEGION AUXILIARY***

“FOR GOD AND COUNTRY

We associate ourselves together

For the following purposes:

To uphold and defend

The Constitution of the United States of America:

To maintain law and order;

To foster and perpetuate

A one hundred percent Americanism.

To preserve the memories and incidents

Of our Associations during all Wars;

To inculcate a sense of individual obligation

To the community, state, and nation;

To Combat the autocracy

Of both the classes and the masses;

To make right the master of might;

To promote peace and good will on earth;

To safeguard and transmit to posterity

The principles of Justice, Freedom and Democracy;

To participate in and contribute

To the accomplishment

Of the aims and purposes

Of the American Legion,

To consecrate and sanctify our association

By our devotion to mutual helpfulness.”

IMPORTANT CONTACT INFORMATION

Home County _____

My sponsoring unit # is _____

Located _____

(Be sure to contact your local sponsor upon completion of the program)

Local chairman _____

Email Address _____

Phone number _____

County chairman _____

Email Address _____

Phone number _____

The Director MUST be contacted for last minute cancellations or changes

The Jersey Girls State Directors are Debbie Noble & Sandra Wittner

They may be contacted at jerseygirlsstate@gmail.com

The American Legion Auxiliary State Headquarters

609-581-9580 (Mon-Fri) – Do not Call unless you cannot reach anyone else

2025 JERSEY GIRLS STATE

Debbie Noble

Sandra Wittner

Trish Muller

DIRECTOR

DIRECTOR

2025-2026 DEPARTMENT PRESIDENT

WHAT IS GIRLS STATE?

Over the past 75-plus years, the Girls State program has evolved from a governmental seminar to a hands-on study of county and state government. The American Legion Auxiliary sponsors this program to help the citizens of Girls State, who are the leaders of tomorrow, become more aware of our unique form of government and its impact on individuals and society.

In 49 states every summer, 25,000 enthusiastic young women meet to learn the mechanics of county and state government and to practice responsible citizenship.

Jersey Girls State today is a multiday, hands-on workshop on government, the political process, civic responsibility, and leadership. It is not a camp or vacation. It is a non-partisan School of Government, through which the American Legion Auxiliary endeavors to educate young women in the duties, rights, and responsibilities of American citizenship.

It is hoped that each ALA Jersey Girls State citizen will return home with a better understanding of how to participate in the functions of government at the local, county, and state levels.

SPONSORSHIP

Citizens are selected and sponsored by local American Legion Auxiliary Units. Other civic, fraternal, or patriotic organizations may contribute to the sponsorship of a citizen, with the approval of the local American Legion Auxiliary Unit. It is understood that after the Jersey Girls State session, each citizen is expected to appear before their sponsoring organization(s) and their school to make a report of the activities at Jersey Girls State, as well as their impressions of the program.

GIRLS NATION

Two outstanding citizens of Jersey Girls State are elected as US Senators and awarded a trip to Washington, DC, to represent New Jersey in the week-long American Legion Auxiliary Girls Nation program. Girls Nation representatives from 49 states experience and learn the working of government at the national level. Girls Nation will take place July 18-25, 2026. More information can be found at: <https://www.legion-aux.org/ala-girls-nation>

GENERAL INFORMATION

ARRIVAL AND DEPARTURE

- ❖ Each citizen **MUST** be registered between 8:00 a.m. and 10:30 a.m. Sunday. Registration will be held in the Lackland Center Lobby.
- ❖ Do not bring your luggage to registration; leave it in your vehicle until you have your room assignment.
- ❖ **YOUR \$100 REGISTRATION FEE MUST ALSO BE RECEIVED PRIOR TO ARRIVING.**

THURSDAY CEREMONIES AND VISITORS

- ❖ Parents ARE ENCOURAGED to attend the closing ceremonies Thursday 11:00am in the Student Rec Center Gymnasium. The Ceremonies will be completed at approximately 12:30PM. There will be **NO visiting or entering the dorms prior to the graduation/inauguration.** After the ceremony, all visitors may then proceed to the dorm area to pick up the citizen and her luggage. Follow all posted signs for parking and exiting campus!
- ❖ A full schedule is planned for each day. Therefore, **VISITORS ARE NOT ALLOWED DURING THE WEEK.**

HEALTH AND MEDICAL

- ❖ **A physical exam is not required;** however, the online medical form must be completed in its entirety and signed by both the delegate and the parent. At the discretion of the medical staff, a delegate may be required to have a physical examination and release by their doctor.
 - The nurse will hold ALL medications brought on to the campus, unless otherwise deemed necessary for the delegate to hold in her possession (inhalers, etc.). The Nurse will dispense the delegate's medications out of her office as necessary.
- ❖ During Jersey Girls State, First Aid will be available and one or more Licensed Nurse(s) will always be on duty.
 - Every care will be taken to avoid accidents and illness. However, the American Legion Auxiliary, Department of New Jersey, Inc., Jersey Girls State, Inc. will not be responsible for injuries or illness should either occur.

DRESS CODE

- ❖ The dress code for the week at Jersey Girls State will be plain or Girls State branded shirts with any color bottom, including skirts, capris, shorts and pants (no cut offs!). All bottoms must be no shorter than mid-thigh length. **Dress code is strictly enforced, and delegates may be asked to change to adhere to Girls State policy.**
 - ❖ The dress code for the graduation/inauguration program will be a dress or skirt or dress pants and blouse (nothing fancy) but they must be neat.
 - ❖ Girls State merchandise, will be available for purchase. Pre-order is strongly recommended as supplies are limited on campus.

COMMUNICATIONS & CELL PHONE USAGE

- ❖ Emergency contact information will be distributed at registration for the parents.
- ❖ Delegates are not permitted to use their cell phones during session, apart from free time, which includes meals, recreation time, and other periods of free time that are built into their schedule. Cell phones may be confiscated during meetings at counselors' discretion if policy is not being followed.

PERSONAL PROPERTY

- ❖ The American Legion Auxiliary, Department of New Jersey, Jersey Girls State, Inc., cannot assume any responsibility for liability or loss or damage to personal property. Every effort will be made to safeguard the property of Jersey Girls State citizens.
- ❖ All personal property should be labeled or have name tags attached, including laptops and cell phones. Citizens are encouraged to leave valuable items at home.

JERSEY GIRLS STATE STAFF

- ❖ The Jersey Girls State staff are volunteers and are all members of the American Legion Auxiliary or former Girls State delegates.
- ❖ Junior Counselors are generally selected from Jersey Girls State "graduates."
- ❖ The Jersey Girls State staff will be present for the entire Jersey Girls State session.

PICTURES

- ❖ A Photographer is present during the week and will have pictures for sale. Delegates are encouraged to purchase pictures to show friends and family and to remember their time at Girls State. The Photographer will be set up at the graduation ceremony on Thursday where parents can purchase pictures also.
- ❖ New for 2026, a Delegate Press Corps will document your experiences. These images will be shared on social media!

ROOMMATES

- ❖ The Jersey Girls State staff assigns roommates. Room assignments are final and will not be changed. Delegates will be housed in apartments containing 4 private bedrooms and 2 shared bathrooms and a living space.

TUITION

- ❖ The tuition cost per citizen is \$350.00, paid by the sponsoring American Legion Auxiliary Unit or contributing organization(s). **No tuition refunds will be allowed.**
- ❖ **The \$100.00 registration fee is payable by the delegate and will be NON-REFUNDABLE** without exception.
- ❖ Registration fee is paid online at the time of electronic registration.

- ❖ Should a citizen or her alternate fail to register for Jersey Girls State, or if a citizen fails to show up or leaves for any reason after the session begins, **THE TUITION AND THE REGISTRATION FEE WILL BE FORFEITED**

SECURITY

- ❖ The University security department is on duty 24 hours a day for the comfort and safety of our guests.

MEALS

- ❖ Your meals are provided at no cost to the delegate. Food services are provided on campus in the Cyclone Dining Hall. Meals are served cafeteria style. Lunch and dinner include hot entrees and sides, a salad bar, soups, and grill. You will eat in the dining area. If you have special dietary needs, contact the Girls State staff via email at jerseygirlsstate@gmail.com, as soon as possible. All efforts will be made to accommodate your needs.

QUALIFICATIONS

- ❖ A member of the Junior class in Senior High School at the close of the current school year and plans to re-enter school for her Senior year.
- ❖ Aged 15 to 18 years.
- ❖ A resident of the State of New Jersey; a citizen or permanent resident of the U.S.
- ❖ Must NOT object to saluting or properly respecting the Flag of our Country and nondenominational prayer.
- ❖ Recommended by the High School Principal or Guidance Counselor, certifying she meets the following qualifications:
Leadership - Character - Courage - Honesty- Cooperation - Physical fitness
- ❖ Citizens need not be members of The American Legion or the American Legion Auxiliary families.

SPECIAL EVENTS

- ❖ There will be several “patriotic” ceremonies during the week. All delegates are expected to show proper respect during such ceremonies; **Any delegate who has an objection to adhere to this rule will not be allowed to attend the Girls State program**

WHAT TO BRING TO GIRLS STATE

1. Do not bring any more than you can carry; each citizen is responsible for her own luggage and other personal property. DO NOT bring your luggage into the registration building.
2. Supplies for campaigning: Blue painters' tape (for hanging any posters) masking tape, markers, glue, stencils, paper, etc. use your imagination.

3. **Do Not Bring:** any preprinted campaign materials (Ex: A premade poster that says “Sally for Sheriff”), glitter, latex balloons.
4. Small amount of cash for the Girls State store or vending machines.
5. **All bedding - including a pillow - you will only have a bed with a mattress (no linen), a dresser and a closet in the room.**
6. Towels and washcloths.
7. If you would like to participate in the talent show, please bring any instruments, props, or costumes you might need. Acts should be 3 minutes or less.
8. Your toiletry kit and personal hygiene supplies.
9. Comfortable clothing: The dress code for the week at Jersey Girls State will be plain (no patterns) or Girls State branded shirts with any color bottom, including skirts, capris, shorts and pants (no cut offs!). All bottoms must be no shorter than mid-thigh length. **Dress code is strictly enforced and delegates may be asked to change to adhere to Girls State policy. The only exceptions will be during running group or PT, recreation hour, pep rally and at the close of the day when you are back in the dorms for the night.**
10. A sweater, hoodie or light jacket (does not have to be in red, white, or blue) and an umbrella or rain jacket.
11. Comfortable shoes. **FLIP FLOPS ARE STRONGLY DISCOURAGED.**
12. Sleepwear, robe, slippers.
13. A notebook/paper and pen/pencil for keeping notes
14. The dress code for the graduation/inauguration program will be a dress or skirt or dress pants and blouse (nothing fancy) but they must be neat.
15. Work-out clothes (to your comfort) if you plan on participating in PT, yoga, or running.

Make sure you bring this book - as you will need the information included.

- **THE American Legion Auxiliary IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES**
- Each citizen will be assigned to a political party. Additional red & Blue “Girls State” shirts will be available for purchase.
- WEDNESDAY AFTERNOON WILL BE THE PEP RALLY; ALL CITIZENS **WILL DRESS** IN THEIR RESPECTIVE PARTY COLOR.
- Please make sure you bring everything you will need for the week; SHOPPING WILL NOT BE POSSIBLE
- Additional information can be found at: <https://jerseygirlsstate.wixsite.com/mysite>
- The Web site for Georgian Court University is www.georgian.edu. There are directions on this site to the university and other pertinent information.

GIRLS' STATE RULES

1. Citizens will be allowed to drive themselves to or from Jersey Girls State but must turn in their keys to their counselors after registration. Citizens will be signed in AND out with their counselors. Parents or the responsible individual will sign the citizen in and out. If the citizen will be going home with a different party a signed note should be given to the counselor upon check in.
2. No Jersey Girls State citizen will leave the campus during the session. Any citizen found out of bounds at any time, without permission, will be subject to dismissal and sent home immediately.
3. **The Girls State session runs from registration Sunday morning until the close of the program Thursday afternoon. No citizen will be allowed to leave the program early!** Any citizen leaving the Jersey Girls State session before the closing ceremonies will NOT receive a Graduation Certificate and, therefore, will not be considered to have completed the program. Your school will also be notified that your attendance at Jersey Girls State cannot be included in your High School Transcript. Any delegate leaving early will also not be eligible for the college credit program.
4. All college property and equipment will receive proper care. NO FURNITURE MAY BE MOVED.
5. All campaign materials will be placed in designated areas only. Nothing may be pinned, pasted, written or nailed on walls or woodwork. Blue painters tape only.
6. Citizens will respect the authority of the Jersey Girls State Director, Assistant Directors, the Jersey Girls' State staff, and college staff.
7. Any citizen who is ill or injured must report to the nurse immediately. The nurse must check all medicines brought on campus.
8. Citizens will dress in accordance with the Jersey Girls State dress code. Any citizen advised her attire is inappropriate will change into acceptable clothing at the earliest opportunity to do so.
9. Each citizen is responsible for the cleanliness of her room.
10. Each citizen **MUST** not object to demonstrating proper respect for the Flag of our Country. Any citizen who objects to this rule will not be allowed to attend/complete the Girls State program.
11. All citizens **MUST** attend all meetings and assemblies including, but not limited to Party, City, County and General Assemblies and committee meetings.
12. Use of cell phones is permitted only during free time.

Cellular phones are to be turned to stored away during scheduled general sessions and committee meetings or they will be confiscated and held by the counselor. Cell phones are only permitted to use during mealtimes & Recreation times. Electronic devices may not be used for notetaking during sessions or meetings unless permission is expressly given to do so.

13. POSSESSION OF ALCOHOL AND/OR ILLEGAL DRUGS IS CAUSE FOR IMMEDIATE DISMISSAL. JERSEY GIRLS STATE IS A DRUG AND ALCOHOL-FREE PROGRAM.
14. Jersey Girls State, Inc. and the American Legion Auxiliary, Department of New Jersey, Inc. WILL NOT be responsible for bills of any kind incurred by any citizen of Jersey Girls State.
15. Any citizen who violates any rule may be dismissed. Parents/Guardians will be called to pick up a dismissed citizen. The sponsoring Unit of a dismissed citizen may require reimbursement of the tuition fee by the citizen and her family.
16. A full schedule is planned for each day. Therefore, **VISITORS ARE NOT ALLOWED.**
17. All citizens must show proper respect during non-denominational prayer; any delegate objecting to this rule will not be allowed to attend Girls State.

COUNTIES AND CITIES OF JERSEY GIRLS STATE

COUNTIES

PAUL (Alice) - Social reformer and founder of the National Woman's Party.

WHITMAN (Christine Todd) - First female Governor of New Jersey

GIBSON (Althea) – trailblazing African American tennis player

CITIES

ANTHONY (Susan B) - Paved the way for women's right to vote

EARHART (Amelia) - American aviation pioneer and advocate for women in the field

PARKS (Rosa) - American civil rights movement activist

PERKINS (Frances) - First female Presidential Cabinet member & Secretary of Labor

ROOSEVELT (Eleanor) - Longest-serving first lady of the United States, activist, diplomat

TUBMAN (Harriet) - American abolitionist, social activist, Underground Railroad "conductor"

ELECTED GOVERNMENT OFFICES AVAILABLE

CITY

Mayor
Council
City Party Chairman

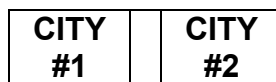
COUNTY

Executive
Clerk
Commissioner
Sheriff
Surrogate
Registrar

STATE

Governor
Lt. Governor
State Senator (elected in city)
Assemblywoman (elected in city)

Jersey Girls State Government Diagram



- Each city consists of 1 floor of your dormitory (Founders Hall or Bennett-Smith Hall)
- Each county is made up of 2 cities (one floor in each building – ex: Whitman County is 1st floor of each dorm hall).
- The entire Girls State consists of 6 cities and 3 counties.
- Each citizen is assigned to a political party - either National or Federal.

POLITICAL PARTY ELECTIONS ONLY

City Party Chairman

State Party Chairman

The City Party Chairman is elected from her city by the members of her party.

The State Party Chairman is elected through a series of votes starting on the city level and working up through election by the entire party.

PROGRESSION OF GOVERNMENT OFFICES

BY PARTY :

CITY LEVEL – One City Party Chairman is elected by the party from the city. When the city is split by party, the City Chairman will run the meeting. The candidate receiving the highest number of votes is elected City Chairman, the second highest of votes is elected Vice Chairman. The City Chairman of each city will also serve on the State Executive Party (Platform Committee).

COUNTY LEVEL - The City Chairman and the City Vice Chairman automatically become members of the County Executive Board. This Board consists of 4 members - the Chairman

and Vice Chairman from each of the 2 cities that make up that county. The two City Chairmen will meet and select amongst themselves who will serve as County Chairman and County Vice Chairmen. The two City Vice Chairmen will select among themselves who shall serve as County Secretary and County Sgt. at Arms. The County Chairman will run all the meetings of the County Party Committee.

STATE LEVEL - The County Chairman and Vice Chairman become members of the State Executive Party and will work on the State Party Platform and campaigns.

The entire platform committee consists of the 3 County Chairmen & 3 County Vice Chairmen from each County, the Party Chairman and her Secretary (which will act as Secretary for the committee)

DUTIES OF ELECTED PARTY OFFICIALS

CITY CHAIRMAN - conducts all Party meetings of the city. The Chairman and Vice Chairman from each party become members of the County Executive Board. Their responsibilities also include rallying the members of her party to vote for their candidates. They will also help the candidates with campaigns, strategies, etc.

SECRETARY - Keeps the minutes of the meeting.

STATE PARTY CHAIRMAN - Her duties as Chairman are numerous and this position is one of the most important at Jersey Girls State, next to the Governor. The State Party Chairman must rally her entire party on the state level, to support their candidate for Governor. In addition, with her staff members, she must research the Jersey Girls State issues, which are part of the party platform. This person should be energetic, dedicated, extremely organized and able to speak before the entire Jersey Girls State Assembly (approximately 200 people). Each of the three counties (by political party) will have a nominee. Only one of the three will ultimately be elected to lead the entire party on the State level.

All Citizens of the county are urged to support their candidate during her statewide campaign for State Party Chairman. The State Party candidate should have ideas ready for a party platform and present them at the first statewide party caucus, to gain recognition for when she campaigns on the state level. The platform should be based on real issues such as pollution, environment, education, etc. The nominee should begin preparing her three-minute speech to be presented at the second party caucus in front of the entire state party.

PARTY PLATFORM

Platform - A party platform is the principles or policies of a party. The platform is made up of several planks (normally not to exceed 5), which are the main issues that the party wants to concentrate on and which the Candidate for Governor will campaign on. It is important to remember that the Governor must campaign on the party platform, not her own ideas.

The platform of a political party is a statement of the party's goals and its position and recommendations on issues (planks).

The planks may include general statements or specific suggestions for new legislation or repeal of existing laws. They usually do not contain proposals for implementing these

suggestions. The planks are grouped together under broad subject heading such as education, energy, human rights, etc. The issues should be of a serious nature and of importance to both adults as well as young people. Only state issues should be included. The delegates to the caucus can suggest the various planks, but it is up to the platform committee to group the ideas under the appropriate headings and come up with the final platform to be voted on by the entire party.

SUGGESTED TOPICS CAN INCLUDE:

Conservation	Education	Tourism	Transportation
Agriculture	Employment	Property Taxes	Veterans Affairs
Crime Prevention	Public Health & Safety	Environment	Economy

GENERAL RULES GOVERNING ELECTIONS

1. Any citizen elected to a party position DOES NOT have to resign that position if elected to another office on a general ballot.
2. If a citizen runs for and wins the election to a city position, she has the option to then campaign for a higher position (county level). However, if successful in her bid for higher office, she will resign the lower office to allow for another citizen to hold that office.
3. A citizen CANNOT RUN for 2 offices on the same ballot.
4. If a citizen runs for State Party Chairman and is successful, she CANNOT run for the office of governor. The State Party Chairman CAN run for Girls Nation Senator.
5. Members of the Election Board CANNNOT run for any office except for Girls Nation Senator.
6. A candidate for Governor that has successfully won a slot on the primary ballot CANNOT also be a candidate for Girls Nation Senator.
7. **GIRLS NATION PROCEDURE:**
 - a. Candidates will speak before their own cities.
 - b. Each city will ultimately select one finalist
 - c. The 6 City Candidates will then speak before all Girls State citizens, and all citizens will vote for their top 4 choices.
 - d. All candidates will be interviewed by the Girls State Directors and Senior Staff, who will make the final determination as to which 2 candidates will represent New Jersey at the Girls Nation program. The Girls Nation Senators and Alternates will be announced during the program on Friday and must report to the Girls State Office to complete the necessary forms immediately following the program that day along with their parents.

ELECTION OVERVIEW

Flow:

Petitions → Primary Elections → General Elections

Candidates for office prepare speeches at each step of the process.

Elections can be conducted in several different ways:

1. Scrap paper ballot or secret hand vote
2. Printed paper ballot
3. Electronic ballot

Petitions are pre-printed with the required amount of signatures.

The election board handles the election process at each level and reports directly to the Election Board Chair for results verification.

DUTIES OF ELECTED OFFICIALS

Municipal Offices

Mayor - elected

- 1 -Presides at all City Meetings
- 2 – Appoints the following with the approval of the city council:
City Clerk, Chief of Police, Fire Chief, Health Commissioner, Tax collector, Tax Assessor, City Treasurer, City Attorney, Municipal Judge, Clerk of the Court and City Prosecutor, and any other appointments deemed necessary.
- 3 – Supervises the work of all appointed officials
- 4 – Promulgates City Ordinances. She may veto any ordinance passes by the City Council if done with the 24 hours from the time the ordinance was passed. An Ordinance may be passed over a mayor's veto by a two-thirds majority of the council.
- 5 – May pardon anyone convicted of a crime.

Council Members - elected

The three councilwomen constitute the city council, which is presided over by the Mayor. The functions are as follows:

- 1 – To act as the legislative body for the city Government.
- 2 – To consider the Mayor's recommendation regarding appointed officials
- 3 – To hear reports of the activities of the Mayor and other elected and appointed officials.
- 4 – To fill all vacancies of appointed/elected officials that may develop due to resignations, etc.

City Clerk - appointed

The City Clerk is the official record keeper of the city

Her duties are as follows:

- 1 – Keeps records of the council meetings, including votes on ordinances introduced and adopted.
- 2 – Acts as Secretary to the City Counselor in administrative procedures
- 3 – Keeps record of each delegate's elections won and appointments received.

City Treasurer - appointed

The Treasurer is the official custodian for the City's Property

Her duties are as follows:

- 1 – Requisitions and secures necessary property, supplies, etc from the County Treasurer. Such supplies are issued only upon the order of the Mayor.

City Assessor – appointed

The City Assessor's duties are at follows:

- 1 – To take an inventory and make assessment of all property in the city area

City Attorney – appointed

The City Attorney's duties are as follows:

- 1 – Gives legal advice to the Mayor and other officers of the municipal government
- 2 – Defends the city against lawsuits, and represents the city when the city is the plaintiff before any court.
- 3 – Acts as prosecutor for violations of city ordinances.

Municipal Judge – appointed

At Jersey Girls State the Municipal court has jurisdiction over the following: disputes over contracts, damages and all civil matters, criminal actions of the misdemeanor class.

The Judge's duties are as follows:

- 1- To organize the court, fix a regular time and place for holding court and require any officer to enforce her decisions.
- 2 – To hear and render a decision with regard to all cases, which are within her jurisdiction that is brought before her.

Clerk of the Court – appointed

The Clerk's duties are as follows:

- 1- Maintain all records of the municipal court
- 2 – Collect and report all monies collected including fines and bails paid.

Chief of Police – appointed

The Chief of Police's duties are as follows:

- 1 – To act as the agent for the law enforcement in the city, seeing that all ordinances (laws) are observed and maintained.
- 2 – To arrest any person charged with the violation of any ordinance
- 3 – To guard the city area from pilfering, unsanitary conditions and disturbances.
- 4 – To act as the bailiff in the Municipal Court
- 5 – To cooperate with the County Sheriff in enforcing the laws of the County.

Policewomen – appointed

Duties of the Police are as follows:

- 1 – To assist the Chief of Police in enforcing peace in the city including "lights out"
- 2 – The Police including the Chief do not have any authority outside of their own city.

Fire Chief - appointed

Duties of the Fire Chief are as follows:

- 1- To organize a volunteer Fire Department consisting of at least 5 citizens for emergencies.
- 2 – To inspect all areas of the city for fire hazards, including electrical connections and piles of waste.
- 3 – To check that all emergency exits are clear and location of fire extinguishers

Sanitarian – appointed

The Sanitarian's duties are as follows:

- 1 – Make daily inspections of the sanitary conditions of the city, including the shower area
- 2 – To take charge of cleanup of city areas including meeting rooms
- 3 – To make sure all citizens clean their areas including ALL meetings for delegates (assemblies, party, city & county meetings)

Postmaster – appointed

- 1 – Brings any mail or correspondence to the Girls State Office and retrieves any mail at the office for the city.

County Offices

County Executive - elected

- 1 - Presides at all County Meetings
- 2 – Appoints the following with the approval of the County Freeholders:
County Prosecutor, and any other appointments deemed necessary.
- 3 – Supervises the work of all appointed officials
- 4 – Promulgates County Ordinances. She may veto any ordinance passes by the Freeholders if done with the 24 hours from the time the ordinance was passed. An Ordinance may be passed over an Executive's veto by a two-thirds majority of the Freeholders.
- 5 – May pardon anyone convicted of a crime.

Commissioners - elected

The three commissioners constitute the County governing body, which is presided over by the County Executive. The functions are as follows:

- 1 – To act as the legislative body for the County Government.
- 2 – To consider the Executive's recommendation regarding appointed officials
- 3 – To hear reports of the activities of the Executive and other elected and appointed officials.
- 4 – To fill all vacancies of appointed/elected officials that may develop due to resignations, etc.

County Clerk - elected

The County Clerk is the official record keeper of the County

Her duties are as follows:

- 1 – Keeps records of the county meetings, including votes on ordinances introduced and adopted.
- 2 – Acts as Secretary to the County Counselor in administrative procedures
- 3 – Keeps record of each delegate's elections won and appointments received in the county.

County Sheriff - elected

The County Sheriff's duties are as follows:

- 1 – To act as the agent for the law enforcement in the city, seeing that all ordinances (laws) are observed and maintained.
- 2 – To arrest any person charged with the violation of any ordinance
- 3 – To guard the county area from pilfering, unsanitary conditions and disturbances.
- 4 – To cooperate with the City Police Chiefs in enforcing the laws of the County.

County Surrogate - elected

The County Surrogate's duties are as follows:

- 1 – The main duties relate to the probating of wills, granting of guardianship papers and appointing of executors in uncontested matters.
- 2 – The authority to oversee the retention of securities as investment of estates managed by executors and administrators.

County Registrar - elected

The County Registrar's duties are as follows:

- 1 – To record all deeds, mortgages and other documents present into the county records.

State Offices

State Senator & Assemblywomen – elected at city level

Two state senators and two assemblywomen per city.

The duties of the Senate and Assembly are as follows:

- 1 – To organize and fill all required positions of the Senate & Assembly
- 2 – To formulate all laws of Jersey Girls State
- 3 – To consider the Governor's recommendations regarding appointments.

4 – To represent the citizens of their city and county and present their opinions regarding bills and resolutions.

5 – hold a Joint Session of the Senate & Assembly at the Thursday ceremony, in which all bills and resolutions of the legislature shall be passed and adopted.

GOVERNOR

The Jersey Girls State Governor's duties are as follow:

1 – Make necessary appointments for State Commissions, Judicial and present them to the Senate & Assembly for consideration.

2 – Will attend the following year's Jersey Girls State program

3 –Attend the State Convention (in June) of the American Legion Auxiliary to extend greetings, etc.

4 – To represent the organization and all delegates when called upon to do so.

LT GOVERNOR

1 - Will perform the duties of the Governor in her absence

Federal Office

Girls Nation Senators

The duties of the Girls Nation Senator are as follows:

1 – work with her fellow Senator to properly formulate the staff's chosen bill topic to present at Girls Nation

2 – Attend Girls Nation in July and represent New Jersey in a positive way to the best of her ability.

Tips for a Successful Girls State

HAVE A GOOD ATTITUDE!

TAKE INITIATIVE - This means going that extra distance to finish the job or assist someone who needs your help.

HAVE A SENSE OF HUMOR - A good sense of humor can light up a life and make everyone's job seem easier.

THINK POSITIVELY - Always take a "can do" approach to problems.

BE SINCERE - Say what you mean and mean what you say.

TAKE PRIDE IN YOUR WORK - No matter what your job is, take pride in the fact that you're doing your best to help others.

RESPECT OTHERS - Take time to recognize and appreciate the skills and qualities of the people around you.

LEARN FROM OTHERS - Be open to new ideas and suggestions from other people.

BE OPEN TO OTHERS - Be flexible enough to respond to changes from other people.

COOPERATE WITH OTHERS - A spirit of teamwork is essential to getting things done.

BE TOLERANT - Learn to accept and appreciate the differences among people. You'll be a wiser person.

BE ENTHUSIASTIC – Your enthusiasm can go a long way to overcoming obstacles and solving problems.

Hints & Protocol for the Speaker

- **Rise Slowly** - don't jump to your feet. Acknowledge your introduction; greet your audience.
- **Posture and body position are important** - Step away from support so you do not lean. Be relaxed and at ease. Stand firmly on both feet, one foot slightly behind the other is a good position.
- **Stand Tall** - Be confident. Take a deep breath. Pause to await the complete attention of your audience.
- **Look at Your audience** - They are friendly, interested people - not a sea of faces. Be sure you take in both sides of the room when speaking.
- **Speak slowly** and loud enough to be heard in the back row - If using a microphone speak naturally and directly into it.
- **Avoid mannerisms** - Don't fuss with jewelry, glasses and any papers in front of you. Strive for calmness
- **Use your hands** - Gesture for emphasis and description; don't go dramatic. Be natural. If your hands seem conspicuous, hold your notes.
- **Learn to Pause** - this gives the audience time to catch up; gives you time to quickly glance at your notes; and time to control your breathing, all adding to your poise.
- **If you use notes** - Keep them brief and on small cards. If you read your speech - head should be up; read clearly and in a conversational manner.
- **Watch your language** - Use words understandable to all; be careful to avoid abbreviations; use good grammar; concentrate on enunciation, tone of voice and rate of speaking. Avoid monotone.
- **Be Sincere** - Speak from your heart as well as your mind. Be enthusiastic. As always be yourself, following your own style.
- **Carefully Prepare Your Speech** - Organize it, practice it, time it. Work out a good introduction and a strong closing. Remember, your listeners will longest remember your last words. Make your speech concise, interesting, humorous and imaginative.
- **Overcome self-consciousness** - concentrate on your purpose. Keep practicing; master your material.
- **Dress Carefully** - Avoid uncomfortable clothing or accessories that may cause you to fidget while speaking
- **Upon Concluding** - Return to your seat slowly and gracefully and enjoy the applause which is yours

FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY PROCEDURE

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges and obligations.
4. The minority has rights, which must be protected.
5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introduction and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

BASIC PATTERN FOR GOOD MEETINGS

If the bylaws do not contain an order of business, parliamentary law has established the following pattern for a meeting:

1. Call to order.
2. Reading or disposition of minutes of the previous meeting.
3. Reports of officers, boards and standing committees.
4. Reports of special committees.
5. Unfinished business.
6. New business.
7. Announcements.
8. Adjournment.

If there is an invocation or roll call, this usually follows the call to order.

STEPS IN HANDLING A MOTION

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states his motion.
4. Another member seconds the motion.
5. Presiding officer states the motion to the assembly.
6. Members may discuss the motion, if debatable.
7. Presiding officer takes the vote.
8. Presiding officer announces the result.

PRECEDENCE OF MOTIONS

The motions named “privileged” or “subsidiary” below have precedence or rank that determines when they may be brought before the group. The chair will allow only one question to be considered at a time. This question will be the one of highest rank, the last one received, and that one becomes the “immediately pending question.” The other motions are “pending questions,” and each takes its turn according to its rank.

The main motion is the most important but last in precedence. The other motions on the floor must be disposed of first in order that the main motion can be disposed of in a manner that will accurately reflect the will of the group. Rank or precedence, then, operates to facilitate an orderly and smooth handling of business.

BILL WRITING

A bill is a document which, when introduced into the legislature, passed by both the House and Senate and approved by the Governor, becomes a law. A good bill will have the following parts and, in most cases, is a simple fill-in the blank exercise. The work is in the writing of the body.

UNIFORM HEADING:

The Uniform Heading of a bill is always the same for each House.

TITLE:

The title of a bill states in clear, concise terms the content and purpose of the bill and always begins, AN ACT RELATING TO.

ENACTING CLAUSE:

The Enacting Clause states the authority by which the law is made. It is always as follows at Girls' State: BE IT ENACTED BY THE LEGISLATURE OF JERSEY GIRLS' STATE.

BODY:

The Body of the bill is what the bill is about. This is where the author clearly explains the purpose and scope of the bill. Each general idea is called a section and would correspond to a paragraph. Beginning with the body, each line of the bill is numbered for easy reference. There is no minimum or maximum length for the body of the bill.

DEFINITION CLAUSE:

The Definition Clause explains any word or phrase, which might not be clearly understood by those reading and discussing the bill. This clause is optional.

PENALTY CLAUSE:

The penalty section sets the penalty for a violation of the law (if it can be violated). It always begins, "The penalty for a violation of this act shall be _____."

REPEAL CLAUSE:

Under normal conditions, any act, which conflicted with the bill, would be repealed by title and number. However, for ease at Girls' State, the Repeal Clause always reads: "All acts or parts of acts in conflict herewith are hereby repealed."

SEVERABILITY CLAUSE:

This section divides each part of the bill into constitutionally separate sections so that if one part is unconstitutional the other parts remain in effect. It is written, "The provisions of this act are severable and should any part be declared unconstitutional it shall not affect the other remaining parts."

EFFECTIVE DATE:

This section sets the date the law is to go into effect.

SAMPLE FORMAT OF A BILL

Date: _____

Assemblywoman _____ of _____

introduced the following Bill, which was referred to the Committee _____.

A BILL

To Authorize _____

1. Be it enacted by the Senate and Assembly of Jersey Girls' State
2. assembled. That _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Assemblywoman _____

NOTES:

- This is only intended to give you an idea about how to start your bill.
- When the Bill is roughed out, make arrangements to meet with the Government Instructor to assist you in the proper development.
- For any questions on any of the committees, contact your Political Instructor.

Samsung American Legion Scholarship

Samsung, a worldwide leader in electronics, endowed a scholarship fund of five million dollars to be administered by The American Legion. The endowment was made to show appreciation to U.S. veterans who came to the aid of Korea during its struggle against communist forces during the Korean War. "The Samsung American Legion Scholarship Program" established a series of scholarships derived from interest and other income from the \$5,000,000 principal amount.

Scholarship:

The scholarship is for undergraduate study only and may be used for: tuition, books, fees, and room and board. The selection of the scholarship winners will be based, in part, upon the following criteria: academic record; involvement in school activities; involvement in community activities; community service; financial need and additional bonus points in the selection process will be awarded to descendants of U.S. veterans of the Korean War.

ELIGIBILITY:

Scholarship applications are limited to students between their junior and senior years of high school who attend the current session of either an American Legion Boys State or American Legion Auxiliary Girls State program and are a direct descendant - i.e. child, grandchild, great grandchild, etc. Stepchildren and legally adopted children are considered direct descendants of a wartime U.S. military veteran who served on active duty during at least one of the periods of war officially designated as eligibility dates for American Legion membership. Applicants who are direct descendants of Korean War Era Veterans will receive three bonus points.

The Rules and Conditions under which the scholarships are awarded and the program administered shall be:

1. Those eligible to apply for the scholarships shall be students who are direct descendants of U.S. wartime veterans who served during one or more of the periods of war officially designated as Dec. 7, 1941, to the present, and includes the current war campaigns. Previously, there were seven declared war periods. Now there are two: the current war period dating back to World War II and another covering World War I.
2. The annual Samsung American Legion Scholarship applicant pool will include one representative from each American Legion Boys State program; one representative from each American Legion Auxiliary Girls State program; and one high school junior boy and one high school junior girl from the Department of Hawaii. From this pool of "state finalists" scholarship recipients will be selected by the National Committee on Education. These scholarship recipients will be known as "Samsung American Legion Scholars."
3. *Samsung American Legion Scholars* will have six (6) years to utilize their scholarship funds from the date of graduation from high school, excluding any time spent on active military duty or church mission. Remaining *State Finalists* will have two (2) years to utilize their scholarship funds from the date of graduation from high school, excluding any time spent on active military duty or church mission.
4. The Samsung American Legion Scholarship is for undergraduate study at an accredited U.S. college or university. The recipients must be enrolled as a full-time student to request

his/her scholarship funds. The number and amount of the scholarship awards will be determined by the income derived from the Samsung American Legion Scholarship Trust.

5. The scholarship funds may only be used to defray necessary costs of the student's education (i.e. tuition, room & board, books & supplies, fees and equipment required by the student's particular course of study or school). A student may request any amount up to and including his/her total scholarship award at one time. The amount of the fund request cannot exceed the cost of education. Students may make only one (1) request for funds per semester or quarter.

6. Scholarship checks will be issued upon receipt of a "Request for Funds" form. It is the normal and customary procedure that the scholarship check will be a two-party check made payable to the student and school. Students who have not requested their award will receive one (1) written notice reminding them of their award and the time limits remaining to receive their award. State finalists will receive their notice prior to their last year of eligibility. Samsung American Legion Scholars will receive their notice with two years of eligibility remaining.

7. Unused scholarship funds will be returned to the scholarship trust fund for future awards.

To apply, please visit

<https://www.legion.org/get-involved/scholarships/samsung-american-legion-scholarship>