



2023-2024
CHAIR'S MANUAL

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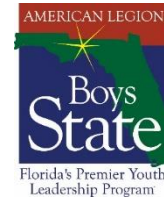
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FOREWORD

The purpose of this manual is to provide procedures and criteria for the selection of the highest quality Boys State Delegates to represent your Post and continue the 78-year tradition of excellence at Florida American Legion Boys State.

Cooperation and communication with your District Chairs and the Posts within your District will make your job easier and ensure an excellent program for 2023-2024.

Selecting the best students from your communities ensures a successful Boys State session and helps to shape the next generation of our nation's leaders. This manual is an effort to answer all your questions. *Please read and use the information in this manual.* By using this manual and selecting the highest quality young men, we will bring a greater understanding of Americanism to the young people of our communities and continue to make Florida American Legion Boys State "Florida's Premier Youth Leadership Program."



Dear Post Boys State Chair:

Let me take this opportunity to thank you for accepting the Chairmanship for your post. Your responsibility is essential to ensure that the program has the most capable Boys Staters.

The success of Florida American Legion Boys State is directly related to how you operate in your position. Cooperation and communication make sure the program runs smoothly. You will need to communicate with your District Chair, schools, parents and selected Delegates and Alternates to make sure everyone has the correct information and is on the same page. If any questions or concerns arise, contact your District Chair or the Department Programs Director to get clarification or assistance. Let me encourage you to reach out to all schools in your area.

Meeting all deadlines is critical! It seems that every year there are a few who assume they will be called as a reminder to either send their money or have their Delegates complete their online registration. No reminder will be sent. Know the deadlines and meet the deadlines. Do not assume your inattention to any detail will be considered an emergency.

Please emphasize the Samsung Scholarship. The Samsung Scholarship is only for those Delegates whose parent, grandparent, or great-grandparent were veterans who served during a period of war. Please assist your Delegates in determining if they are eligible and encourage them to complete the online application if they are. The Samsung Scholarship application is paperless – more information will be forthcoming as you select your Delegates. I am proud to tell you that we will have a new significant scholarship in partnership with Florida State University that will continue to honor Lance Cpl. Andrew J. Aviles. Details will be provided to Delegates after they have completed their online registration.

This year's program will run June 16-22, 2024. We look forward to seeing all your Delegates in Tallahassee for Florida's Premier Youth Leadership Program. Thank you for your continued cooperation and support.

A handwritten signature in black ink that reads "Andrew Satterlee".

Andrew Satterlee
Director

2023-2024

DISTRICT BOYS STATE CHAIRMEN

Department Chair	George	Wehrli	386-397-9366	boysstate@legionmail.org
1 st District Chair	Shelby	Windham	850-305-3635	district1@legionmail.org
2 nd District Chair	Doyle	Combs	931-982-4000	district1@legionmail.org
3 rd District Chair	Stuart	Scott	850-443-8769	district3@legionmail.org
4 th District Chair	Darcy	Bockman- Wright	308-520-5959	megal9298@yahoo.com
5 th District Chair	Mike	Flanagan	386-562-4787	michaelflanagan360@gmail.com
6 th District Chair	Kurt	Gies	407-701-9416	americanism@legionmail.org
7 th District Chair	Doug	Law	843-568-6682	douglasflaw@gmail.com
8 th District Chair	Dennis	Walsh	732-406-6168	sinnedw@comcast.net
9 th District Chair	Richard	Maggiore	954-326-0800	richardmaggiore524@gmail.com
11 th District Chair	Gregory	Hall	561-309-3389	usafmontyh@bellsouth.net
12 th District Chair	Vello	Vilgats	321-480-9063	vvilgats@cfl.rr.com
13 th District Chair	Rebecca	Sewell	239-246-2838	bebecca.sewell@gmail.com
14 th District Chair	Thomas	Frank	305-302-9618	tfrank1344@aol.com
15 th District Chair	Bruce	Milne	813-495-2017	ramilne@tampabay.rr.com
16 th District Chair	David	Cliborne	813-601-1235	bcas4@aol.com
17 th District Chair	Sandra	Gurtler	410-533-4409	

WHAT IS BOYS STATE?

American Legion Boys State is among the most respected and selective educational programs for U.S. high school students. A participatory program in which students become part of the operation of local, county, and state government, Boys State was founded in 1935 to instill in youth the ideals of The American Legion. The program was the idea of two Illinois Legionnaires, Hayes Kennedy and Harold Card, who organized the first Boys State at the Illinois State Fairgrounds in Springfield.

American Legion Auxiliary sponsors a separate but similar program for young women called **Girls State**.

At Boys State, participants learn the rights, privileges and responsibilities of franchised citizens. The training is objective and centers on the structure of city, county, and state governments operated by students elected to various offices. Instruction will also be presented on the law and court system, parliamentary procedure, and Florida political History.

At Florida American Legion Boys State, citizens will gain hands-on experience on leadership by taking part in the political process through role-play civic exercises.

Citizens of Florida American Legion Boys State not only will be required to review knowledge already acquired concerning the political machinery of the state of Florida, but they will find themselves running for office as real candidates do in the everyday world. Citizens will be organized into mythical cities, counties, and a state from where they choose their own officials in accordance with regular election procedures. From there, they learn the duties of the various city, county, and state officers, and they introduce and argue their own bills in a Legislature.

The entire program is non-partisan. Problems will be considered without reference to any existing political party and will enable the Delegates to understand some of the responsibilities they will encounter when they become adults. The selection and assignment of the boys to the political parties is in no way connected with the existing political parties in Florida. Florida American Legion Boys State uses mythical parties called "Nationalists" and "Federalists." Feel free to reach out to a successful past Boys State Delegate to assist you and your Delegates with understanding the Boys State program and activities.

OVERVIEW OF CHAIR RESPONSIBILITIES

1. **Decide on the number of delegates your post will send.**
 - This decision is partially based on the amount the Post can fundraise to pay the \$495.00 per delegate registration fee.
2. **Contact the high schools in your area.**
 - Make sure you go to multiple schools. Try to reach out to schools that you have not been to before.
 - Get the name of a specific contact person (principal, guidance counselor, etc.) – do not rely solely on your contacts with the local JROTC units.
 - Set up an appointment to explain Boys State and the school's role in the selection process.
 - Give your high school(s) contact person copies of the Boys State brochures and Applications.

*School contacts **DO NOT** interview the boys.
Interviews are the responsibility of your Post.*
3. **Interviewing, screening and selecting your delegate(s).**
 - Select a committee.
 - Make sure the boys know what the program is **all** about. Candidates who do not know what the program is about often end up changing their mind and will not attend.
 - **Should your Post choose a young man with disabilities, it is the responsibility of the Post to notify Department Headquarters and to provide the necessary help the boy will need during the Boys State program.**
4. **Explain the registration process.**
 - Make time to sit down with all Delegates, Alternates and their parents at the same time. If you do not have a Post home, the school will often allow you space to use.
 - Registration is a multi-step process:
 1. The boy signs up on the FALBS website
 2. After this initial registration is reviewed, the parent is emailed the electronic forms
 3. Notarized medical waiver must be mailed to Department HQ
 4. **REGISTRATION IS NOT APPROVED UNTIL ALL FORMS/DOCUMENTS ARE SUBMITTED**
 - Brief the parents and the boy(s) on the program and what is expected of them. Explain travel arrangements and that a District Orientation will be held sometime between April and May. *This is a good time to establish a rapport with the boy and his parents.*
 - **Delegate and Alternate online registration and all required documents must be submitted to Department Headquarters by March 20, 2024.**
5. **Keep in touch with your District Chair.**
 - Call your District Chair (see list in this manual) and introduce yourself.
 - The District Chair makes transportation and Orientation arrangements.
 - Make sure you know when the District Orientation is so you can inform your delegates and alternates.
6. **Stay in contact with your delegate(s) and alternate(s).**
 - Be sure the delegates follow through on:
 - Completing the registration
 - Samsung application (if eligible)
 - Their manuals – electronic versions will be available in May on the FALBS website.
 - Attending the District Orientation. There are too many ‘no shows’ for the program because they did not attend. Alternates must attend as well so they receive the same information and can be ready to become a delegate if space becomes available.
 - Being ready for the bus. Double check in case of cancellations.
7. **Handle substitutions quickly and accurately.**
 - **When a delegate cancels, email the Alternate name to Department Headquarters as soon as possible. Send to: btibbs@floridalegion.org**

IMPORTANT DATES TO REMEMBER

80th Boys State Session – June 16-22, 2024

DO NOT select boys until you have sent in your registration fee!

- **October 1**

- Start sending in ***Regular quota money of \$495 per delegate.***
 - *Only Post checks will be accepted. Personal checks cannot be used.*
- **Make checks out to: Florida American Legion Boys State, Inc.**
- **Mail checks to: Florida American Legion Boys State**
PO Box 547859, Orlando, FL 32854-7859

Registration checks must be mailed in with the **Boys State Post Registration Form** (enclosed with Boys State packet).

- **November**

- Start contacting ALL high schools in your area to get names and set up interviews. **REMEMBER, Post members should conduct all interviews.**
- *The school can recommend a pool of boys, but Post members are responsible for interviewing and choosing who will attend Boys State.*
- Give the principal, guidance counselor or activities director an application for the recommended pool of boys. There is a suggested application on pages 12-13.

- **December**

- Begin interviewing (**only if you have sent in your registration fees!!**) - Select Delegates and Alternates. Be sure they can attend and participate for the full week. Suggested Application is on pages 12-13.

- **January 3 ****DUE DATE*****

- All checks **must** be received by Department Headquarters by this date.

- **January 5** – Delegate and Alternate Registration Packets mailed to Post Chairs who have sent in their registration fees by January deadline.

- All Boys State Session Forms are in the Delegate and Alternate registration packets. Once they register, their parent will be emailed the necessary electronic forms.

- **January 1-** – Online registration opens for Delegates and Alternates.

- **March**

- Contact your District Chair and ask for your District's Orientation date, time, and

location. Also ask about the transportation plans!!

- **March 20 ****DUE DATE******
 - **Registration** will be completed **ONLINE** by the selected Delegate and Alternate
 - **Registration will close on this date!**
 - **Medical Waivers** must be to Department Headquarters.
 - Parents must complete the emailed electronic forms by this date.
 - ***REMEMBER – Spring Break may be taking place during this time. Be sure to plan ahead!***

- **April - May**
 - Attend Boys State District Orientation with your delegates, alternates, and their parents, (**Get information from your District Boys State Chair**).
 - An electronic version of the manual will be provided to Delegates in May. Hard copies will be handed out when they arrive in Tallahassee.

- **June**
 - At the **beginning** of the month make sure your delegate(s) can still attend. If not, notify Department Headquarters immediately to let them know who is replacing the delegate.

- **June 16, 2024**– Busses arrive in Tallahassee in front of the assigned dormitories on the FSU campus **by 7:30 A.M.**

- **June 22, 2024** – Busses leave at 7:00 A.M. to bring the boys back home.

DELEGATE FEE

The Delegate fee for the 2024 Boys State Session is **\$495.00 per boy**. Here is an explanation of where your funds are going to support the young men who attend the Boys State Session (the below chart is based on 2023 actual costs):

Expenses Paid by Post	Cost Per Boy
3 Square Meals a Day for 6 Days	\$273.80
Housing for 6 Nights	\$212.50
Meeting Space (Civic Center)	\$78.13
Audio/ Visual	\$33.68
2 Boys State Polo Shirts	\$17.50
Counselor Shirts & Supplies	\$8.75
Counselor Banquet	\$10.00
Session Office Expense	\$3.25
Boys State Pins	\$2.90
Background Checks	\$1.63
Guest Speaker Gifts	\$4.13
Miscellaneous Session Expenses	\$2.13
Counselor Lunch Saturday	\$1.50
Keys & Permits	\$1.50
Awards	\$2.13
Campaign Supplies	\$0.63
Caps	\$0.38
Medical Supplies	\$0.41
Total	\$654.95

We realize that the cost of **\$495.00** per boy, plus expenses and transportation, the total for each delegate could reach \$650.00 or more. A little pre-planning can solve the financial problems for the future. You may find that this year the Post is willing, but the bank account is low. How do you get the necessary funds for THIS year? Here is a list of successful ideas used by other Posts to raise funds:

Post funds - Boys State should be a budget item. Make it a practice to include it in Program Expenditures.

SAL & 40/8 Funds - Contact them to obtain sponsorship for a delegate or partial delegate. If you don't ask, they don't volunteer.

Special fund-raising events - Dinners, a fish fry, dances, golf or fishing tournaments, bowl-a-ton, bingo games earmarked for Boys State, card parties, white elephant auctions, bake sales, garage sales, etc. The possibilities are limited only by imagination and the willingness to work.

Booster Club - Donations by individuals in return for names posted in your Post Home or Post Newsletter.

Outside donors - Moose, Elks, Rotary, Kiwanis, Optimist, Lions, Knights of Columbus, etc. Many of our Posts enlist the help of community service organizations. Remember, all monies must be deposited in a Post account. A check can then be written to Boys State on the Post account. We cannot accept checks from any other organization.

Appeal for donations in the post - Set up a donation jar in the lounge or game room. Circulate the donation jar at all Post functions.

QUOTAS AND OVER-QUOTAS

Beginning in 2023, Florida American Legion Boys State will no longer rely on the quota and over-quota system to limit the number of delegates a Post can sponsor. The number of delegates will only be limited to the number of boys a Post is willing or able to sponsor.

- **Posts cannot sponsor more than eight (8) delegates from any one high school. Posts are encouraged to interview candidates from as many area high schools as practicable.**

Delegate spots will be allocated on
a first come, first served basis.
GET YOUR REQUEST IN EARLY!

SUBMITTING POST CHECKS

Florida American Legion Boys State prides itself for being Florida's Premier Youth Leadership Program and making sure that any boy who applies themselves can attend the program at no cost to them.

The Delegate fee must be paid by a sponsoring American Legion Post NOT by the Delegate and/or his parents.

Please make **Post** checks or money orders out to:
Florida American Legion Boys State, Inc.

Mail checks to:
Florida American Legion Boys State
PO Box 547859
Orlando, FL 32854-7859

PAYMENT DEADLINE FOR CHECKS:
January 3, 2024

(Transportation and other costs are handled through the District. You will have to contact your District Chair to get this information)

THERE ARE NO REFUNDS
It is your responsibility to fill your delegate spots.

SELECTION PROCESS

Any boy that you interview must currently be a Junior in a Florida public high school, home school, or private school.

Role of the School/ Guidance Counselor

In November, set up an appointment with your local school contacts (guidance counselor, activities director, principal, etc.). Make sure you explain what Florida American Legion Boys State is and its purpose. Take enough brochures and applications so each boy interested can have one to read and take home to share with his parents. Be prepared to answer any questions that may arise.

If your high school is new to the program, try to put the counselor in touch with a school that has participated for some years.

After explaining Florida American Legion Boys State and its purpose, explain to the representative at the high school that you would like a list of **boys that meet the following criteria:**

- **Only males who have successfully completed their junior year of high school and have at least one year of high school remaining. Any boy that you interview must be a Junior in a Florida high school, home school, or private school.**
- Any boy who has previously attended Boys State is not eligible.
- Outstanding qualities of leadership, character, scholarship, loyalty and service to their schools and community should be considered.
- An interest in the governmental or judicial process.
- Have a good academic standing.
- The prospective Delegate and their parents must be residents of the state of Florida or have residency of record in Florida (military families).
- Willing to abide by the rules and traditions of Florida American Legion Boys State.

Make sure you inform the school of the following:

- Posts will interview students and make their selections based on the interview and other criteria such as a resume or written assignment.
- Those that are selected are called “Delegates” and those that are **not** selected as a primary Delegate become “Alternates” in case a primary Delegate cannot attend. The registration process for both is the same.

Remember: The Application (suggested application on pages 12-13) is to help the school(s) and you choose the quality of boy we want at the program. **The number of boys is dependent on the number of delegate spots the Post has secured but 2-3 nominees per delegate is a good ratio.**

- **Example:** If Post 400 is going to send 2 delegates, they should interview 4-6 nominees.



FLORIDA AMERICAN LEGION BOYS STATE INTERVIEW APPLICATION



Florida American Legion Boys State, June 16-22, 2024

To be considered for Florida American Legion Boys State, please fill out this form and attach a recommendation letter from a Teacher, Guidance Counselor, or Principal. You will need to present these documents before the selection interview with Legionnaires. Selected applicants will be awarded an all-expense paid trip to Tallahassee, participate in events in the State Capitol and on Florida State University campus.

To be eligible, you must have completed 11th grade by the end of May/June 2024, have a GPA in good standing and have at least one full semester remaining in your senior year of high school. Boys State is the premier youth leadership program in Florida, so please give careful thought to your answers. Feel free to attach your resume or use an additional sheet of paper for your responses. This application will be used by your local American Legion Post for your interview.

Full Name _____ Preferred Name _____

Residence Address _____

City, State and Zip Code (9-digit) _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Name of Parent(s) or Guardian(s) _____

Parent Home Phone _____ Parent Cell Phone _____

What is your un-weighted Grade Point Average (GPA)? _____

List leadership activities in your school and community along with positions you have held in each activity, e.g., VP of student government, secretary of honor society, first chair in horn section in band, captain of soccer team, assistant editor of newspaper/yearbook, assistant patrol leader in Boy Scouts, VP of youth group at church, etc.: _____

List all community projects you have participated in at your school and community, e.g., built home for Habitat for Humanity, cleaned trash from roadway, provided music program at retirement center, community food drive, etc.: _____

INTERVIEWS

Do NOT select boys until you have sent in your registration fees!!

After the school has submitted its recommendations, with the Applications filled out for each boy, set up an interview date. You should have a committee of at least 3 persons to help with this process. **Remember, you, NOT THE SCHOOLS, need to select your delegates and alternates in case your original selection is unable to attend.**

The face-to-face interview, along with the Application, should help you determine if this is the kind of young man who has the necessary qualities to represent his school, community, and your Post at Boys State.

With interviewing young adults, we must be careful on what is said and asked during the interviews. Here are some Do's and Don'ts to how the interview should be conducted:

Dos

- You should let him know there are **NO** religious requirements, but the Legion tradition of God and Country will be followed.
 - There will be prayers and a memorial service in which the name of God will be used.
- Let them know that they will be learning more about their government in a “learning by doing” environment. This is not a military or athletic camp.
- Tell them that they may have the opportunity to meet the Governor of Florida and other leaders of our state government and will hold sessions in the House and Senate Chambers at the Capitol in Tallahassee.

Don'ts

It is the Director's policy that the following line of questioning is inappropriate and should **NOT** be used to determine consideration for attending Boys State:

- Discussing personal information.
 - Religion
 - Political Party Affiliation
 - Race
 - Color
 - National Origin
 - Birthplace
 - Disabilities/ Health
- Parents' economic status and neighborhood residence.

The next page has a list of suggested Interview Questions

SUGGESTED INTERVIEW QUESTIONS

Welcome and Congratulations on being nominated to go to Boys State. Post # _____ will be selecting (how many?) _____ Delegates and _____ Alternates. Our choices will be based on this interview and your application. Please answer all questions honestly.

1. **What accomplishment are you most proud of and why?**

2. **Why are you interested in learning more about government?**

3. **If selected, you may have the opportunity to meet the Governor of Florida and other leaders of our state government and hold sessions in the House and Senate Chambers at the Capitol in Tallahassee. Why is this something you would like to do?**

4. **Describe a time when you had to be a leader:**

5. **Who is the Mayor of our city?** _____
6. **Have you:** Visited City Hall? _____ Observed a Court in session? _____
Observed a City Council Meeting? _____
7. **What is the name of:**
The county School Superintendent? _____
The County Commission Chairman? _____
Your two Senators? _____
Your Congressman? _____
8. **As a delegate, you represent The American Legion and the youth of our state. Will you conduct yourself respectfully to the other delegates and counselors?** _____
9. **After returning from Boys State, will you agree to speak before our Post?** _____

DISTRICT ACTIVITIES

- **Transportation AND Orientations are arranged by the Boys State District Chair.**
 - **Make sure you get this information from your Chair!**
- **Transportation** is arranged on a District-wide basis.
 - Putting together transportation for the district requires a lot of effort on the part of the District Chair and a lot of cooperation and communication on the part of the Post Chairs.
- **NEW POLICY** – If you pay a registration fee for a delegate, **you also pay that delegates transportation fee**; even if you cannot find a delegate or your delegate does not attend at the last minute.
- Attend **all** District Boys State meetings.
- Inform your District Chair of the number of boys attending from your Post.
- **Orientation** – Be sure you, your delegates, alternates, and their parents attend the District Orientation. If, for some reason, your delegates do not attend, it is your responsibility to see that they receive all necessary information on place and time of departure.
 - *Make sure your delegate(s) have transportation to the departure point!*

REGISTRATION PACKET

Your registration packet will include:

1. Delegate/Alternate online registration packets.
2. Copies of what is included in the Delegate/Alternate registration packet materials
3. Post Chair's Instruction & Information Sheet – **READ ALL INSTRUCTIONS**

Registration is ONLINE. It is the responsibility of the Delegate and Alternate to register themselves for Florida American Legion Boys State. To make this process easier make an appointment with the Delegate/ Alternate and his parents to come to the Post to complete the online registration.

Please do not wait until the last minute! There are several spring events that may interfere if you or the delegate/alternate wait too long. ***If you find you may not make the March 20 deadline, contact your District Chair immediately.*** Too many other arrangements for the program depend on getting these online registrations turned in by the deadline.

The deadline for completed Online Delegate & Alternate Registration is March 20, 2024

SCHOLARSHIPS

Samsung Scholarship

- Scholarships are awarded based on academic record, involvement in school and community activities, and financial need. Applicants are eligible if they are high school juniors, are selected as Delegates to attend Boys State or Girls State, and are direct descendants (e.g., child, grandchild, legally adopted child) of a U.S. veteran who served during a period of war.
- For those who are eligible, please make sure you assist them in properly filling out the form or acquiring necessary paperwork to attach to the application. **This application must be completed online at legion.org/scholarships/samsung.**

Lance Cpl. Andrew J. Aviles Scholarship

- Boys State Delegates will receive a full tuition scholarship to attend Florida State University. Delegates must submit the scholarship coversheet (included in their registration packet) and written essay to their City Counselor upon arrival to Florida American Legion Boys State.

Bob & Gail Knight Scholarship

- Through the generosity of Bob and Gail Knight, one scholarship of \$500 is awarded to the runner-up winner of the Samsung Scholarship using the same criteria required by the Samsung Scholarship.

Northern Area Scholarship

- This \$500 scholarship is awarded to one Delegate from either the Samsung Scholarship or Lance Cpl. Andrew J. Aviles Scholarship group of applicants who does not win either of those scholarships.

Davison Scholarship:

- Through the generosity of Rick Davison, a \$500 scholarship will be awarded to one applicant from either the Samsung Scholarship or Lance Cpl. Andrew J. Aviles Scholarship pool who does not win either of those particular scholarships.

Ryan & Kylene Gay Scholarship:

- Through the generosity of Ryan and Kylene Gay, this \$500 scholarship is awarded to an outstanding citizen who serves in the Boy State Press Corps.

If you should have any questions, please contact Bekki Tibbs at 407.295.2631 x235 or 800-393-3378 x235 or email btibbs@floridalegion.org.

BOYS STATE SESSION PAPERWORK

These documents will be emailed to the parents of Delegates and Alternates to complete during their online registration. This will ensure that those documents are received and approved prior to the boys arriving in Tallahassee.

Electronic Forms to be filled out by parents as part of registration:

- Certificate of Eligibility.
- Transportation Form.
- Release of Claims and Liability.
- Media Release Form.
- Packing List.
- Photo Package Information.
- Medication Policy.

The medical waiver is included in each Delegate and Alternate registration packet. This form must be notarized and mailed to:

**Florida American Legion Boys State
PO Box 547859
Orlando, FL 32854-7859**