American Legion Evergreen Boys & Girls State- Registration Process

Initial Outreach:

- The Post obtains copies of the **Application form** and emails or takes them to the local high schools. (https://ebgs-wa.org/recruiters/)
- The teacher/advisor/counselor at the school helps identify interested students and provides leads to the Post via completed forms.

Student Selection:

- We suggest interested students participate in an interview process with the Post.
- Each Post selects the students they wish to sponsor to attend EBGS.

Registration:

- Once selected, the Post *immediately* provides the chosen students with the **EBGS Delegate Registration Checklist,** which has a website link for EBGS registration.
- The student should use the link to complete their registration form. (There is no parent signature on this form, so there is no reason why they need to wait to submit it!)
- Upon successful submission of the registration form, the student will receive an email with a PDF copy of their registration form and their Delegate ID number.

Confirming Sponsorship:

- The student should forward their registration email with the PDF form and Delegate ID to the sponsoring Post.
- The Post will use the Delegate ID to fill out the **Sponsorship Agreement** form at https://tinyurl.com/EBGS27-SPONSOR. (IMPORTANT: we need to know how much the post is paying so we can request the balance from the delegate/family!)

Communication with the Student's Family:

- It is requested that sponsoring Posts check in with their delegates at least once per month prior to the start of EBGS.
- An email will be sent to the student's parent/guardian prompting them to complete and submit the necessary medical and permission forms beginning in March.
- Another email will follow with detailed instructions on the payment process. This email provides payment options, either via check or in the Zeffy portal.

Payment Process:

- The student's family makes their portion of the payment as instructed in the email.
- The sponsoring Post submits their share of the payment. They can pay via Zeffy (https://tinyurl.com/EBGS27-SponPay) or, if they prefer to pay by check, they should use the Check Transmittal form (https://tinyurl.com/EBGS-CheckTransmittal). Checks are sent to the Department of Washington.

Dietary and Additional Arrangements:

- The student's family is responsible for filling out the dietary restrictions form at https://tinyurl.com/EBGS27-FOOD.
- In June, Family Day breakfast tickets are made available for purchase. Both the student's family and the sponsoring Post can buy these tickets either via check or Zeffy as per their preference.