EBGS Recruiter's Registration Checklist

Here is a checklist for the Post Recruiter that will help complete the sponsorship & registration process.

Checklist	
☐	Take copies of the **Application** form to the local schools, scout troops, or other youth activities to obtain leads on interested students.
☐	The school or other organization helps identify interested students and provides names and contact information to you.
☐	The Post should interview and select students it wishes to sponsor for Evergreen Boys & Girls State using its local procedures.
☐	Once selected, notify your student immediately! Provide your student with a copy of the "***EBGS Delegate Registration Checklist,***" so they know how to complete the registration process.
☐	The **registration** form will be completed by the student at the link provided on the *Delegate Registration Checklist* (this is not on the EBGS website!)
☐	Students should forward the email with their completed registration form to their local Post sponsor for their records
☐	The sponsoring Post should complete the online "***Sponsorship Agreement***" form at https://tinyurl.com/EBGS27-SPONSOR to report the amount of fees that will be paid on the student's behalf.
☐	Additional forms required for registration will be emailed to the PARENT email the student provided on their registration form (FYI only)
☐	Payment of Fees Online: https://tinyurl.com/EBGS27-SponPay
☐	Payment of Fees Via Check: Fill out the "*Sponsor Payment Transmittal Form*," make a check out to "Evergreen Boys & Girls State," and mail it to Department HQ at the PO Box address shown on the form
☐	(Optional) Purchase Family Day tickets and come to the Family Day breakfast and graduation celebration on June 26th, beginning at 8:00 am at Warm Beach Conference Center! [link to be provided in June]

IMPORTANT NOTES:

- The *application* form on the Evergreen Boys & Girls State website is **not** the registration form. Delegate registration is completed via the link provided on the Delegate Registration Checklist.
- Registration is not complete until required information is submitted and payment is received.