

# American Legion Evergreen Boys & Girls State- Registration Process

## Initial Outreach:

- The Post obtains copies of the **Application form** and takes them to the local high schools.
- The school teacher/advisor/counselor helps identify interested students and provides leads to the Post via completed forms.

## Student Selection:

- Interested students participate in an interview process with the Post.
- After interviews, the 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 the website link for EBGS registration.
- The student uses the link to complete their registration form. (there is no parent signature on this form so 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 copy of their form and their Delegate ID.

## Confirming Sponsorship:

- The student shares their registration email and Delegate ID with the sponsoring Post.
- The Post uses the Delegate ID to fill out the **Sponsorship Agreement** form at <https://tinyurl.com/EBGS-Sponsor>.

## Communication with the Student's Family:

- An email will be sent to the student's family 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 options for payment, 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 per email instructions. They can opt to pay via Zeffy or, if preferring to pay by check, they should use the Check Transmittal form. The check is sent to the Department of Washington.

## Dietary and Additional Arrangements:

- The student's family is responsible for filling out dietary restrictions form at <https://tinyurl.com/EBGS-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.

# EBGS Recruiter's Registration Checklist

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

Checklist	
<input type="checkbox"/>	Take copies of the <b>Application</b> form to the local schools, scout troops, or other youth activities to obtain leads on interested students.
<input type="checkbox"/>	The school or other organization helps identify interested students and provides names and contact information to you.
<input type="checkbox"/>	The Post should interview and select students it wishes to sponsor for Evergreen Boys & Girls State using its local procedures.
<input type="checkbox"/>	Once selected, notify your student <u>immediately!</u> Provide your student with a copy of the " <b>EBGS Delegate Registration Checklist</b> " so they know how to complete the registration process.
<input type="checkbox"/>	The <b>registration</b> form will be completed by the student at the link provided on the <i>Delegate Registration Checklist</i> (this is not on the EBGS website!)
<input type="checkbox"/>	Students should forward the email with their completed registration form to their local Post sponsor for their records
<input type="checkbox"/>	The sponsoring Post should complete the online " <b>Sponsorship Agreement</b> " form at <a href="https://tinyurl.com/EBGS-Sponsor">https://tinyurl.com/EBGS-Sponsor</a> to report the amount of fees that will be paid on the student's behalf.
<input type="checkbox"/>	Additional forms required for registration will be emailed to the PARENT email the student provided on their registration form (FYI only)
<input type="checkbox"/>	Payment of Fees Online [Link to be provided in March]
<input type="checkbox"/>	Payment of Fees Via Check: Fill out the " <b>Sponsor Payment Transmittal Form,</b> " make check out to "Evergreen Boys & Girls State" and mail it to the address on the form
<input type="checkbox"/>	(Optional) Purchase Family Day tickets and come to the Family Day breakfast and graduation celebration on June 27 <sup>th</sup> , beginning at 8:00 am at Warm Beach Conference Center! [link to be provided in June]

**IMPORTANT NOTES:**

Registration is not complete until required information is submitted and payment received. The *application* form on the Evergreen Boys & Girls State website is **not** the registration form. Please do not send delegates there to fill out that form, as it will delay their registration.

Congratulations on being selected as a Delegate to attend the Evergreen Boys & Girls State Leadership Program! The program will be held the week of June 21-27, 2026, at Warm Beach Conference Center in Stanwood.

Below is a checklist that will help you complete your registration process.

Checklist	
<input type="checkbox"/>	Registration form completed online here: <a href="https://tinyurl.com/EBGS-REG">https://tinyurl.com/EBGS-REG</a> (or use QR below)  Please do not fill this form out more than once (use edit link in email). The application form on the EBGS website is not a registration form!
<input type="checkbox"/>	[If being sponsored by a local Post] Forward your email with the registration form to your local Post sponsor for their records
<input type="checkbox"/>	Additional forms will be emailed to the PARENT email you provided on your registration form. Please ensure it is correct! [beginning in March]
<input type="checkbox"/>	Medical form completed, signed by parent, and uploaded to portal [beginning in March 2026]
<input type="checkbox"/>	Permission and media forms completed, signed by parent, and uploaded to portal [beginning in March 2026]
<input type="checkbox"/>	[If required] Special Dietary Needs form filled out online here: <a href="https://tinyurl.com/EBGS-FOOD">https://tinyurl.com/EBGS-FOOD</a> (or use QR below)
<input type="checkbox"/>	Information regarding payment of Fees will be sent via separate email [Payment Portal Opens March 2026]
<input type="checkbox"/>	Purchase Family Day tickets (optional) [You may purchase at check-in on June 24 <sup>th</sup> or online at the link which will be provided in June 2026]

**Registration is not complete until all required information is submitted.**



**Registration Form**

<https://tinyurl.com/EBGS-REG>



**Dietary Needs Form**

<https://tinyurl.com/EBGS-FOOD>



# 2026 Application to Attend Evergreen Boys & Girls State Leadership Program June 21-27, 2026

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

High School: \_\_\_\_\_ Counselor/Advisor: \_\_\_\_\_

H.S. Counselor/Advisor Email Address: \_\_\_\_\_

Please provide information relevant to your application you would like us to know on the back of this form.

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## For students in the Class of 2027!

Hey there, future leader! Are you ready to take charge, build connections, and make your mark on the world? We're here to tell you about an incredible opportunity that could change your life: American Legion Evergreen Boys & Girls State!

Imagine a week where you step into the shoes of a political leader, debate important issues, and engage with like-minded peers from across the state. That's American Legion Evergreen Boys & Girls State in a nutshell – an experience that will challenge you, empower you, and shape you into a confident and informed citizen.

Evergreen Boys & Girls State aims to allow every interested high school junior to attend regardless of family financial situation. Financial assistance from a local American Legion Post and/or a sponsor is available to all applicants. The total cost to attend is \$700. Typically, an American Legion sponsor will pay \$350 of this cost automatically for each student; however, full financial aid will be provided upon request.

**Note:** Completion of this form does not register you for the program. Once selected to attend, you will be required to submit your registration package via our electronic forms portal. A checklist should be provided to you with the registration information and links. Contact [office@evergreenboysstate.org](mailto:office@evergreenboysstate.org) for questions or assistance.



## EBGS Sponsor Payment Transmittal Form

Post Name: \_\_\_\_\_ Post #: \_\_\_\_\_ District #: \_\_\_\_\_

Post Boys & Girls State Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please select:**

- Enclosed is a check in the amount of \$ \_\_\_\_\_ for the delegate(s) listed below.
- We do not wish to select delegates for this year's program but would still like to be a sponsor. We have enclosed a check in the amount of \$ \_\_\_\_\_.  
*(The EBGS Office will choose students on your behalf and let you know once they have been selected)*
- We wish to help with funding for administrative expenses for this year's program (delegate manuals, supplies & T-Shirts). We have enclosed a check in the amount of \$ \_\_\_\_\_.

**Please list the name, high school, and delegate ID # (if known) of the delegate(s) your Post has agreed to sponsor along with the amount to be applied for each delegate. Additional delegates may be listed on the back of this form if necessary. Write checks out to "Evergreen Boys & Girls State" please.**

Student Name	High School	Delegate ID # (if known)	Amount to be applied

**If you have any delegates your Post is not financially able to sponsor, please list them below, and attach their completed registration form. We will match them with another Post for funding.**

Student Name	High School	Delegate ID # (if known)

**Please send this completed form along with your check to:**

Evergreen Boys & Girls State  
 Department of Washington  
 PO Box 3917  
 Lacey, WA 98509-3917



Delegate ID#

The American Legion Department of Washington, P.O. Box 3917 Lacey, WA 98509-3917  
EBGS-WA.org

## Evergreen Boys & Girls State Sponsorship Agreement

Post Name: \_\_\_\_\_ Post #: \_\_\_\_\_ District #: \_\_\_\_\_

Post Boys State Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Delegate Name First: \_\_\_\_\_ Last: \_\_\_\_\_

Delegate ID Number: \_\_\_\_\_ (leave blank if unknown)  
(your delegate received this number when they submitted their registration online)

Amount to be paid by your Post: \$ \_\_\_\_\_

Amount to be paid by the Student: \$ \_\_\_\_\_

Amount to be paid by an Outside Sponsor: \$ \_\_\_\_\_  
(if applicable)

\_\_\_\_\_

Total Fees to be paid: \$ **700.00**

NOTE: This form is for information purposes. **It is preferred for the Post Contact person to complete and submit it online** at: <https://tinyurl.com/EBGS-Sponsor>

If you are unable to submit the form online, you may complete and submit via email to [Office@EvergreenBoysState.org](mailto:Office@EvergreenBoysState.org).