



Dear Sunflower Girls State Citizen,

Congratulations on your selection as an American Legion Auxiliary Sunflower Girls State Delegate! By your selection, you have been identified as a leader within your school and community, and you will join an elite group of those who are Girls State Alumnae. You will have the unique experience of participating in "Government in Action" and will be involved in government processes few others ever experience on the city, county, and state levels.

This delegate packet includes all orientation materials, a packing list and all dress codes, and several forms for you and a parent or guardian to complete. The following contents will tell you everything you need to know to prepare for ALA Sunflower Girls State. We also strongly suggest you attend one of the orientation sessions – in person or virtually.

In-person Orientation Session:

* Sunday, May 19, 2-4 pm
Overland Park Post 370
7500 W 75th St.
Shawnee Mission, KS 66204

Virtual Orientation Sessions:

* Wednesday, May 8, 7-8 pm, Zoom
* Tuesday, May 14, 7-8 pm, Zoom
* Thursday, May 23, 7-8 pm, Zoom
** Links will be sent after you confirm a date. **

Below is a brief explanation of what all is in this packet. *Please bring this packet and its contents with you to ALA SGS.*

1. **Welcome Letter** – ALA National President
2. **Program Information** – Please read this information fully.
3. **Confidential Medical Form** – This form needs to be completed and brought with you to turn in at Registration. You will need a doctor's signature or a copy of your KSHSAA physical.
4. **Consent for Treatment of a Minor** – This form needs to be completed and brought with you to turn in at Registration. It needs a parent's or guardian's NOTARIZED signature.
5. **Samsung Scholarship Information** – This is optional. If you choose to apply, you will need to bring a hardcopy of your application with you to turn in at Registration.
6. **Waivers** – These forms are to be completed and brought with you to turn in at Registration.
7. **Ground Rules** – Please read these carefully.
8. **ALA Sunflower Girls State Pledge of Honor**
9. **ALA SGS Week at a Glance** – Reading this will answer most of your questions.
10. **Dress Codes**
11. **Packing List**
12. **Registration and Check-in Information**
13. **Check-out Information**
14. **Inaugural Information**

15. **Transportation Rules** – You are responsible for your own transportation to and from ALA SGS.
16. **News Release** – You should fill in the blanks and turn this into your local newspaper.
17. **Yearbook Order Forms**
18. **Service Project**
19. **“You and the Courts of Kansas”** – Study the enclosed copy of this booklet prior to your arrival. Every ALA SGS delegate will take the Bar Exam on Monday, and this is the material you should study. You will need to pass the Bar Exam to be eligible to run for certain offices (Attorney General, Supreme Court Justice, County Attorney, and District Judge).

Good luck as you finish the school year, and I look forward to meeting you at ALA Sunflower Girls State!

Sincerely,
Lindsay C. Maudlin, Director

AMERICAN LEGION AUXILIARY



Summer 2024

Dear American Legion Auxiliary Girls State Citizen,

Congratulations on your selection to attend American Legion Auxiliary (ALA) Girls State. Attending ALA Girls State is an opportunity afforded to you because of your accomplishments at school and in your community. You are representing your school and community. You were selected because of your leadership ability and character. You join more than one million women who have experienced ALA Girls State since 1937. Many are now leaders in their communities. ALA Girls State presents not only a learning experience, but a chance to meet other students with the same high expectations for their future.

The American Legion Auxiliary Girls State program is a fast-paced immersion into experiencing government. Since this is a once-in-a-lifetime opportunity, we encourage you to embrace this experience to learn and grow. Now is the time to participate, get involved, run for office, make friends, write a bill, help on someone's campaign, and step out of your comfort zone. You will gain so much from your efforts, and you will have so much more fun being involved. ALA Girls State has the possibility to open doors for scholarships and entrance into military academies and colleges across the country.

America's veterans, and those serving currently in the military, are our true heroes; the sacrifices they and their families have given continue to allow us to live free. The American Legion Auxiliary is an organization of volunteers serving veterans and their families. The American Legion Auxiliary is proud to be the sponsor of this educational program, and we are excited to have you participate.

Your sponsoring American Legion Auxiliary Units have worked to send you to this program, and they will be excited to hear about your week. After your ALA Girls State session, please take the time to share your experiences with your family, friends and school, plus make a special point to thank the onsite volunteers and the American Legion Auxiliary members that sponsored your attendance.

Have a wonderful week! Remember to take pride in our country and its form of government and in yourself. Make the most of the week, and embrace the opportunities. At the end of the week, we hope you will have lasting memories and valued friendships.

Congratulations & welcome to ALA Girls State!

Lisa Williamson
National President
American Legion Auxiliary
2023-2024

Kelly Elliott
National Chairman, Girls Nation
American Legion Auxiliary
2023-2024

General Program Information

Purpose

To inculcate a sense of responsibility to community, state, and nation. ALA Sunflower Girls State is a practical application of Americanism and good citizenship. It is a non-partisan program designed to teach youth of America democracy belongs to them. Delegates will elect their own city, county, and state officials. They will have their own city councils or commissions, county commissions, Senate, and House of Representatives where they will present and debate their own bills, resolutions, and ordinances. They will have city and county government problems to solve. During this week of intensive training in citizenship and government, these self-governing young leaders will learn that they too have a responsibility in preserving the integrity of our nation, and that America's future depends mainly upon the intelligence and honesty of our youth in carrying forward the principles of government as founded by our forefathers. The ALA Sunflower Girls State program develops leadership and pride in American citizenship, educates delegates about our system of government, instills a greater understanding of American traditions, and stimulates a desire to actively participate in our government process. During the week, delegates will also learn proper flag etiquette.

Sponsorship

The American Legion Auxiliary is the sponsoring organization of ALA Sunflower Girls State. Civic organizations, businesses, clubs, or individuals in the community may contribute all or part of the fee. However, they are to be known as the contributor of fee, not the sponsor.

Registration Fee

A \$400 registration fee was paid for you to attend. Some families may have chosen to self-pay, but most delegates will have their registration fees contributed by various organizations or covered by sponsoring ALA units. If a delegate decides not to attend, this fee can be fully refunded to the family, organization, or sponsoring unit until **May 17, 2024**. After this date, ALA Sunflower Girls State will retain the entire registration fee. If delegates leave prior to the end of the week by choice*, they will be required to sign a release stating they are responsible for repaying their contributors or sponsoring ALA unit.

*Family emergencies, illnesses, or injuries are excluded from this policy and do not require delegates or their families to repay their contributors.

Eligibility

Delegates who have completed their junior year during the 2023-2024 school year in a Kansas high school or the home school equivalent.

Medical Care

Medical personnel will be in attendance 24 hours a day. KU's Watkins Health Center and Lawrence medical facilities are available for any medical emergency or hospitalization. All delegates are required to bring the completed medical forms and notarized consent for treatment of a minor form with them. Delegates are to bring any medication they take on a regular basis with them.

Supervision

Counselors and staff will be with the delegates at all times to supervise and provide assistance.

Scholarships

The ALA Sunflower Girls State Alumnae Association awards a scholarship based on performance on the Scholarship Test. Delegates who are attentive and take notes throughout the week are best prepared for the Scholarship Test. One delegate will be eligible for the Samsung Scholarship. See information below on eligibility requirements and information on how to apply.

Girls Nation

Two ALA Sunflower Girls State Citizens will be elected as Girls Nation Senators to represent Kansas at the ALA Girls Nation session held in Washington, D.C., in July. They will participate with two Senators from each state's Girls State program. They will have the opportunity to meet with top legislators and administration officials. In most years, they also have the opportunity to meet with the President at the White House. They tour many historic sites in Washington D.C., visit many ceremonial events, and lay a wreath at the Tomb of the Unknown Soldier in Arlington National Cemetery. ALA Girls Nation follows the national political process.

Music

Music is used throughout the week and is an important part of our program. If you play an instrument, please bring it with you. A piano will be furnished. We need trumpets and other instruments for Taps and outdoor Flag ceremonies daily. Please do not forget the equipment you may need to perform. During Registration, you will have the opportunity to sign up for music.

ALA Sunflower Girls State Political Parties

There are two mythical political parties at Sunflower Girls State and Girls Nation. Political parties are randomly assigned at the beginning of the week.

ALA Sunflower Girls State Elected Offices

- State Offices: Governor, Lt. Governor, Secretary of State, Attorney General, State Treasurer, Commissioner of Insurance, 7 Justices of the Supreme Court
- County Offices: 3 County Commissioners, County Clerk, County Attorney, County Sheriff, County Treasurer, Register of Deeds, District Judge, Board of Education, Senators, House of Representatives
- City Offices: These will be numerous and depend upon the form of city government your city elects to govern itself.

Campaigning

Campaign material will be provided on Sunday for each delegate. Everyone has the same supplies and starting point for their campaign. Be thinking ahead of what office you might run for. We encourage you to run for some type of office. ALA Sunflower Girls State is much more exciting and rewarding if you participate fully. Study current affairs and problems facing the state. Bring ideas for legislative bills. If you are not elected to the legislature, you can pass them on to the Senators and Representatives from your county.

6. Allergies to medication? Describe reaction.

7. Allergies to food? Describe reaction.

8. Other allergies? Describe reaction.

9. Do you require special accommodations relating to any disability? If so, please explain.

10. Please attach a copy of a signed KSHSAA physical sheet to this completed form, or have a physician complete and sign the following section.

TO BE COMPLETED BY A PHYSICIAN

What is the condition of:

Heart _____

Lungs _____

Ears _____

Skin _____

Throat _____

Eyes _____

Weight _____

Height _____

BP _____

Mental Health _____

___ Full Activity ___ Limited Activity If limited, how? _____

Physician's Name

Physician's Office Phone Number

Physician's Signature

Date

Consent for Treatment of a Minor

This form must be notarized.

I hereby give my consent for treatment of _____.
(Participant's Name)

This authorization covers any procedure, which may be deemed advisable by the attending staff physician and/or consultant.

Printed Name Relationship to Patient

Signature

Witness Notary Date

Health Insurance Information

Name of Company _____ Member # _____

Address _____

Name of Policyholder _____

Address of Policyholder _____

I hereby authorize a Lawrence medical center to release to the above-named insurance company information from my medical record as needed in presenting my claim for benefits.

Signature of Participant _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

Samsung Scholarship

Samsung Group of South Korea has endowed a scholarship fund to provide scholarships to direct descendants of U.S. wartime veterans.

The American Legion Auxiliary Girls State program in Kansas is working with the American Legion's National Headquarters to provide Samsung American Legion Scholarship applications to delegates who complete the week at Sunflower Girls State & Kansas Boys State. These delegates are the only students given the opportunity to apply in the State of Kansas.

The Samsung American Legion Scholarship application is located on the ALA Sunflower Girls State website at www.ksgirlsstate.org. Once you have opened the site, click on the button labeled "Samsung Scholarship" and follow the instructions given. If eligible, submit your application online and print a hardcopy to bring to ALA Sunflower Girls State. Please adhere to all deadlines. The Kansas finalist will be chosen during session and announced at the closing ceremony on Friday.

If eligible, you will need a copy of the required veteran's Certificate of Release or Discharge Form Active Duty (Form DD-214) or other government document showing time served on active military duty. Further information for this process can be obtained on the Samsung website under the Samsung Scholarship FAQs.

Eligibility

Scholarship applications are restricted to high school juniors who attend the current session of either The American Legion Boys State or American Legion Auxiliary Girls State program and are a direct descendent – i.e. child, grandchild, great grandchild, etc. – or a legally adopted child of a wartime veteran who served on active duty during at least one of the periods of war officially designated as eligibility dates for American Legion membership.

World War I – Apr. 6, 1917 – Nov. 11, 1918

World War II – Dec. 7, 1941 – Dec. 31, 1946

Korean War – Jun. 25, 1950 – Jan. 31, 1955

Vietnam War – Feb. 28 1961 – May 7, 1975

Lebanon/Grenada – Aug. 24, 1982 – Jul. 31, 1984

Panama – Dec. 20, 1989 – Jan. 31, 1990

Persian Gulf War – Aug. 2, 1990 – Until cessation of hostilities

Includes Operations Enduring Freedom, Iraqi Freedom, & War on Terrorism

Samsung scholarships may be used for undergraduate or graduate education and applied toward tuition, books, fees, and room and board. Winners are selected according to academic record, involvement in school and community activities, community service, and financial need. Applicants who are direct descendants of Korean War veterans will receive a modest points advantage.

Waivers

The following forms must be completed and turned in at Registration.

Disclosure

American Legion Auxiliary Sunflower Girls State (ALA Sunflower Girls State) program will be held June 2-7, 2024 at the University of Kansas in Lawrence, Kansas. ALA Sunflower Girls State is a program of the American Legion Auxiliary and is run by volunteers. All participants are required to participate in the full program and will be required to stay on campus in university housing throughout the program.

Photography and Media Waiver

I hereby give Sunflower Girls State the right and permission to publish, distribute and/or use photographs, videos, or audio of the Participant named below. I understand such reproductions may include the Participant's first and last names and could be used to publicize or promote the program through its own media productions, through commercial media, and/or online media. I agree that ALA Sunflower Girls State has control of its materials, publications, productions, promotions, website, and social media. I understand that ALA Sunflower Girls State does not have responsibility or control of the actions of others, particularly the other delegates, relating to individual photographs and/or websites.

I waive any right to inspect and/or approve the finished product and do release ALA Sunflower Girls State from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast, or reproduction without limitation, reservation, or any fee.

Use of Technology

I will use technology devices responsibly and will refrain from using them during guest speakers and parts of the program in which they would be a distraction to the speaker or other participants. I understand that I am responsible for my personal technology items, and ALA Sunflower Girls State will not be held responsible for lost or stolen items.

Release of Claims

I understand that participation in ALA Sunflower Girls State is voluntary. In consideration of the benefits to be derived during the Participant's attendance and participation in ALA Sunflower Girls State program, to be held in Lawrence, Kansas, on the campus of the University of Kansas between the dates of June 2 and June 7, 2024, the undersigned acknowledges, appreciates, and agrees to waive, release and discharge the American Legion Auxiliary, its officers, agents, representatives, instructors, employees and volunteers (collectively, "ALA") from any and all claims, demands, damages, suits, actions or causes of actions which may, can or shall have by reason to arise due to attendance at or participation in the American Legion

Auxiliary Kansas Sunflower Girls State Program, including travel to and from official ALA Sunflower Girls State event and any field trips that may occur during the program.

I further acknowledge, appreciate, and agree that participation includes, but is not limited to, possible exposure to and illness from infectious diseases including, but not limited to, influenza and COVID-19. While personal hygiene may reduce this risk, the risk of serious illness and death does exist.

By signing below, and in consideration for providing my child the opportunity to participate in the ALA Sunflower Girls State program, I voluntarily agree to waive and discharge any and all claims against the ALA related to or arising out of participation, including claims for negligent actions of the ALA related to or arising out of participation in the ALA Sunflower Girls State program. By signing below, and in consideration for providing my child the opportunity to participate in Sunflower Girls State, I agree to release, discharge, and hold harmless the ALA from all liability, claims, causes of action, or demands, including attorney fees, fines, fees, or other costs (e.g., medical costs) arising out of any exposure to or illness or injury from ALA Sunflower Girls State. I certify that I am the parent and/or legal guardian of the below-named student OR am the below-named student and am 18 years of age or older, that I have read and understand the foregoing, and that I accept and agree to be bound by the terms and conditions of the above.

Participant Name: _____
(First Name) (Last Name)

Parent/Guardian Name: _____
(First Name) (Last Name)

Parent/Guardian mobile phone number: _____

Parent/Guardian email address: _____

Signature of Parent/Legal Guardian/Student at least 18 years old Date

Signature of Participant Date

Ground Rules

1. All Citizens of ALA Sunflower Girls State must be rising seniors in Kansas high schools or the homeschool equivalency.
2. No ALA Sunflower Girls State Citizen is permitted to leave the grounds after checking in on Sunday until the scheduled closing, except on organized group trips with staff and counselors or in case of an emergency and with the Director's knowledge and approval.
3. No drinking, smoking, vaping, or use of illegal drugs will be permitted.
4. ALA Sunflower Girls State Citizens are divided into city groups, and Citizens are expected to stay their cities unless told otherwise by staff or counselors.
5. Every ALA Sunflower Girls State Citizen is expected to be on time, to participate in all activities, show respect to all staff, speakers, and fellow Citizens.
6. ALA Sunflower Girls State Citizens are asked to show proper respect for the American Flag.
7. Each ALA Sunflower Girls State Citizen will be responsible for the neatness within the city area. City areas should be kept clear of personal items, rooms should be picked up, and beds should be made.
8. Every illness or injury must be reported immediately to your counselor or a staff member. The counselor or staff member will in turn report it to the Medical Personnel on duty.
9. The dress code will vary by day and activity. A few basic guidelines will always be in place:
 - A. Footwear must be worn at all times except when delegates are in their dorm rooms;
 - B. For safety and identification purposes, hoods are not to be worn;
 - C. Clothing or accessories that advertise substances (alcohol, cigarettes, vaping, or drugs), encourage violence, or make sexual references will not be permitted; and
 - D. Any clothing that exposes undergarments, a bare midriff, shoulders, or back, or is otherwise revealing will not be permitted.
10. Elevator use is not allowed unless there is a medical reason that has been cleared with the Medical Personnel and the Director. The stairs at the end of the halls are off limits except in the event of an emergency.
11. Campaign Regulations:
 - A. No campaign materials may be brought to ALA Sunflower Girls State. All materials must be prepared and assembled after arrival. This is done in behalf of good sportsmanship, thus giving each Citizen an equal opportunity. You may bring your own scissors, straight edge, ruler, and basic markers. Glitter or other special supplies are not allowed.
 - B. No bills, posters, or other campaign materials are to be displayed or circulated prior to Monday morning.
 - C. Campaign material must be worn by ALA Sunflower Girls State Citizens. No campaign material will be displayed on the walls.
 - D. All protests will be settled by the Director of Elections.
12. Taps and Lights Out:
 - A. Each city's American flag shall be retired before Taps.
 - B. All ALA Sunflower Girls State Citizens are to be in their cities at Taps.
 - C. All lights must be out at the Lights Out time designated in the program.
 - D. Doors are to be locked and left propped open until staff completes bed checks.
13. Blinds and windows should remain closed at all times.
14. Hair dryers, straighteners, etc. are to be used in dorm rooms only. Do not leave plugged in.

15. Cheering is allowed outside, except around the flag area. Inside cheers and chants are allowed in the auditorium only.
16. Cell phones will be utilized throughout the week. They should be a tool and not a distraction. ALA Sunflower Girls State Citizens who ignore multiple requests to put their cell phones away will have them taken away.

ALA Sunflower Girls State Pledge of Honor

As a citizen of Girls State of the American Legion Auxiliary, Department of Kansas, I voluntarily make the following pledge:

I will obey the rules of Girls State.

I will take a serious and conscientious interest in discharging my duties as a citizen of Girls State.

If elected to office, I will serve that office to the best of my ability.

I will respect the judgment of my superiors, such as Counselors, Directors, Advisors, and Instructors.

I will make a formal report (written or oral) to my sponsor or contributors of my impression of Girls State upon my return home.

In so far as possible, I will take an active part in the affairs of the party in the city and county to which I am assigned.

I will be fair and honest in all dealings with fellow citizens.

ALA Sunflower Girls State Week at a Glance

Sunday

- Registration, move-in
- City meetings and formation of city governments
- Opening Session
- Formation of political parties

Monday

- Mock Bar Exam
- File petition for office
- Campaign
- City Government projects

Tuesday

- Primary Election
- Governor and Lt. Governor candidate interviews
- Whistle Stops

Wednesday

- Party Rallies
- General Election
- College Fair
- City Government projects

Thursday

- City, County, and State Government-in-Action
- Judicial Review/Mock Trial
- County Government projects
- Scholarship Test
- Inaugural

Friday

- Visit to Topeka and the Capitol
- Girls Nation Senators interviews and elections
- Awards presentation
- Closing Ceremony

During the week, invited speakers including many of the elected Kansas state officials, as well as county and city officials, will address the delegates. Inside and outside flag ceremonies are held daily. Delegates will have activity periods Monday through Thursday.

ALA Sunflower Girls State Dress Codes

In General

- Footwear must be worn at all times except when delegates are in their dorm rooms.
- For safety and identification purposes, hoods are not to be worn.
- Clothing or accessories that advertise substances (alcohol, cigarettes, vaping, or drugs), encourage violence, or make sexual references will not be permitted.
- Any clothing that exposes undergarments, a bare midriff, shoulders, or back, or is otherwise revealing will not be permitted.

Business Casual

- Slacks, Pants, and Trousers
 - Appropriate: slacks, trousers, khakis, capri pants, ankle pants, linen pants
 - Inappropriate: denim, sweatpants, leggings, overalls, shorts (including Bermuda shorts)
- Skirts and Dresses
 - Appropriate: casual dresses and skirts with splits at or below the knee and with lengths that meet the fingertip rule, skorts that meet the fingertip rule
 - Inappropriate: mini skirts, slip dresses, spaghetti-strap, single-strap, or strapless dresses (unless covered by a cardigan at all times)
- Shirts, Tops, Blouses, and Jackets
 - Appropriate: blouses, collared shirts, sweaters, cardigans, suit jackets, blazers, solid-colored tees, ALA SGS t-shirts
 - Inappropriate: non-SGS t-shirts, shirts with slogans or logos (small brand logos are exempt), sweatshirts or jerseys, crop tops, halter tops, strapless tops, tank tops (unless covered by a cardigan at all times)
- Shoes
 - Appropriate: any shoes you can comfortably walk in
- Hats and Head Coverings
 - Appropriate: head coverings worn for religious purposes or to honor cultural traditions, hats worn for sun protection while walking outside only and removed for flag ceremonies
 - Inappropriate: hats are otherwise not permitted at ALA SGS

Elevated Business Casual

- Elevate your business casual look by wearing a business pantsuit, skirt and coordinating suit jacket, business dress, or skirt/blouse combination.

Casual

- Required: ALA SGS t-shirts (you will be given one and allowed to wash them throughout the week and have the option to purchase more from the Sunflower Boutique)
- Appropriate: denim/jeans, casual shorts that meet the fingertip rule, leggings (must not be see-through), skorts that meet the fingertip rule

- Inappropriate: bike shorts, sweatpants, athletic shorts

Activity Period

- Appropriate: casual, lounge, or athletic wear within the general dress code guidelines

Inaugural

- You are asked to wear an all-black outfit. This includes: black dress, black slacks and black top, black skirt and black top, etc.
- Inappropriate: leggings, dresses or skirts that do not meet the fingertip rule

Other

- We will have a tie-dye activity. Please pack one casual/activity period outfit that you don't mind potentially getting stained.

Daily Dress Code Expectations/Options

- Sunday – Business Casual
- Monday – Casual and Activity Period
- Tuesday – Casual and Activity Period
- Wednesday – Casual and Activity Period
- Thursday – Casual, Activity Period, and Inaugural
- Friday – Elevated Business Casual

Questions? Please ask us during the Delegate Orientation Sessions or via email (sunflowergirlsstate@gmail.com).

If you need assistance with business casual clothing, ALA Sunflower Girls State has donated items available in the SGS Closet. Please email us to let us know that you will need assistance and your clothing sizes.

Packing Lists

Paperwork

- Confidential Medical Form
- Consent for Treatment of a Minor (**notarized**)
- Waivers
- Delegate packet (including You & the Courts of Kansas information)
- Samsung Scholarship, if applying
- Yearbook form, if desired

Dorm

- Pillow and pillowcase
- Twin bed sheets
- Blanket or comforter
- Flip flops
- Shower caddy
- Showering supplies (soap, shampoo, etc.)
- Toiletries (toothpaste, toothbrush, deodorant, etc.)
- Bath towels
- Hangers
- Phone/electronics chargers
- Snacks and bottled water, if desired

Office Supplies

- Pens – blue or black ink
- Pencils (optional)
- Notebook or notebook paper
- Bag to carry these items in

Miscellaneous

- Service project donations
- Any medication needed
- Musical instruments, if applicable
- Umbrella
- Water bottle
- Extra money (Sunflower Boutique)
- Extra campaign supplies, if desired (NOTE: ALA SGS will provide all delegates with the same campaign supplies. However, delegates are also welcome to bring extra supplies from home. These extra supplies need to be the same as those provided to everyone, so please stick to this list: safety pins, markers, construction paper, twine/string, glue sticks, tape, or scissors.)

Clothes

- Please look at the Dress Code for specifics for each day of the week.
- Additionally:

- Comfortable shoes
- Socks, underwear, etc.
- Light jacket or rain jacket
- Pajamas, robes, sleepwear
- Comfortable clothes for activity period
- Wednesday is “Party Colors Day” at ALA SGS. The two party colors are blue and yellow. If you choose to participate, pack items in those colors.

Registration and Check-in Information

First, check in at the Burge Union.

Date: Sunday, June 2, 2024
Time: 11:00 am to 12:30 pm
Place: Burge Union
1565 Irving Hill Road
Lawrence, KS 66045
(Free parking is available in front of the Burge Union)

Bring:

1. Delegate packet
2. Confidential Medical Record
3. Consent for Treatment of a Minor (*notarized*)
4. Waivers (signed)
5. Samsung Scholarship application (if desired)
6. Yearbook form (if desired)
7. Donations for the service project (see packing list for details)

Please do not bring your luggage in to the Burge Union!

At the Burge Union, delegates will formally check in to ALA Sunflower Girls State, meet some of the staff, turn in their forms, and get their ALA Sunflower Girls State City assignments. Medical Personnel will be available to answer any medical questions, and many other staff members will be available to answer other questions.

During check in, delegates (and parents) will have access to the Sunflower Boutique, which sells t-shirts, sweatshirts, water bottles, snacks, lapel pins, and more.

Once check in is complete, staff will provide delegates with tokens signifying they are cleared to check in with KU Housing. Delegates will not be able to get their room keys and meal cards from KU until they have completed the ALA Sunflower Girls State check-in process.

Second, move in to Templin Residence Hall.

Templin Residence Hall
1515 Engel Road
Lawrence, KS 66045
(Parking lot is in front of Templin Hall)

Parents are more than welcome to help with the move-in process, but they must be out of Templin by 12:45 pm. Delegates may return to the Sunflower Boutique at the Burge Union, help others move in,

explore the dorm, etc. – but they must be back to their assigned city by 1:00 pm. Delegates, give yourself enough time to be fully moved in, dressed in business casual attire, and ready to participate at the first city meeting at 1:00 pm!

Reminders: Eat lunch beforehand! The first meal will be dinner at 5:30 pm.

Early/late arrivals must be prearranged with the Director.

This is a very fast-paced, busy week, so there may be little time for phone calls home. We have noticed that delegates love getting mail from home or floral arrangements to celebrate winning elections or birthdays. If you would like to send something to your delegate, please use this address:

Name of Delegate
ALA Sunflower Girls State
Templin Hall
1515 Engel Road
Lawrence, KS 66045

If you have any questions or concerns, in advance of or during the program, please visit www.ksgirlsstate.org, send an email to Secretary Rachel Barnes at secretaryksgirlsstate@gmail.com, or call/text Director Lindsay Maudlin at 620-728-4072.

We're also active on social media throughout the program, so please follow along on:

Facebook ALA Kansas Sunflower Girls State
Instagram @ksgirlsstate

Check-out Instructions

Check-out will take place at Templin Residence Hall.

Date: Friday, June 7, 2024
Time: 4:00 pm
Place: Templin Residence Hall
1515 Engel Road
Lawrence, KS 66045
(Parking lot is in front of Templin Hall)

Parents will not be allowed in the dormitory during check out and will be asked to wait outside.

Sunflower Boutique items will be available for purchase outside Templin.

Early departures must be arranged in advance with Director Lindsay Maudlin (620-728-4072), except for emergency circumstances (such as a delegate's illness or a death in the family). If such an emergency occurs, please call Secretary Rachel Barnes (620-728-9840).

Inaugural Information

On Thursday, June 6, 2024, ALA Sunflower Girls State will hold its 81st Inaugural. Those elected to the House, to the Senate, or as State Officers or Supreme Court Justices will be sworn in. Afterward, alumnae will join us for the Sunflower Ceremony, a celebration of the program and recognition of its history. Parents, family, and friends are invited to attend this special event.

What: ALA Sunflower Girls State Inaugural

Where: KU's Burge Union

When: Thursday, June 6, 2024, 7:00 pm

Yearbook Order Form

During the week, many pictures are taken of important events, speakers, elections, city projects, etc. At the end of the session, many of these pictures are arranged and printed in an annual yearbook. This yearbook is offered to citizens of ALA Sunflower Girls State and staff for \$15. With the purchase of a yearbook, you will also have digital access of photos during the week to download and share on social media. If you wish to purchase one of the yearbooks, please complete the form below and turn it and your payment in at Registration or give them to your counselor at the end of the week.

+++++

Name _____

Address _____

City _____ State _____ Zip Code _____

Email Address* _____

Girls State City _____

Counselor _____

* A password will be emailed to you to access the digital photos after session.

Method of payment:

_____ Cash

_____ Check Check # _____ (Please make checks payable to Sunflower Girls State.)

_____ Online

Service Project

In previous Girls State sessions, delegates have enacted legislation in support of an annual Sunflower Girls State service project – a project in which delegates, counselors, alumnae, and staff can all participate.

In keeping with the mission of the American Legion Auxiliary, our service project will be in benefit of Kansas Veterans Administration (VA) medical centers and homes. Volunteers and VA staff have identified an overwhelming need to care for women veterans and children.

We will collect and donate:

1. Coloring books, activity books, hand puppets, and crayons for VA waiting rooms.
2. Baby care items (travel-sized baby products, diapers, wipes)
3. Children's books
4. Comfort items for women veterans (lip balms, nonskid slipper socks, combs, reading glasses, etc.)

We hope you will join the Girls State family in support of this service project! If you choose to bring items, we suggest packing them separately from your luggage so you can easily turn them in at check-in.

You and the Courts of Kansas

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Note to delegates: The ALA Sunflower Girls State Bar Exam will only cover the information in this handout. Should you wish to learn more about our judicial system, you can find this information and more at the Judicial Branch website: www.kscourts.org. Navigate to the “Quick Links” tab, then select “Educational Services.” We especially recommend the “Justice in Kansas Video”—it is a little outdated, but it is a good overview and provides images of all the courthouses in the state.

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Published by the Kansas Supreme Court

The Jury System

Juries are important to the Kansas court system. A person accused of a crime has an absolute right to a jury trial and parties to a civil suit may choose to have their case decided by a jury.

Names of potential jurors come from voter registration and driver license lists.

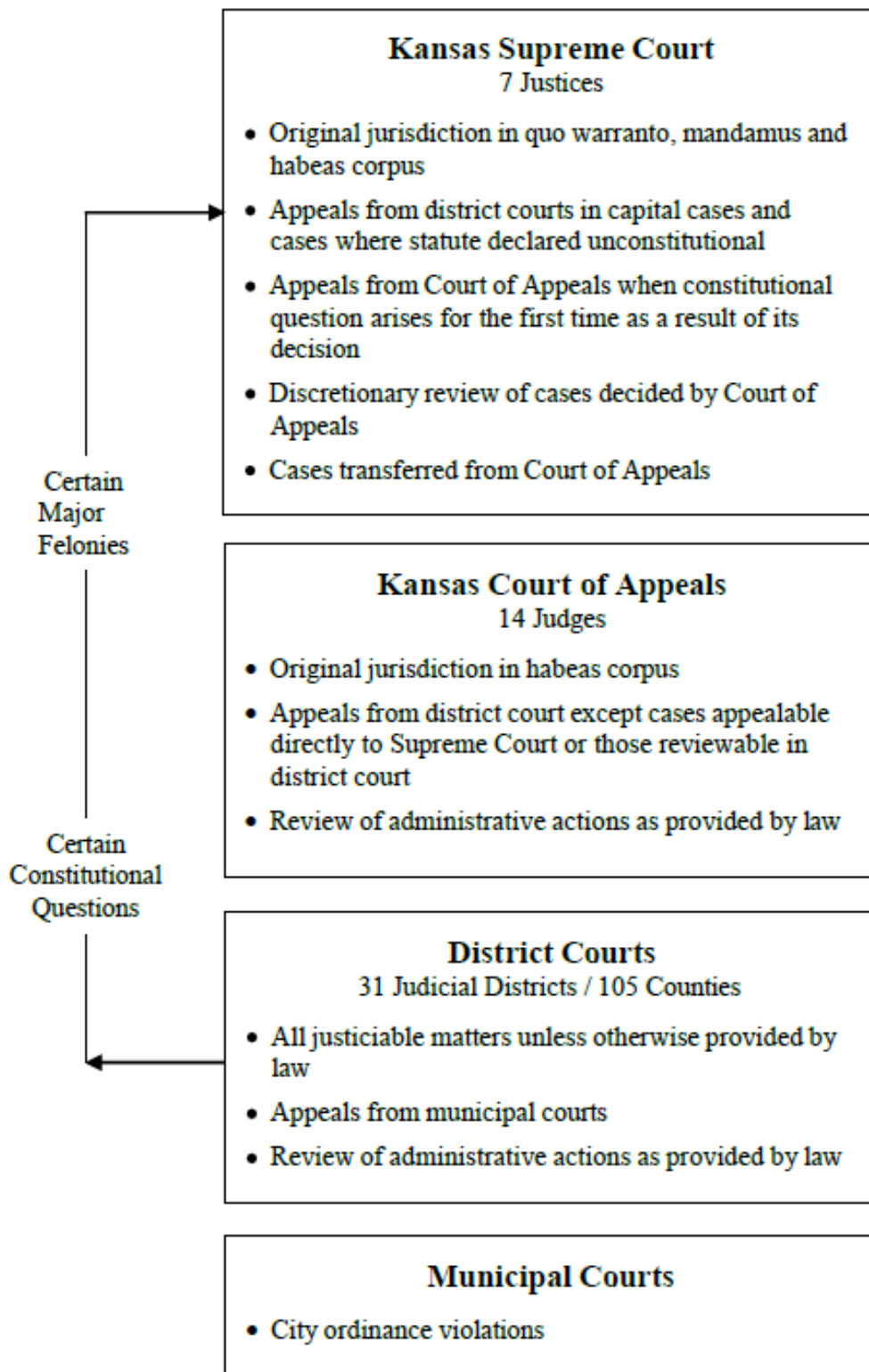
These names are placed into a computer or a jury wheel. When a jury panel is needed, the wheel or computer is used to select names at random. Juror summonses are then sent to people whose names were drawn and they may be called into court to serve on a trial jury. The pay for jury services is minimal, but the responsibility is great.

About 95 percent of all jury trials worldwide take place in the United States. Those who have served as jurors often express feelings of pride and respect for our justice system, and appreciation for the opportunity to be part of the judicial process.

Efforts to streamline and update the jury system continue, with the aim to reduce the amount of time a person is asked to contribute to jury service.

The opportunity to serve on a jury in your local court allows you to become a better-informed and more responsible resident of Kansas, and also to learn more about your courts and the law.

Kansas Court System



Types of Courts

There are several levels of courts in Kansas to handle all kinds of cases.

Municipal Courts

Municipal courts, or city courts, deal with violations of city ordinances committed within city limits. Cases usually involve traffic and other minor offenses. A person charged with an offense in municipal court may be represented by a lawyer. The judge hears cases without a jury. Anyone convicted in municipal court may appeal to the district court of the county where the municipal court is located.

District Courts

District courts are created by the Kansas Constitution. They are the trial courts of Kansas, with general original jurisdiction over all civil and criminal cases, including divorce and domestic relations, damage suits, probate and estate administration, guardianships, conservatorships, care of the mentally ill, juvenile matters, and small claims. It is here that criminal and civil jury trials take place.

Kansas is divided into 31 judicial districts, with varying numbers of judges in each district. There is a district court in each county and a clerk of the court office where cases are filed.

The state also is divided into six judicial departments, each of which has several judicial districts. All of the Supreme Court's justices, with the exception of the chief justice, are responsible for overseeing a judicial department. The departmental justice may assign judges from one judicial district to another.

District judges must be lawyers. Some counties have district magistrate judges, who may or may not be lawyers and whose jurisdiction is limited. There is at least one resident judge in each county.

One judge in each district is designated chief judge. A chief judge has, in addition to his or her judicial responsibilities, general control over case assignments within the district and general supervisory authority over the clerical and administrative functions of the court. Until July 1, 2014, the Kansas Supreme Court appointed the chief judge of each judicial district. After July 1, 2014, the chief judge is elected by the judges in the district following a procedure of their choosing.

Appeals may be taken from a district court to the Court of Appeals, or to the Supreme Court.

Court of Appeals

The Kansas Court of Appeals is an intermediate appellate court located in the Kansas Judicial Center in Topeka. The Court of Appeals hears all appeals from orders of the Kansas Corporation Commission and all appeals from district courts in both civil and criminal cases except those that may be appealed directly to the Supreme Court. It also has jurisdiction over original actions in habeas corpus.

The court may hear appeals en banc, which means by all 14 of its judges. Most frequently, though, the court sits in panels of three. The court may sit anywhere in Kansas and hearings are regularly scheduled in Hays, Garden City, Wichita, Chanute, Kansas City, Olathe, and Topeka. Hearings have been in other cities, as well, when it was more convenient for all parties.

Supreme Court

The Kansas Supreme Court is the state court of last resort and it sits in the Kansas Judicial Center in Topeka. It hears direct appeals from district courts in the most serious criminal cases and appeals in any case in which a statute has been held unconstitutional. It may review cases decided by the Court of Appeals and it may transfer cases from that court to the Supreme Court. It also has original jurisdiction in several types of cases.

The Supreme Court, by constitutional mandate, has general administrative authority over all Kansas courts. Its rules govern appellate practice in the Supreme Court and the Court of Appeals, and procedures in district courts.

Supreme Court rules also provide for examining and admitting attorneys, set forth code of professional responsibility that govern attorney conduct, and include the canons of judicial ethics that govern conduct of judges. Rules also provide for examining and certifying official court reporters. The Supreme Court may discipline attorneys, judges and non-judicial employees.

All employees of the Kansas court system who are not judges are under a personnel plan adopted and administered by the Supreme Court. Personnel and payroll records of all court employees statewide are maintained in the Office of Judicial Administration. The Supreme Court adopts and submits to the Kansas Legislature an annual budget for the entire Kansas Judicial Branch.

Judges and Justices

There are two types of district court judges.

- District judges exercise the full power and authority of the court.
- District magistrate judges have jurisdiction over probate and juvenile matters, misdemeanor trials, and preliminary examinations in felony cases. They may also hear certain civil actions as set forth in state statutes.

Court of Appeals judges and Supreme Court justices ordinarily do not conduct trials. They decide an appealed case by reading the trial record and written briefs filed by the parties, and by hearing oral arguments of lawyers. They research and review the laws involved and then write opinions that usually are published in bound volumes called reports.

Judges and justices move cases through their courts as quickly as possible while making sure every case receives careful attention.

Becoming a Judge

The Supreme Court is Kansas' highest court. It consists of seven justices who are selected by the governor. When there is a Supreme Court vacancy, the governor chooses from a list of three qualified candidates provided by the Supreme Court Nominating Commission.

After the first year in office, a justice is subject to a retention vote in the next general election. If a majority of electors vote to retain the justice, he or she remains in office for a six-year term. Justices are subject to a similar retention vote at the conclusion of each term.

The justice who is senior in terms of continuous service is designated, by the Kansas Constitution, the chief justice, unless he or she declines or resigns the position. The chief justice exercises the administrative authority of the court.

Before July 1, 2013, Court of Appeals judges were selected in the same manner as Supreme Court justices. However, beginning July 1, 2013, appointments to the Court of Appeals are made by the governor and require confirmation by a majority vote of the Senate.

The Court of Appeals has 14 judges who serve four-year terms. The Supreme Court appoints who on the Court of Appeals will be chief judge.

Judges of the district court are selected in one of two ways: 1) by merit selection and retention vote; or 2) by partisan ballot. In some districts, voters approved nonpartisan merit selection for judges. In the other districts, judges run for office on a partisan ballot. Judges serve four-year terms.

In merit selection districts, when there is a vacancy in a district judgeship, a judicial nominating commission interviews candidates and recommends two or three candidates to the governor and the governor appoints one to fill the vacancy. Where there is a vacancy in a district magistrate judgeship, the district judicial nominating commission selects a candidate to fill the vacancy. Judicial nominating commissions are made up of lawyers and non-lawyers who live in the district.

Supreme Court Nominating Commission Process

Since 1959, the Supreme Court Nominating Commission has consisted of nonlawyers who are appointed by the governor and lawyers elected by lawyers, all of whom serve four-year terms. Each of Kansas' four congressional districts is represented by two people—one who is a lawyer and one who is not. The commission chair is a lawyer admitted to practice in Kansas who is elected by lawyers in a statewide election.

The commission requires applicants to apply in writing, to provide extensive personal information and to give samples of their legal writing. Names and cities of residence for all applicants are released to the media on the date of the application deadline.

The Supreme Court Nominating Commission conducts a preliminary review of applications and sets an interview schedule that is posted on the Judicial Branch website. Also posted are brief biographic

summaries for each applicant. Members of the commission conduct reference and background checks on all applicants before they are interviewed.

Applicant interviews take 20 to 30 minutes and are open to the public. Each interview begins with an opening statement by the applicant. Then, each commissioner gets an opportunity to ask the applicant questions. Although spectators may not ask questions, the commission accepts public comment until one week prior to interviews. Cameras, cell phones and other electronic devices are not allowed in the interview room.

Applicants are asked to not be present at interviews for other applicants for the same position. Similarly, applicants are asked to not seek or accept information regarding interview questions asked of other applicants.

Only when it's necessary to protect an applicant's privacy will the commission consider closing part of an interview, and then it requires a motion and majority vote by the commission.

The Supreme Court Nominating Commission recommends three persons to the governor for consideration. Their names are listed in alphabetical order to indicate that all are equally recommended by the commission as qualified for the position of justice on the Kansas Supreme Court. The governor then appoints one of these three people to fill the vacancy.

Clerk of the Supreme Court/Reporter of the Supreme Court

The clerk of the Supreme Court and the reporter of the Supreme Court are constitutional officers, which means they were established by the Kansas Constitution.

All documents related to cases coming before the Supreme Court and the Court of Appeals are filed in the clerk's office. The clerk maintains separate files for each case. After an appeal is decided, a mandate is sent to the clerk of the district court where the case originated.

The Reporter of Decisions publishes opinions and rules of the Supreme Court in advance sheets and later compiles these into bound volumes of the Kansas Reports. Similarly, the reporter serves as the Reporter of Decisions for the Court of Appeals and prepares and publishes its opinions in advance sheets and bound volumes known as the Kansas Court of Appeals Reports.

Judicial Administrator

The Kansas judicial system has more than 246 judges and 1,500 nonjudicial employees, so it requires a central administrative staff to ensure its effective and responsive operation.

Nancy Maydew Dixon has been the judicial administrator since March 2011. The judicial administrator is appointed by and serves at the pleasure of the Supreme Court. The administrator is responsible for implementing the rules and policies of the Supreme Court as they apply to the operation and administration of the courts.

Office of Judicial Administration staff perform duties related to fiscal operations, personnel management, education, statistical caseload information, public information, court services, and many other administrative matters involving the trial and appellate courts.

Trial Court Administration

To facilitate managing district court activities throughout the judicial district, chief judges are empowered to appoint either chief clerks or trial court administrators. In either case, it is to help the chief judge carry out the court's administrative functions.

Trial courts in each of Kansas' 105 counties have a clerk of the district court. The clerk's office is the hub of the trial court system. All papers are filed with the clerk and all filing fees are paid into the clerk's office.

History of the Kansas Appellate Courts

If you ever wondered why Kansas' appellate courts are organized the way they are, you need to begin by looking at our state's territorial history, when only about 100,000 U.S. citizens called Kansas home.

The first organized government in the territory that is now Kansas was created by an act of Congress on May 30, 1854. The act created a supreme court, composed of a chief justice and two justices, appointed to four-year terms by the president. Any two justices were sufficient to constitute a quorum and the territory's supreme court was directed to hold sessions at least once a year at the seat of our government. The first session of the Territorial Supreme Court was July 30, 1855, at the Shawnee Manual Labor School.

Members of the Territorial Supreme Court had dual roles. The territory was divided into three judicial districts and each justice of the Territorial Supreme Court also served as a judge of a district court. Final judgments of the district courts were reviewable in the Territorial Supreme Court. In some cases, appeal to the U.S. Supreme Court was available.

Kansas became a state on January 29, 1861, and the Kansas Constitution created a Supreme Court consisting of one chief justice and two associate justices elected to six-year terms from the state at large. Kansas' population at that time was slightly more than 100,000.

By 1885, our population had grown to more than 1.2 million, and the three-justice Kansas Supreme Court, sufficient at the beginning of our statehood, was hopelessly inadequate. The Legislature proposed amending the Kansas Constitution to increase the number of justices to five immediately and to seven later. Voters did not pass the amendment.

Two years later, the Legislature tried another approach. They authorized the governor (with the Senate's consent) to appoint three Kansans "of high character for legal learning and personal worth" as Supreme Court commissioners to help with the vast number of pending cases. The commissioners were appointed to three-year terms with no provision for reappointment. Their purpose was to provide temporary help until the number of justices could be increased. In 1889, the Legislature again proposed a constitutional

amendment to provide seven justices and the proposal was defeated in the 1890 election. The Legislature then extended the terms of the commissioners until 1893.

Between 1887 and 1893, the commissioners prepared about the same number of opinions as did the Supreme Court, doubling the number of cases that could have been handled by the court alone. Even then, delays were great, with some cases waiting three years before a decision was reached. In 1895, the Legislature addressed the problem by creating the Kansas Court of Appeal. This also was a temporary method to help, as the act creating the Court of Appeal also provided for their expiration in 1901.

Finally, in 1900, a constitutional amendment was approved by Kansas voters to increase the number of justices to seven—the same number as today. However, at the turn of the century, the justices sat in two divisions, with three making a quorum in either division. In cases where the entire court was ordered to hear a case, four justices made a quorum. The justices were still elected to six-year terms, and the justice with the most seniority served as the chief justice. New rules adopted in 1903 did away with the separate divisions and, from that time, cases were heard by the entire court.

In 1958, another constitutional amendment changed the justices' selection from a partisan election to an appointment process. Under the plan adopted in 1958, which is still used today, candidates are initially screened by the Supreme Court Nominating Commission. The commission nominates three persons for appointment by the governor. The governor makes the appointment and that justice stands for retention every six years.

The Court of Appeals was re-established in 1977 as a seven-member intermediate appellate court. It was expanded to 10 members in 1987 and has 14 members today. Persons who lose their appeal at the Court of Appeals may petition the Supreme Court to review the court's decision, but the Supreme Court is not required to do so.