



American Legion Jersey Boys State
Department of New Jersey
The American Legion

**Standard Operating Procedure (SOP) for
County and Post Boys State Chairmen**

<https://www.aljbs.org>

Last Revised: August 2019

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Dear Post and County Boys State Chairs:

We wish to thank you for your support as the Chairman of your County's or Post's American Legion Jersey Boys State ("ALJBS") Committee. Through your effort, each year, over 900 young men from New Jersey public high schools and private academies are given the opportunity to attend ALJBS.

As a chairman, you represent the "front line" in selecting the best and brightest young men in New Jersey to attend ALJBS. You, your committee, and high school partners (principals, guidance counselors, teachers, etc.) are responsible for ensuring that we have the most capable delegates in our program. **Success of the ALJBS program begins with you.**

As you well know, or will learn, the county and post chairman's responsibilities are numerous and varied and must be fully met in order for you to select the very best delegates. To this end, your success depends upon The Three C's - Communication, Cooperation, and Coordination. You must maintain strong lines of communication with all involved, cooperate with other Legion Posts as well as civic leaders, and coordinate all of your actions with The New Jersey Department of the American Legion and program staff. As a post chairman, you must also ensure that you and your committee follow this standard operating procedure ("SOP").

The purpose of this SOP is to provide county and post chairmen with definitive guidance and instructions necessary to nominate, select, and process deserving young men for attendance at ALJBS; including the selection criteria, interviewing processes, and the application and Medical/CampDoc procedures. Additionally, you will be given guidelines for fundraising. This SOP is designed to furnish you will a series of standardized processes and procedures that will be used by ***all*** of the American Legion Posts throughout the State of New Jersey. This standardization, by no means, is meant to take away your Post's individuality. Rather, it is designed to help guarantee that, indeed, the very best young men are chosen for our program with minimum effort on everyone's part.

Once again, thank you for your support of The American Legion Jersey Boys State, "A Week that Shapes the Future."

Theodore J. Howarth, Jr.
President
American Legion Jersey Boy's State
Board of Trustees

David S. Bagatelle
Executive Director
American Legion Jersey Boys State

Purpose and Scope of this SOP

1. **Purpose:** The purpose of this SOP is to provide American Legion Post Boys State chairmen, their committees, and county chairmen with a series of standardized processes and procedures to be used to successfully send young men to American Legion Jersey Boys State each year.
2. **Scope:** This SOP applies to **ALL** Post Boys State Chairmen and County Chairmen in the New Jersey Department of the American Legion.
3. **Reference:** For you to become an experienced, expert County or Post chairman, you must take time to study the contents of the ALJBS Website. The website www.aljbs.org contains all of the information you will need to become a credible local voice for our program.

What is Jersey Boys State?

ALJBS is a mythical fifty-first state organized and administered for citizenship training purposes under the auspices of The American Legion, Department of New Jersey. A session of ALJBS has been held annually since the first session in 1946.

Known as "*A Week that Shapes the Future*," ALJBS educates our young men in the duties, privileges, rights and responsibilities of American citizenship. ALJBS endeavors to provide a foundation for understanding self-government, a rational approach toward the solution of public questions, and a faith in the ideals and processes of democracy. At ALJBS, the delegates gain a deeper understanding of American ideals and expand their knowledge of the underlying principles of government.

ALJBS provides a complete program of educational and recreational activities. A concert band is formed, a newspaper is published daily, and a portion of each afternoon is dedicated to an organized and supervised program of intramural athletics. Outstanding speakers and specialists in various fields contribute their expertise rounding out the annual session.

The instructional program at ALJBS is delivered using three methods - seminars, functional activities, and general assemblies. Seminars are held in such subjects as government, law enforcement, legislative and election procedures. At the heart of the instructional program are a series of "hands-on" activities in citizenship practice, including the operation of the courts, legislative assemblies, administration of law enforcement, public welfare, etc. These activities take a considerable portion of the time allotted for instructional purposes and constitute the primary means through which citizens "learn by doing". As part of this "learn by doing" concept, the delegates are given the opportunity to run for selected city, county, and state offices during the week. This includes designing campaign materials, making political speeches, and campaigning within their cities, counties, and the state. Candidates are encouraged to run for office, but do not have to. They may help a fellow statesman by working on his election committee.

From the first day, and continuing throughout the program, general assemblies for all the ALJBS citizens are held. The purpose of these assemblies is to provide lectures on subjects which support the training program and to give leaders of the two political parties in Boys State an opportunity to present their platforms. The timetable for all of these activities is found in the daily schedule.

Daily, all citizens are required to attend one of the several seminars offered in such areas as law, law enforcement, leadership, and careers in education, engineering, the military, etc. Each citizen is permitted to attend the seminar of his choice each day.

ALJBS is a non-partisan political program. Issues are examined by the delegates without regard to the views of the existing political party system. This enables the young men to offer their own solutions free from political contamination and then to understand some of the political problems they will encounter in the adult world. The delegates are assigned to either the "Nationalist" or the "Federalist Jersey Boys State political parties. Neither of these parties reflect the principles of the major parties found in the state of New Jersey.

The size and composition of the staff varies in accordance with the number of young men attending the annual session. We require a large part-time staff for administrative and instructional activities, as well as a full-time, on-campus staff of approximately 160 individuals to direct the activities of 900 or more statesmen. This full-time staff of ALJBS is comprised of volunteers who are mostly former delegates and Legionnaires.

ALJBS delegates can now obtain three semester hours of college credit in political science through Rider University by registering and completing its course entitled POL 200, New Jersey Politics and Government. This course is managed through Rider's Rebovich Institute for New Jersey Politics. The instructional materials introduced in ALJBS constitute the academic work for POL 200. An additional paper, after completing ALJBS, rounds out the requirement for POL 200 completion. There is a separate fee required of the delegates for these college credits.

The Department of New Jersey, American Legion Auxiliary sponsors a separate but similar program for young women called **Jersey Girls State**.

County Chairman's Responsibilities

The position of the Boys State County Chairman is the key link between the ALJBS organization and the individual posts. For the posts, the County Chairman is the face of the Boys State program. As such, you must be available to aid the Post Chairmen in meeting their responsibilities. The County Boys State Chairmen are, therefore, responsible for:

1. Identifying the Post Boys State Chairs from the posts within the County (Department can provide a list) and establishing contact with them.
2. Providing any necessary training to ensure that they can properly execute their responsibilities.

3. Providing information updates to the American Legion County Meeting regarding the program, especially impending deadlines and key dates.
4. Monitoring the number of slots funded from each post and striving to maintain or exceed the numbers from prior years.
5. Reviewing the status of Boys State attendees from high schools within assigned county and working with posts and other organizations as necessary to attempt to provide the Boys State opportunity to all High Schools Juniors in the assigned county.
6. Monitoring the application status through the ALJBS website and assisting assigned post chairs as needed.
7. Scheduling a County Orientation meeting where statesmen and their parents will be provided with the information needed to properly prepare for Boys State.
8. Using the ALJBS website, generating a list of alternates from within the County and placing them into delegate slots as delegates drop out due to illness or other conflict. Of course, it is expected that when a delegate drops out, the sponsoring post will assign an alternate to fill the vacancy. But when the post has “used” all of the alternates, it is up to the County Chair to identify additional alternates that can fill the slot. In order to do this effectively, the County chair needs to be in contact with the post chairmen, especially in May and early June.

Post Chairman's Responsibilities

As with the County Chairmen, the Post Chairmen have a number of responsibilities that must be met in order for the Department's Boys State effort to succeed. The Post Boys State Chairmen are responsible for:

1. Coordinating the Post's Boys State business with the County Chairman when required and, when necessary, the Department Boys State Coordinator in Trenton.
2. Attending *all* mandatory training meetings, especially that which is held in Trenton annually in December.
3. Chairing periodic Post Boys State Committee meetings to conduct the business necessary to accomplish the responsibilities outlines in this SOP.
4. Establishing and maintaining good relationships with key personnel in the local high school(s) supported by their Post.
5. Completing the procedures outlined in this SOP for the nomination and selection of delegates and alternates from the local high school(s). *No* outside organization will select delegates. **This is the sole responsibility of the American Legion posts!**
6. Making certain that all delegates and alternates attend a county ALJBS orientation.

7. Helping the delegates and alternates complete the on-line ALJBS registration process.
8. Helping the delegates and alternates with the CampDoc medical registration process.
9. Communicating all pertinent information to the delegates and alternates.
10. Answering any questions that delegates and alternates may have concerning their attendance at ALJBS.
11. Raising funds to pay the ALJBS tuition.
12. Meeting all established deadlines (application, tuition payment, etc.).
13. Completing a final check to make certain that all delegates and alternates have completed the registration and CampDoc processes prior to arriving at ALJBS and that they are still planning to attend the session.
14. Securing publicity for the Post's Jersey Boys State effort.

***Note:** The above are the "minimum" responsibilities that must be completed by the Post Chairman. The individual posts may make additional demands on the Chairman, but may not change or eliminate those outlined above. Furthermore, the procedures and processes that follow later in this SOP may not be changed or eliminated.*

Chairman Assignment

County Boys State Chairmen are selected by and serve at the pleasure of the County Commander. Likewise, Post Boys State Chairmen are selected by their respective Post Commanders and serve at their pleasure. These assignments are identified on the annual Post and County Officer Report. In the event that a chairman has to be assigned during the year, the respective Commander must submit a letter to Department that spells out the assignment. This letter, at a minimum, should include the Chairman's:

- * Full Name
- * Home Address
- * Home & Cell Telephone Numbers
- * Email Address
- * Effective Date of Assignment

***Note:** Only Legionnaires may be assigned as the Post and County Boys State Chairmen.*

Maintaining Post/School Relationships

Each Post Boys State Chairman should spend time cultivating a good working relationship with their local high schools. In December, the Post Chairman should visit the high school(s) supported by the Post and meet with the Principal, guidance counselors, and other significant staff members to discuss that year's American Legion Jersey Boys State. The Chairman should ask the Principal to assign the duties of high school Boys State Coordinator to a high school staff member. The coordinator should act as a liaison between the school officials and the Post Chairman. The duties of the high school Boys State Coordinator include advertising Jersey Boys State in the school, coordinating the delegate nomination process with teachers, and aiding in setting up a room in which to conduct the Boys State interviews, if necessary. Additionally, the high school Boys State Coordinator would help to communicate important information to the delegates and alternates during the school year. To these ends, the Post Chairman should take time to train the high school Boys State Coordinator so he or she can meet his/her responsibilities. Make certain to encourage the school officials to visit The American Legion Jersey Boys State website at www.aljbs.org to gain a fuller understanding of our program.

The ALJBS Nomination Process

The Nomination Process

In December, set up an appointment with your local school contacts (high school Boys State Coordinator, guidance counselor, principal, etc.) at each school that your Post supports to review what Jersey Boys State is and what ALJBS provides its delegates. Ask the high school Boys State Coordinator to solicit the teachers' and guidance counselors' help in nominating deserving young men from the current junior class. Furnish the high school Boys State Coordinator with a letter that should be sent out to those who will nominate candidates. This letter should spell out what Jersey Boys State is and the criteria they should use when nominating candidates for ALJBS. **Meet with the Coordinator and staff not later than December 20th each year.**

(See Attachment 1 for a Sample of a Boys State Nomination Solicitation Letter)

Explain to the high school Boys State Coordinator that a young man has to meet the following criteria to qualify for a Jersey Boys State interview:

1. Only those who will successfully complete their junior year of high school and have at least one semester of high school remaining after attending ALJBS.
2. Will be no older than 17 when attending ALJBS.
3. Possesses outstanding qualities of leadership, character, scholarship, loyalty and service to their schools and community.

4. Has an interest in government and its processes.
5. Have a good academic standing.
6. The candidate and his parents must be residents of the state of New Jersey or have residency of record in New Jersey (in the case of military families).
7. Be willing to abide by the rules and traditions of Boys State and is available to attend during the dates of the ALJBS session.

Further, a nominee ***does not*** have to:

1. Attend a New Jersey high school (i.e., he may attend a private, out-of-state school)
2. Be a U.S. citizen.
3. Participate in high school student government.
4. Be a sports captain. etc.
5. Be an honor roll student.

Inform the high school Boys State Coordinator and other school officials of the following:

1. That you and other Post members will interview the candidates nominated by the school and make your selections.
2. Those who are selected are called “Delegates” and those who are **not** selected as a Delegate become “Alternates.” If a Delegate becomes incapable of attending ALJBS, an Alternate will be chosen to take his place.

Note: Make sure to set a deadline for nomination submission. Ask the high school Boys State Coordinator(s) to collect all of the nomination responses from the teachers and guidance counselors. If, at all possible, retrieve the nominations personally so you can answer any questions that the Boys State Coordinator might have. **The nomination process should be completed not later than January 30th.**

The Interview Process

The interview is the most critical step in the process. Through this interview you have the opportunity to speak with each of the candidates to determine if they are suited to attend ALJBS. **The Interview Process should be completed not later than the end of February each year.**

The interview ***must*** be conducted by at least two Post members. At a minimum, one Legionnaire must be present at the interview. The remainder of the interview team may include Sons of the American Legion and/or ALJBS staff members who may be associated with the Post.

Note: Since ALJBS is an American Legion program, the interviews of candidates and selections of delegates and alternates **must not** be conducted by anyone who is not affiliated with the American Legion. In other words, the interviews and selections **will not** be conducted by outside organizations (i.e., Rotary Clubs, School Districts, political clubs, etc.).

The interview may take place anywhere there is suitable seating and environment. Some Posts have used school conference rooms, others use their Post facilities, and some use public library rooms. The main concern when interviewing is that the environment be quiet, comfortable, and free from interference from the general public.

A letter announcing the date, time, and place of the interview should be sent to the candidate. This may be handled by the high school Boys State Coordinator or by you through either the school distribution system or by U.S. Mail. In the event that the Post sends out the interview invitation letters by mail, you will need to obtain the candidates' addresses from the high school Boys State Coordinator. A schedule for the interviews should be given to the high school Boys State Coordinator so he/she can remind the candidate of the interview date and time.

Note: Try to be flexible in scheduling your interviews since some of the candidates may have legitimate conflicts with the dates you have set. The seasoned Post Chairmen will agree that, at times, it's necessary to have more than one interview date to accommodate all of the candidates.

(See Attachment 2 for a Sample Interview Invitation Letter)

At the appointed time, whether the interviews are conducted individually or in groups, greet the candidates, welcome them, and explain how the interview will be conducted. Also, explain the program and the role of the American Legion with the program. When asking questions, give the candidate ample time to prepare his answer. Remember, we are looking for not only what the candidate said in his answers, but also how he answered the questions in terms of poise, nervousness, confidence, credibility, and so on. Finally, during the interview, mention the college credit program, as well as the Samsung Scholarship (covered later in this SOP).

(See Attachment 3 for a Sample of Interview Questions)

(See Attachment 4 & 5 for a Sample Interview Grading Sheets)

At the close of the interview, thank each candidate for his time and effort. Ask him if he has any questions concerning ALJBS or the American Legion. Let him know that you will contact him once the selections have been made.

The Selection Process

Once you have completed the interviews, you will make your delegate and alternate selections. This is best done through a team discussion of the interview results.

The Selection Process should be completed not later than the end of March.

The selection process begins with a tabulation of the interview scores of the candidates. The selection criteria include a candidate's:

1. Scholastic Achievement (grade point average, class rank, etc.)
2. Leadership Qualities (Class government, clubs, and athletics, etc.)
3. Sense of Americanism/Patriotism
4. Character
5. Community service

The total scores of all candidates should be rank ordered from highest to lowest. Then, those candidates with the highest scores should be selected as Delegates. Those with the lower scores, should be designated as Alternates. Finally, those who have not demonstrated the traits required of a Jersey Boys State Delegate or Alternate should be eliminated. Obviously, the amount of available funds for Boys State purposes will drive the number of Delegates you can choose. Fundraising will be addressed later in this SOP.

Note: When making your selection of delegates and alternates, do not rule out someone with a physical or other form of disability or challenge. ALJBS prides itself as an equal opportunity program. If you have a young man who is otherwise qualified to attend, but has a particular "challenge," that **should not**, in any way, disqualify the candidate. ALJBS has and will continue to meet their needs. We ask that you notify the Department Boys State Coordinator so she/he can pass that information along to the Executive Director of the program so the necessary pre-planning may be completed before the young man arrives at ALJBS.

Once your selections have been made, you must inform the young men who have been chosen to represent your Post either as Delegates or as Alternates. The preferred method of doing so is a personal letter sent from you as the Post Chairman or from the Post Commander. Some Posts also send a letter to the Delegates' or Alternates' parents. Parents are an important part of the acceptance and application processes, so involve them in the process.

Note: Ask the parents for their phone numbers and email addresses in order to keep them informed.

(See Attachment 6 - Delegate Selection Letter)

(See Attachment 7 - Delegate Parent Letter)

(See Attachment 8 - Alternate Selection Letter)

(See Attachment 9 - Alternate Parent Letter)

The Application Process

Today, Jersey Boys State relies on an on-line application process. In your selection letter to delegates and alternates, invite each to begin the application process by visiting www.aljbs.org and clicking on "Become a Delegate" and scroll down to "Application Process."

This page lists everything that a delegate or alternate needs to know about applying to Jersey Boys State. It also provides a link to the "On-Line Application System." After clicking on that link, the delegates and alternates will be prompted to begin the application process. On average, the application should take each young man about 30 minutes to complete. They do not have to

complete the application in one sitting. Rather, they can reopen the application to make corrections or complete the remainder of the application as time permits.

Note: There is a segment on the website entitled "**Applicants sponsored by NJ American Legion posts**" that gives a complete set of instructions of how to complete the application. Each year, familiarize yourself with the application process in order to answer any questions you receive from delegates and alternates or parents.

Once they have completed the application, each delegate or alternate must print the application. After printing the application, he will need to:

1. have his parent or guardian fill in the insurance portion of the application;
2. the delegate should sign the application on the appropriate line,
3. have a parent or guardian sign on the appropriate line,
4. take his application to school and have his principal complete the verification section.

At this point, decide how to proceed with collecting the applications. The instructions on the website direct the delegates and alternates to deliver the completed applications (after the principal completes the verification) to the sponsoring Post. As an alternative, ask the principal's office hold the fully completed applications for you to collect. Or, have them mailed to you by the principal's office. Keep in mind that, if the applications are lost in the mail, each delegate and alternate must print and complete steps 1 through 4 above again. Whatever method you choose, make certain to inform the delegates and alternates what will happen after the principal signs their applications. **The application process should be completed not later than May 15th each year.**

All completed applications, must contain a Post Number, Delegate or Alternate status, all signatures, insurance information, principal's verification and signature. Then, sign each completed application and mail them to:

Department of New Jersey
The American Legion
Attn: Jersey Boys State Coordinator
Building #5, 2nd Floor
171 Jersey Street
Trenton, New Jersey 08611

******ALL applications must reach Department Headquarters by June 1st.******

Note: As a Post Chairman, you will receive an instruction sheet from Department early in the year that will provide the information necessary to process the young men for ALJBS. This will include the log-in for you to access the "**ALJBS.org: On-Line Application System Status**" segment of the website.

Important Dates

Item	Completion Date
1. Meet with high school coordinator & staff. Provide teacher nomination letter	December 20
2. Teacher/Counselor Nominations	January 31
3. Interviews	February 28
4. Delegate/Alternate Selection	March 31
5. Delegate/Alternate Applications	May 15
6. Submit ALJBS Delegate Tuition	Due to HQ on May 1
7. Mail Delegate/Alternate Applications	Due to HQ on June 1

Monitoring Delegate/Alternate Application Progress

As the delegates and alternates progress through the application process, periodically check their progress. You can do so using the ALJBS.org: On-Line Application System Status tool. This segment of the SOP will walk you through how to use this tool.

To access and use the On-Line Application System Status tool, follow the instructions below:



0 users currently online
07/16/2019 15:14

AMERICAN LEGION
JERSEY
BOYS STATE

Please enter new login:

Username:

Password:

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1. Go to: <https://www.aljbs.org/appstatus>

Click on "Please Log-In to Proceed." Then, enter the Username and Password that was sent to you by email/letter from ALJBS. (The letter should arrive early in the year)

1 user currently online
07/15/2019 15:16



ALJBS.org :: On-line Application System Status

County & Post Chairmen - Enter your search criteria below

Important Note!

Many applications are coming in without a Post - if you cannot find your applicants try search for Post equal to 0 (zero). Please remind your delegates and alternates to look for their sponsoring post.

Encourage your applicants to log back in and change the post and/or application type (Delegate/Alternate) themselves, otherwise use the link at the bottom of this page to email the webmaster with applicant name and whether they should be Delegate/Alternate AND their post number if known.

Enter Post # :

OR Hometown :


OR Select County :

American Legion NJ currently logged on as NJLEGION
Your session will expire in 14 minutes

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2. Type your Post Number (Post Chairman) or Select your County (for a County Chairman)

1 user currently online
07/15/2019 15:18



ALJBS.org :: On-line Application System Status

County & Post Chairmen - Results for your Search

Below are your results for Post #294. Click on a name to expand a section and view more information about the application.

▼

▲ [DELEGATE - Wilson, Gregory - Browns Mills - Post #294 \(Burlington\) \[complete\]](#)

There are 1 record above. Inactive/Deleted records have been removed.

Gregory Wilson currently logged on as gwilson2
Your session will expire in 44 minutes

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3. For both Post and County Chairmen, you will find a list of the Alternates and

Delegates from your Post or County. As the delegates and alternates begin the application process, use this tool to check on applicant's progress. There will be three initial status indicators: Delegate (or Alternate), Incomplete and Complete.

1. **Incomplete** means that the applicant has not as yet completed the application. Generally, each has all the information necessary on the form but has not printed the form. When an application is marked "Incomplete," you do not have access to the application form itself.
2. **Complete** means everything has been added to the application and the form has been printed by the applicant. At this stage, you can open the form by clicking on the little triangle next to the word Delegate or Alternate and a drop-down menu appears (below).

1 user currently online
07/15/2019 15:18

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JERSEY
BOYS STATE

ALJBS.org :: On-line Application System Status

County & Post Chairmen - Results for your Search

Below are your results for Post #294. Click on a name to expand a section and view more information about the application.

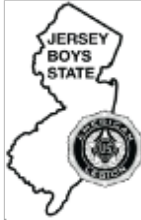
▼ DELEGATE - Wilson, Gregory - Browns Mills - Post #294 (Burlington) [complete]

Field	Value
Name	Gregory B. Wilson
Applicant ID	4834
Applicant Email	gbwilson64@verizon.net
Application Type	DELEGATE
Post / Co Sponsor	294
Sponsoring County	Burlington
Hometown/County	Browns Mills (Burlington)
App Last Updated	2019-07-15 15:01:24
App Last Generated	2019-07-15 15:01:10
HS ID / Other	Pemberton Township High School
Link to App	Link to form

There are 1 record above. Inactive/Deleted records have been removed.

From this menu, you can click on "link to Form" at the bottom and the Delegate's or Alternate's application will open. Once opened, you can check the form. Keep in mind that the applicant must complete the form, along with his parents and principal before getting it to you for your final check and signature. *(See the next page for a sample completed application.)*

Note: When checking your Post's applicants, if you cannot find a young man's application, go back to the beginning and, instead of entering your Post's number in the "Enter Post #" space, enter 0. You may find that he didn't put the Post Number on his application. The system is set to assign an applicant to Post #0 if the Post Number is left blank. At that point, you can contact the young man and ask him to reopen his application and place your Post number in the proper space. Also, encourage the Alternates to go through the application process, explaining that, if a slot opens, they may be selected to attend. Then, encourage them to plan on going to Rider University on the designated start date of ALJBS to compete for a Delegate slot. **Generally, all alternates are admitted to ALJBS, but there is no guarantee that will happen.**



AMERICAN LEGION JERSEY BOYS STATE

"A Week That Shapes the Future"

Sponsored by THE AMERICAN LEGION, DEPARTMENT OF NEW JERSEY
74th Session - June 16-21, 2019 - RIDER UNIVERSITY, Lawrenceville, NJ
www.aljbs.org www.boysstate.com facebook.com/ALJBS @aljbs @ALJBS

DELEGATE APPLICATION
APPLICATION DUE TO DEPARTMENT HEADQUARTERS BY** May 31, 2019**

BURLINGTON **294** **4835** **2019-07-16 20:22:48** **2019-07-16 20:23:30**
Sponsoring County Post Number apt id app last updated form last generated

Name **WILSON**, **GREGORY** **B** - Age (will be) **17**

Home Address **28 MY STREET**

City **BROWNS MILLS** State **NJ** Zip **08015-6851** County **BURLINGTON**

Home Phone # **(609) 555-1234** Email **GBWILSON64@GMAIL.COM**

High School (HS) **PEMBERTON TOWNSHIP HIGH SCHOOL**

HS Address **148 ARNEYS MOUNT ROAD** Phone # **(609) 893-8141**
Grade Avg **5.05**

HS City **PEMBERTON** State **NJ** Zip **08068-9701** Newspaper **BURLINGTON COUNTY TIMES**

Participate in: Class Government Athletics Debate Instrument Which _____

Sponsored by American Legion Post No. **294** Co-sponsored by _____

IF ACCEPTED BY AMERICAN LEGION JERSEY BOYS STATE; I WILL:

1. Remember, at all times, I am **REPRESENTING** my High School, my home, my American Legion Post, and the young people of NJ.
2. Be **HONEST** in all things.
3. **RESPECT** the property of my fellow Statesmen and of the institution where Boys State is held.
4. **ABIDE** by all Rules and Regulations established by those in Authority.
5. Give Pledge of Allegiance and stand at attention, or salute, "The American Flag" when the occasion presents itself.

I HAVE READ THE ABOVE REQUIREMENTS ON THIS APPLICATION AND FEEL I MEET ALL THE NECESSARY QUALIFICATIONS.

APPLICANT: Print: _____ Signature: _____ Date: _____

PARENT / GUARDIAN: INSURANCE & PERMISSION: (Note: lack of insurance coverage does NOT disqualify from participation)

Do you have Accident & Health and / or Medical Expense Insurance YES NO If YES, Please fill out the following:

Insurance Company: _____ Policy Holder: _____

Policy Number: _____ Effective Date: _____ Relationship: _____

My son, **GREGORY B. WILSON**, has my permission to attend American Legion Jersey Boys State, and meets all requirements outlined on this application. I understand that the program runs from 8:00a Sunday to 4:30p Friday, furthermore that my son can only leave for emergencies or immediate family events and with permission of the ALJBS Director after sign-out in the ALJBS Office.

PARENT / GUARDIAN: Print: _____ Signature: _____ Date: _____

SCHOOL CERTIFICATION:

I certify that this candidate is a **JUNIOR** at **PEMBERTON TOWNSHIP HIGH SCHOOL** and meets the requirements as outlined on this application.

PRINCIPAL: Print: _____ Signature: _____ Date: _____

AMERICAN LEGION CERTIFICATION:

This is to **CERTIFY** that a Representative of our Post has met with this candidate **PERSONALLY** AND AGREES THAT HE MEETS ALL REQUIREMENTS FOR PARTICIPATION.

CMDBR or BOYS STATE CHAIRMAN

Print: _____ Signature: _____ Date: _____

BOYS STATE CHAIRMAN, APPLICATION MUST BE RECEIVED BY MAY 31 - SESSION IS JUNE 16-21, 2019

Return application to: American Legion Department of NJ Headquarters. Application ONLY to be mailed by designated members of American Legion post once all sections are completely filled out and signed. Please PRINT names legibly. Trenton HQ to match sponsorships to applications.

A Sample (Completed) ALJBS Application ready for insurance information, signatures of applicant, parents, principal's verification, and the Post Chairman's verification and signature.

CampDoc Registration Process:

ALJBS – CampDoc online Medical Form Instructions

Background Information

Beginning in 2019, All Applicants will be required to complete an online electronic health record with CampDoc. In addition to being a [HIPAA compliant](#) electronic health record system, it will also be a valuable tool for our volunteer EMS team, allowing them to quickly access important medical information at the time they are administering care. This secure solution will be greatly beneficial and a marked improvement over the printed Medical Form we used in the past.

Applicants can begin their Medical Form by logging into apply.aljbs.org. Once their on-line application is complete they will see a link for "Medical Form" where they will be directed to campdoc.com to begin the registration process. The one-time link that is provided will expire in 60 minutes. Please note: applicants will receive a weekly email from CampDoc until their profile is 100% complete!

We will add other information to this site as necessary to address any questions that you may have. Contact medical@aljbs.org with any questions not answered by this page: http://aljbs.org/info/medical_info.php

Instructions:

Step 1: In order to complete the Medical Form via CampDoc, the applicant email used to complete the Online Application System (apply.aljbs.org) should log back in to the Application system.

NOTE: You should use the SAME email that was used to create the initial application.

Step 2: Once logged in, you should see Medical Form as depicted below in two spots: top navigation bar AND on the welcome page. Click either "Start Medical Form here" or "Medical Form" from the top navigation:

The screenshot shows the CampDoc application interface. At the top, there is a navigation bar with the following links: MY HOME PAGE, EDIT APPL, EDIT HS, EDIT POST/APP TYPE, SURVEY, GENERATE PDF, ADD/EDIT BAND App, VIEW PDF, MEDICAL FORM, and Password. The 'MEDICAL FORM' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar is a header with the date 05/16/2019 11:50 and the American Legion Jersey Boys State logo. The main content area is titled 'TEST system!' and 'Welcome Dominic Santillo'. It contains several links: Update my High School, Update my Application, Update Post / Application Type, Update my Survey, GENERATE Documents (PDF) for Printing, ADD/EDIT BAND App, View my prepared PDF, and START MEDICAL FORM HERE. The 'START MEDICAL FORM HERE' link is highlighted with a red box and a red arrow pointing to it. At the bottom, there is a note about mobile devices and a link to OPEN my PDF now.

The CampDoc registration replaces the paper medical form that Delegates and Alternates had to fill in by hand and take to their physicians as part of a physical for ALJBS. From this point

forward, the Delegates and Alternates will open the CampDoc app and complete a medical history. When finished, they will print the form and take it to their physician for verification and signature. After that, they will upload a copy of the physician's verification on CampDoc. As pointed out above, this system will aid the ALJBS medical staff to access a Statesman's medical history more quickly in case of an emergency or need for medical assistance when at Jersey Boys State.

Making Alternate to Delegate Changes

If, during the period between Delegate/Alternate selection and reporting to ALJBS, a delegate chooses to withdraw for any reason, you should assign the vacant slot to an Alternate. If the withdrawal occurs prior to you sending the delegate applications to Headquarters, merely contact the Alternate and inform him that a Delegate has withdrawn and that he is now designated a Delegate. At this point, ask him to reopen his application and change his status from Alternate to Delegate. In the event that he has already completed the application and has all of the signatures and verifications completed, but the application has not been sent to Headquarters, have him change his on-line application to reflect the Delegate status. Then, you cross out the Alternate and write in Delegate on his paper application. If the change takes place after you have submitted the applications, call the Headquarters Jersey Boys State Coordinator at (609) 695-5418 and inform him/her that Delegate X has withdrawn and Alternate Y replaces him as a Delegate.

If a change is necessary, and you do not have any Alternates in your Post roster, contact the County Chairman and ask him/her to give you a name of an Alternate to take the place of the Delegate who has withdrawn. After the assignment has been made, the County Chairman will call the Headquarters Jersey Boys State Coordinator and inform him/her of the change. After the change has been made, you should go into the On-Line Application System Status tool, sign in, and get the contact information from the Alternate's application. Then, contact the Alternate to let him know that he will be attending ALJBS representing your Post as a Delegate. Contact should be by telephone, if possible, and followed up with an email confirming your conversation. Again, follow the instructions in the above paragraph for handling the application, depending on where on the timeline the change is made.

Fundraising

At the beginning of each year, the Post Chairman and his/her committee should begin raising the funds necessary to pay the Delegates' ALJBS tuition. Fundraising is not easy, but it can be less difficult if you solicit the help of as many Post members as possible.

You should look at a number of different sources of funds. First and foremost, talk with the Post members to see if any Legionnaire families would like to either sponsor a young man outright or to contribute what they can to the Post Boys State fund. Next, ask your Post to sponsor a Delegate or two. Additional sources of funds include:

1. local businesses (restaurants, pharmacies, family owned shops, car dealerships, banks, Realtors, etc.),

2. local civic or political clubs (Democrat or Republican clubs, Elks, Moose, etc.)
3. service organizations (The Rotary International Club, etc.),
4. local school districts that your Post services,
5. local PTAs or teacher associations,
6. local police fraternal organizations (PBA, FOP, etc.),
7. labor unions,
8. Post Riders and Auxiliary, and SAL,
9. Other Veterans organizations (VFW, Disabled Vets of America, etc.),
10. Fraternal Organizations (Masonic Lodges, Odd Fellows, etc.),
11. Military organizations (Reserve or National Guard Units),
12. Political Parties and Local Office Holders.

You may want to consider conducting raffles (basket of cheer, etc.), 50/50 drawings, and place a jar on the bar (if your Post has an active canteen). You may be able to get a television or computer donated by a "big box" appliance or electronics store for a raffle item. Some restaurants may donate a \$50 gift certificate that you can raffle off. Some Posts have been successful in holding a periodic spaghetti dinner or some other form of community gathering where the profits go to Boys State. Ask your Riders, Auxiliary, and SAL for help in putting on a dinner.

When you approach someone to contribute to the Boys State fund, make sure that you have a letter that explains what Jersey Boys State is.

***Note:** Keep in mind that there are legal issues associated with conducting raffles, 50/50s and such. You should discuss your fundraising concerns with the Post house committee and ask its help in securing the required permits, etc. Also, with a tuition of only \$250, ALJBS is one of the best (and cheapest) youth leadership programs of its kind in New Jersey. (\$250 is not a lot to ask for from any of the sponsors)*

(See Attachment 10 - 11 for a Sample Contribution Solicitation Letter.)

******ALL Delegate Tuition must reach Department Headquarters by May 1st******

ALJBS College Credit Program

Beginning with the 74th Session (2019), Rider University will grant three semester hours of college credit to all ALJBS Statesmen who apply for the credit. For information concerning this new college credit program, go to: www.aljbs.org/collegecredit. After reviewing the college credit program outlined on the ALJBS Website, if you still have questions, contact the Dean of Education by emailing deanofeducation@aljbs.org. Both Post and County chairmen should encourage the Delegates to apply for this program as it is a very cost-effective way of receiving three transferrable credit hours through Rider University.

Samsung Scholarship

The **Samsung American Legion Scholarship** is available for high school juniors who participate in the current session of Boys State or Girls State and are direct descendants (or legally adopted children) of wartime veterans eligible for American Legion membership. The Samsung scholarship awards up to \$20,000 for undergraduate studies (e.g., room and board, tuition and books), and each applicant is selected according to his or her involvement in school and community activities, academic record and financial need.

Students who qualify for and are interested in the Samsung scholarship can download an application by going to www.aljbs.org and clicking on "Become a Delegate" then scrolling down and clicking on "Samsung Scholarship." Please note that the scholarship is restricted to high school juniors participating in the current session of Boys State or Girls State; youth who participated in either program the previous year cannot reapply for the scholarship.

County ALJBS Orientations

The County Chairman is responsible for planning and scheduling the ALJBS Orientation for his/her county. In the case where a county traditionally pairs with a neighboring county for orientation, the Chairman should contact the other county chair to jointly plan and schedule the event. It is mandatory that an ALJBS staff member must attend each county orientation to support the County Chairman. A location should be chosen that is large enough to accommodate the delegates, alternates and their parents for the event. ALJBS has a PowerPoint orientation presentation for your use, you can contact Mr. James McManus at jmcm Manus@aljbs.org and request a copy. If you plan to use this presentation, you should have the proper audio-visual equipment available, if at all possible.

Note: The County Chairman needs to work with the ALJBS staff to schedule the event.

Once the county orientation date and time has been established, the County Chairman must notify the Post Chairmen, as well as the ALJBS staff. To advertise the county orientation on ALJBS.org, the County Chairman must email the following to orientations@aljbs.org :

County Name:
Day of week:
Date of the event:
Start Time:
Post #
Address of Event:
ALJBS Staffing Requested: Yes or No

Also let ALJBS know whether the orientation date is 100% confirmed or flexible based on ALJBS staffing.

The Post Chairmen, in turn, will inform their Delegates, Alternates, and their parents of the date and place of the county orientation. Finally, the Post Chairmen are encouraged to attend the county orientations.

Developing a Community News Presence

Nothing helps to "sell" a program such as Jersey Boys State more than a "good news" story. People just love to read the so-called "local boys make good" stories and ALJBS gives ample opportunities to "local boys" all around the State of New Jersey to "make good."

As a post chairman, some of your most important allies are the local newspapers, community newsletters, school district newsletters and local access television. A well written press release or nicely produced television spot or interview are wonderful ways to get the Jersey Boys State story out into the community. An article about your Post's Boys State effort which includes the names of the Delegates and the donors and contributors will help to give the Jersey Boys State a face in the community and may even help with contributor development and fund generation.

(See Attachment 12 for a Sample of a Press Release)

ALJBS Project 1000 Initiative

There are a number of high schools throughout the state of New Jersey that are not covered by an American Legion Post. As a result, many young men who were otherwise eligible to attend ALJBS were not given the opportunity to do so. Beginning in 2017, ALJBS began an initiative known as Project 1000 to make young men in these schools more aware of Jersey Boys State and give them an opportunity to apply for a slot at ALJBS without sponsorship from an American Legion Post. To understand this initiative, go to: http://aljbs.org/info/application_process.php . Scroll down to "Applicants from Areas not covered by NJ American Legion posts" and read the process that we are using to make an ALJBS opportunity available to young men in these schools. As a post chairman, you may be asked to help interview and select these candidates.

Important Jersey Boys State Contacts

Jersey Boys State Coordinator (NJ Department HQ)

Tammie Abrdrabou
Boys State Coordinator
Department of New Jersey
The American Legion
Building #5, 2nd Floor
171 Jersey Street
Trenton NJ 08611

Email: tammie@njamericanlegion.org
Telephone: 609-695-5418

President, American Legion Jersey Boys State Board of Trustees

Mr. Ted Howarth
Email: cthowarth@verizon.net

Executive Director, American Legion Jersey Boys State

Mr. David S. Bagatelle
Email: director@aljbs.org
Telephone: 609-408-1032

First Assistant Director, American Legion Jersey Boys State

Mr. Dominic Santillo
Email: santillo@aljbs.org

Acknowledgements

We would like to thank President Howarth, Director Bagatelle, First Assistant Director Santillo, and ALJBS Senior Staff member Will Kramer for their help and contributions in producing this standard operating procedure. A special thanks goes to Janet A. Wilson for her proof-reading and editorial skills.

If you have any suggestions for improvement of this SOP, contact Dr. Greg Wilson, ALJBS Dean of Education at deanofeducation@aljbs.org

Attachments

Note: The following attachments are designed for your use when developing your letters and other forms of correspondence for the nomination, selection, application and fundraising processes. Feel free to cut and paste them as is or modify them to your Post's unique needs. You will notice that there are two different Interview Score Sheets. Each are merely examples of what some Posts are using to score the candidates during their interviews. You may use them or change them to meeting your needs.

If you wish to receive a copy of this SOP in Microsoft Word .docx format, send an email to deanofeducation@aljbs.org. This copy will allow you to modify the attached letters to meet your needs.



American Legion Monroe City Post 5

274 Statesman Road, Monroe City, New Jersey 00005

Phone: (555) 666-2345 Fax: (555) 666-7654

Dear Teacher,

This year, the American Legion Monroe City Post #5 plans to select 5-7 young men from the Monroe City High School *Junior* class to attend the *American Legion Jersey Boys State* that will be held at Rider University during the month of June. This is a unique opportunity for these young men to form their own government and learn how our government works.

We ask that you help us in choosing the young men who will represent your school and our community at *Jersey Boys State*. Nominations should be based on a young man’s scholarship achievements, leadership, motivation, and character. Also, each must be active in the school community and be in good standing within the school and the community.

Please nominate between one and three young men who you believe to be qualified candidates for this prestigious program. All ballots will be counted; 3 points should be given to your top nominee, 2 to the second and 1 for the third.

The Jersey Boys State is nationally renowned program. Most colleges consider this an important addition to a student’s resume. Each year, two Jersey Boys State statesmen will be elected by their Jersey Boys State peers to attend The American Legion Boys Nation held in Washington D.C. in July.

Thank you for your help in choosing our best leaders to represent Monroe City. To learn more about Jersey Boy’s State, please go to their web page at: www.aljbs.org

For the Good of Jersey Boys State

Bill Kalish
American Legion Post 5
Boys State Chairman

Nominee #1: _____

Nominee #2: _____

Nominee #3: _____

**Please return this form to the Principal’s Secretary in the Main Office
no later than Friday, January 31, 2017.**



American Legion Polk City Post 10

900 Election Way, Polk City, New Jersey 00010

Phone: (555) 666-2345 Fax: (555) 666-7654

Dear Samuel,

Congratulations! You have been nominated by your teacher(s) as a possible delegate to the American Legion Jersey Boys State (ALJBS), held this year from June 16-21, 2019, at Rider University. ALJBS will be attended by over 900 young men from New Jersey high schools. To be considered as a delegate, you must be able and willing to attend during those dates.

Jersey Boys State, “*A Week that Shapes the Future*” is a prestigious educational program focusing on your personal involvement in a model state, complete with governmental bodies and elected public officials. It is designed to mirror the structure and operation of a typical state government. You will also be provided training in practical citizenship, leadership, and character development. Alumni of Jersey Boys State include Senator Corey Booker, Senator Bob Menendez, Governor Chris Christie and U.S. Supreme Court Justice Samuel Alito.

As part of the selection process, you will be interviewed by members of the American Legion. Please note your appointment time and date listed below. Your interviews will take place in Conference Room B next to the main office and will last about fifteen minutes. If you are unable to attend the interview at the appointed time, please contact the Principal’s secretary to reschedule. Also, if you are not interested in Jersey Boys State let the Principal’s secretary know.

Once again congratulations and good luck on your interview for the American Legion Jersey Boys State. If you have any questions, please contact me (see below) or ask them during your interview.

To learn more about this unique opportunity, visit www.aljbs.org, or speak to Mark Smith, Jack Osbourne, and Dean Amore about their experience at the 2018 Boys State from your school.

Edward Schwartz
American Legion Post 10
Jersey Boys State Chair
Email: edschwartz@polk.org

American Legion Jersey Boys State Interview

Name:

Interview Day:

Interview Time

Boys State Interview Sample Questions

1. What do you know about Boys State?
2. Do you feel that you have studied enough American history in school?
3. Are you active in school sports? Are you a Captain/Co-Captain?
4. Have you been active in school politics?
5. Have you done any public speaking?
6. Do you believe in our form of government? How would you improve it?
7. What does Americanism mean to you?
8. Is there anything that you want to change in your education experience?
9. If our country went to war, how would you feel about being drafted into the military?
10. Would you object to participating in a retreat ceremony every day as the flag is lowered at Boys State?
11. What part of American history did you find especially interesting?
12. How interested are you in politics?
13. Are you active in school government? Class Officer?
14. Are you a member of an after-school club? (STEM, Math, etc.)
15. Do you play an instrument in the high school band?

Note: Look for leadership, character, scholarship, patriotism, service, attitude, ability to speak, and maturity in each candidate's answers.

Sample Interview Score Sheet

Jersey Boys State Interview Score Sheet

Note: Score each candidate
1 - 10 in each category.

Candidate	American-ism	Sincerity	Scholarship	Appearance	Enthusiasm	Total

Sample Interview Score Sheet

Interview Score Sheet

Applicant's Name _____

High School _____

Interviewer _____ Date _____

Area to be Rated	Poor 1	Fair 2	Good 3	Very Good 4	Excellent 5	Score
Character / Integrity / Honor	Not appealing. Immature. Has integrity issues	Average Student. Does not stand out.	Respected Person. Demonstrates Personal Integrity	Demonstrates Integrity in difficult Situations	Leader of Character. Influences others to do the right thing	
Leadership Ability	No evidence of leadership ability or desire to lead	No significant leadership roles. Recognizes good & poor leaders & leadership traits	At least one significant leadership role (class officer, Team captain, club president, etc.)	Multiple Leadership roles.	Respected leader in many activities. Maintains & exemplifies high standards	
Interest / Enthusiasm	Uninterested. Unmotivated. Lacks Enthusiasm	Passive participant in activities.	Active participant in activities. A reliable team member	Engaging. Thoughtful. Demonstrates consistent personal motivation	Superior enthusiasm. Encourages others to actively participate	
Academic Ability	Poor grades in high school.	Marginal Student in High School. Probably capable of going on to college	Solid student with no grades below a B. Some Honors Classes	Fine Student with mostly A's. Some Honors Classes	Exceptional Student. A Student in mostly honors/AP classes	
Athletics	Limited or no experience or interest in sports.	Club/Intramural Sports. No varsity or equivalent	Member of at least 1 High School Varsity Team or equivalent	Fine High School Athlete. Multiple Varsity Letters or Equivalent	All county or other recognition	
Community Service	Limited or no community service participation	Supports service projects. Minor contributor	Participates in service projects – good contributor	Active Participant in multiple service projects. Major Contributor	Leader/Organizer of multiple service projects over multiple years	
Extra Curricular (excl Sports)	No significant non-athletic extracurricular activities	Occasional participation in minor activities. No leadership roles	Active participant in at least 1 significant activity. Minor or part time leadership role	Active participant in multiple activities. Major office holder and contributor	Outstanding leader in major activities. Makes a significant contribution to school or community	
Overall Impression	Not recommended	Possible Nominee	No reservations – good candidate	Strong Candidate	Extremely Strong Candidate	
					TOTAL	/40



American Legion Adams City Post 2

77 Candidate Lane, Adams City, New Jersey 00002

Phone: (555) 777-2203 Fax: (555) 777-9367

Web: www.alpost002.org

Dear Charles:

You have been selected to be a **Delegate** at the American Legion Jersey Boys State (ALJBS) to represent American Legion Post 2. This program will take place from June 22nd until June 27th at Rider University. This is a unique opportunity to share in forming a mock state government, making government decisions, participating in an electoral process, and learning what it takes to be a good American citizen.

Please complete the Jersey Boys State application form on-line within the next ten days. Follow the instructions found at www.aljbs.org, "Become a Delegate." You will receive a packet of materials by email about 3 weeks prior to Jersey Boys State that will include a registration form that must be filled out and brought when you register on the first morning of ALJBS.

If you have a final exam on the week of June 23-27 please arrange to take it early. Make sure you inform your teachers early enough to eliminate any potential problems with final exam conflicts.

You are also required to attend the county Boys State orientation that will be held at 12:00 noon on May 1st at the Halsey County Community Center located at 456 Statesman Road in Washington City. The orientation will answer all of your questions about Jersey Boys State.

If any problem arises with your ability to attend Boys State, please inform me as soon as possible so that I can arrange for an alternate to replace you.

Once again congratulations and we hope you enjoy Jersey Boys State.

Sincerely,

William Doolittle
Boys State Chairman
American Legion Post 2
(555) 777-2107 (Home)
Email: bdoolittle@kawabunga.com



American Legion Adams City Post 2

77 Candidate Lane, Adams City, New Jersey 00002

Phone: (555) 777-2203 Fax: (555) 777-9367

Web: www.alpost002.org

Dear Parents:

Recently, your son was nominated by his teacher(s) as a possible delegate to the American Legion Jersey Boys State (ALJBS) at Rider University. This year's Jersey Boys State will be held June 16-21, 2019 and will be attended by over 900 other young men from high schools throughout New Jersey. Subsequently, your son was interviewed by members of the American Legion Post 002 and selected to represent Adams City High School as a delegate to this year's ALJBS. To continue as a delegate, he must be able and willing to attend during those dates.

Jersey Boys State is a prestigious college-level, educational program focusing on participation and personal experience in a model state, complete with governmental bodies and elected public officials. It is designed to mirror the structure and operation of a typical state government, while providing training in practical citizenship, leadership, and character development. Alumni of Jersey Boys State include Senator Corey Booker, Senator Bob Menendez, Governor Chris Christie, and U.S. Supreme Court Justice Samuel Alito. College admissions counselors have said that this program is a significant addition to a young man's college application and resume. For more information concerning this wonderful opportunity, we encourage you to visit the Jersey Boys State website at www.aljbs.org. The program tuition is free to your son! The American Legion Post 2, through civic and member donations, make his attendance possible.

Your son is to be congratulated for both his nomination and the way in which he conducted himself during his interview. For planning purposes, your son is required to attend the county Boys State orientation that will be held at 12:00 noon on May 1st at the Halsey County Community Center located at 456 Statesman Road in Washington City. Along with your son, you are invited to attend and learn more about Jersey Boys State. (Since we have limited seating, we ask that only your son and one other family member – preferably a parent - attend). Also, your son will be required to complete an on-line application and medical information form. If you have any questions or concerns, feel free to email me at bdoolittle@kawabunga.com.

Sincerely,

William Doolittle
American Legion Post 2
Jersey Boys State Chairman
Phone: 555-777-2107
E-mail: bdoolittle@kawabunga.com



American Legion Washington City Post 1

39 Boys State Drive, Washington City, New Jersey 00001

Phone: (555) 555-1234 Fax: (555) 555-9876

Web: www.alpost001.org

Dear Greg:

You have been selected as an **Alternate** representative to attend The American Legion Jersey Boys State representing American Legion Post 1. The "Week that Shapes the Future" will take place from June 22nd to June 27th at Rider University. This is a unique opportunity to share in governmental decisions, the electoral process, and formation of a mythical 51st State with over 900 of your peers from high schools throughout the State of New Jersey.

If for any reason one of our delegates cannot attend, you may be selected to take his place. We ask that you keep the dates open in case an opening occurs.

Please complete the application form on-line as explained on www.aljbs.org, "Become of Delegate." If you are needed as a replacement you will be informed and then receive an email packet of material (including a registration form) about three weeks prior to Boys State. If you are not offered a delegate position, we encourage you to still go to Jersey Boys State arriving by 7:00 am on the morning of June 22nd and compete for a slot. In the past, all of the alternates have been admitted to and attended Jersey Boys State, although there is no guarantee that will happen this year.

As with the Delegates, you are required to attend your county's Jersey Boys State orientation which is scheduled to be held at 12:00 noon on May 1st at the Halsey County Community Center located at 456 Statesman Road in Washington City.

If your Jersey Boys State availability changes, please inform me as soon as possible so that we can remove you from the alternate list.

Sincerely,

William Smith
Post Chairman, Jersey Boys State
American Legion Post 1
(555) 555-6789 (Home)



American Legion Lincoln City Post 15

81 Senator Lane, Lincoln City, New Jersey 00015

Phone: (555) 222-2203 Fax: (555) 222-9367

Web: www/alpost15.org

Dear Parents:

Recently, your son was nominated by his teacher(s) as a possible delegate to the American Legion Jersey Boys State (ALJBS) at Rider University. This year's Jersey Boys State will be held June 16-21, 2019 and attended by over 900 young men from high schools throughout New Jersey. Subsequently, your son was interviewed by members of the American Legion Post 294 and selected as a Lincoln City Regional High School **Alternate** representative to this year's American Legion Jersey Boys State. As an alternate representative, your son must be willing to travel to Rider University on the morning of June 16th and stand by for a position in this year's session. Alternates fill openings that are either created by delegates who drop out before Jersey Boys State or who do not show up on June 16th.

Jersey Boys State is a prestigious college-level, educational program focusing on participation and personal experience in a model state, complete with governmental bodies and elected public officials. It is designed to mirror the structure and operation of a typical state government, while providing training in practical citizenship, leadership, and character development. Alumni of Jersey Boys State include Senator Corey Booker, Senator Bob Menendez, Governor Chris Christie, and U.S. Supreme Court Justice Samuel Alito. College admissions counselors have said that this program is a significant addition to a young man's college application and resume. For more information concerning this wonderful opportunity, we encourage you to visit the Jersey Boys State website at www.aljbs.org. This program tuition is free to all delegates; the American Legion Post 15, through civic and member donations, make his attendance possible. Should your son be selected as a delegate on or before June 16th, his tuition will also be paid by the American Legion.

Your son is to be congratulated for both his nomination and the way in which he conducted himself during his interview. For planning purposes, your son is required to attend the county Boys State orientation that will be held at 12:00 noon on May 1st at the Bradley County Government Building located at 123 Governor's Road in Lincoln City. Along with your son, you are invited to attend and learn more about Jersey Boys State. (Since we have limited seating, we ask that only your son and one other family member – preferably a parent - attend). If you have any questions or concerns, feel free to email me at johnbodine@redbone.net

Sincerely,

John Bodine
American Legion Post 15
Jersey Boys State Chairman
Phone: 555-222-2369
E-mail: johnbodine@redbone.net



American Legion Filmore City Post 12

456 Politics Circle, Filmore City, New Jersey 00012

Phone: (555) 333-9876 Fax: (555)333-3456

Web: www.alpost12.org

American Legion Jersey Boys State

On behalf of American Legion Filmore City Post 12, located in Filmore City, New Jersey, I am writing you to request your support for our Boys State program.

What is Boys State?

American Legion Jersey Boys State (ALJBS) is a weeklong program organized and administered under the auspices of The American Legion Department of New Jersey. Since 1946, boys from around the State have come together to learn the principles of government and good citizenship. This program, held annually in June at Rider University, requires the delegates to form and administer a mythical 51st State. By means of holding elections, forming cities, and developing budgets, and more, each boy learns the inner workings of a state and local government. Two young men from each state's Boys State are elected senators and will attend the Boys Nation held in Washington, D.C.

Past delegates to American Legion Jersey Boys State include many successful men who stand out in our State today. On the short list of these past delegates are Governor Chris Christie, U.S. Senator Robert Menendez, U.S. Senator Corey Booker, and U.S. Supreme Court Justice Samuel Alito. Many Boys State delegates go on to careers in politics, law, the military, and business.

Who are Our Boys?

During the early months of each year, American Legion Posts throughout New Jersey ask their local high schools to nominate young men, from the 11th grade, to participate in Jersey Boys State. This year, New Jersey American Legion Department hopes to send 1,000 young men to Boys State. Nominee selection is based on their leadership qualities, scholastic achievements, patriotism, service, and character. Post 12 is responsible for sending young men attending Filmore City High School.

Why this Letter?

This year, our Post hopes to send 8-10 young men to Boys State at a cost of \$250.00 each. Your generous donation will help defray the cost for housing, feeding, and clothing our delegates. Please join us in our annual mission to send local boys to this significant educational event by fully sponsoring one young man (a contribution of \$250.00) or by contributing the amount of your choice to help sponsor our delegates. Your tax-deductible donation will help to build future leaders from Filmore City, Vandenberg County and the State of New Jersey. If possible, please make your donation by April 1, 2015.

Thank you for helping us in our effort. If you have any questions, feel free to call me at 555-333-0077 or email me at billcharles@kawabunga.com. I will be happy to speak to your organization about Jersey Boys State. The American Legion is a 501(c)19 Veterans non-profit organization. All donations are tax deductible.

Respectfully,

William Charles
Chairman,
Post Boys State Committee



(Detach and mail this form and check in the enclosed envelope)

To: American Legion Post 12
Attn: Boys State Chair
456 Politics Circle
Filmore City, New Jersey 00012

From: _____

Yes, we are pleased to make the following contribution to the 2015 American Legion Post 12 Boys State effort.

- | | | | |
|--------------------------|----------------|--------------------------|----------|
| <input type="checkbox"/> | Bronze Level | \$10.00 - \$99.00 | \$ _____ |
| <input type="checkbox"/> | Silver Level | \$100.00 - \$199.00 | \$ _____ |
| <input type="checkbox"/> | Gold Level | \$200.00 - \$249.00 | \$ _____ |
| <input type="checkbox"/> | Platinum Level | \$250.00 (Full Sponsor) | \$ _____ |
| <input type="checkbox"/> | Diamond Level | (Amount more than \$250) | \$ _____ |

(Please make your tax-deductible check payable out to American Legion Post 12 Boys State)

Note: For tax purposes, a receipt will be mailed to you as soon as we receive your donation.



American Legion Adams City Post 2

77 Candidate Lane, Adams City, New Jersey 00002

Phone: (555) 777-2203 Fax: (555) 777-9367

Web: www.alpost002.org

Contact: Mr. James McManus
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(555) 777-1234

April 1, 2019

FOR IMMEDIATE RELEASE

AMERICAN LEGION POST ANNOUNCES ITS JERSEY BOYS STATE DELEGATES

Adams City, NJ. - The American Legion Adams City Post 2, located in Adams City, New Jersey, announced the young men who will represent the Post at this year's American Legion Jersey Boys State. In June, the Post's delegates will join nearly one thousand other young men from around the state of New Jersey at Rider University in Lawrenceville, New Jersey. According to Post 2's Commander, Mr. Lenny Bruce, the Post is sponsoring six young men from Adams City High School. The Post's delegates are Mykl Waters, Anthony Wardinski, Jonathan Szuder, Richard Boone, Gabriel Horner, Tyler Miller.

Mr. Gerald Jackson, Post 2's Boys State Committee chairman stated "this has been our most successful fundraising season yet. As a result, we are sending our largest group of young men to Jersey Boys State." He and the vice-chairman, Mr. Edward Pollock wish to thank all of those who contributed to the Post's Jersey Boys State effort. A special thanks goes to those who paid the full tuition for a delegate. They include The Post 2 Legion Riders, William's Pharmacy, The Adams City Democrat Club, and Mr. Dennis and Jackie Novak, a Post 2 Legionnaire family. Additional funds were raised through a raffle and from smaller donations.

Held annually, American Legion Jersey Boys State is a weeklong leadership program for young men in their junior-senior high school summer. Delegates learn the American electoral and political processes by forming city and county governments as well as a mystical 51st state government. Other activities include occupational workshops, guest speakers, competitive sports, and a college fair. For more information concerning the Jersey Boys State program, "*A Week That Shapes the Future*", go to www.aljbs.org. If you are interested in helping send young men to Boys State, contact your local American Legion Post.

Post Chairman's Boys State Checklist

Item	✓
1. Contact high school partners <i>(by December 20th)</i>	
2. Begin fundraising <i>(Start as early as possible)</i>	
2a. Mail out sponsor solicitation letter	
2b. Check with house committee about raffle or 50/50 license	
3. Send out teacher nomination letters	
4. Collect nominations from high school partner <i>(Nominations completed by Jan 31st)</i>	
5. Set date and place for candidate interviews	
6. Send interview letters to nominees	
7. Conduct interviews <i>(Complete by February 28th)</i>	
8. Select Delegates and Alternates <i>(Complete by March 31)</i>	
8a. Send out Delegate appointment letters	
8b. Send out Delegate parent letters	
8c. Send out Alternate appointment letters	
8d. Send out Alternate parent letters	
9. Inform Delegates & Alternates of Date/Time/Place of county orientation	
10. Remind the Delegates & Alternates to complete the on-line application	
11. Conduct periodic checks of Delegate/Alternate Application Progress	
12. Submit ALJBS Delegate tuition to HQ, NJ Department <i>(must arrive by May 1st)</i>	
13. Make certain that all applications are completed by May 15th	
14. Collect completed Delegate/Alternate applications	
15. Check and Sign each Delegate/Alternate application	
16. Mail Delegate/Alternate applications to HQ, NJ Department <i>(Must arrive by June 1st)</i>	
17. Remind Delegates & Alternates to complete the CampDoc medical form	
18. Remind eligible Delegates to apply for the Samsung Scholarship	
19. Send out "thank you" letters to sponsors	
20.	
21.	