

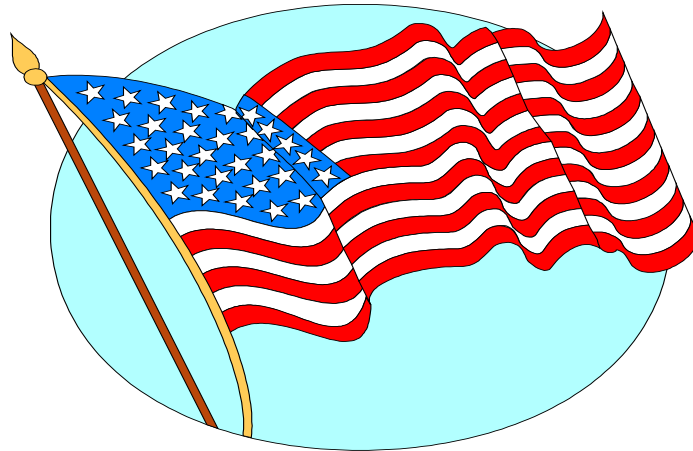


American Legion Auxiliary  
Buckeye  
**Girls State**

2018

# Buckeye Girls State

June 10-16, 2018



## *Delegate Information Booklet*

Name \_\_\_\_\_

**Bring this booklet and all information (except that which must be returned by  
June 1, 2018) with you to Buckeye Girls State**

# About Buckeye Girls State

## *What is Buckeye Girls State?*

Buckeye Girls State is a program designed to educate Ohio's young women in the duties, privileges, rights and responsibilities of good citizenship. By getting involved in the process, you will learn more about City, County and State Government in one week than you will learn in an entire semester of high school.

The young women selected for this honor are called Delegates and are assigned to one of two political parties – Federalist or Nationalist. As an active member of your party, you will learn political party structure and have a definite function in the government system. Through hands-on experience you have the opportunity to not only learn the mechanics of local and state government; you have the opportunity to learn citizenship and patriotism; you gain self-confidence, poise and character. Attendance also makes you eligible to apply for or be selected for awards, honors and scholarships as outlined in this packet.

Buckeye Girls State has a policy that all delegates must stay for the entire program, which lasts seven days; from Sunday, June 10 beginning at 1:00 pm through Saturday, June 16 at about 12:15 pm. If a Delegate leaves early she forfeits all rights to any honors, awards and scholarships presented or announced at the closing program. She is not permitted to say that she attended the program. Unlike a camp, Buckeye Girls State is a week long process for learning about government, campaigning and running for office and then operating in the elected or appointed position for the rest of the week. And it's not fair to other citizens who are counting on her to perform those responsibilities throughout the week. If she leaves the program early she will not get the full benefit of participating. We recognize this is a difficult decision for young women. But this is just one of the decisions she will be making as an adult and only one of the life lessons she may learn by attending Buckeye Girls State. If a Delegate elects not to attend, please contact the American Legion Auxiliary Unit sponsoring her so that they can notify their alternate.

## *Benefits of Attending Girls State*

The Ohio American Legion Auxiliary has been a proud sponsor of Buckeye Girls State for the past seventy-two years. The program has been honored by such organizations as Freedom's Foundation at Valley Forge and the National Association of Secondary School Principals.

Girls State is a nationally recognized program. Past participants have included:

*Jane Pauley*  
NBC Broadcast Journalist

*Jessica Mitchell*  
VP of Design/Director of Apparel  
for Liz Claiborne

*Kate Shindle*  
Miss America 1998

*Lynne Cheney*  
Wife of former US Vice President

*Jennifer Dunn*  
US Representative - Washington

*Ann Richards*  
Former Governor of Texas

*Captain Michelle Johnson*  
First woman to serve as Wing Commander,  
US Air Force Academy

*Ericka Dunlap*  
Miss America 2004

*Helen Jones Kelly*  
Director, Ohio Job and Family Services

*Marilyn Byers*  
Ashland County Commissioner

## ***Where is Buckeye Girls State?***

Buckeye Girls State 2018 will be held on the campus of University of Mount Union in Alliance, Ohio. Delegates and Staff are housed on campus in university residence halls. Each girl must provide her own transportation to and from Buckeye Girls State. If you drive your personal car, you must turn your keys in to the Girls State Information Center upon arrival. You must also complete the **Delegate Vehicle Identification Form** included in this packet and return it in the large, self-addressed envelope contained in this packet by June 1, 2018. Registration begins at 1:00 pm on Sunday, June 10<sup>th</sup>. Delegates are not allowed to leave the campus until after the closing session of Buckeye Girls State on Saturday, June 16<sup>th</sup>.

## ***Buckeye Girls State On-line Orientation Program***

Completing the On-line Orientation is mandatory for all attending Delegates. This new, innovative process of preparing Delegates for Girls State will be available on the website ([www.buckeyegirlsstate.org](http://www.buckeyegirlsstate.org)) by mid-April, 2018. Delegates must complete the On-line Orientation by June 9, 2018 and notify their sponsoring Unit upon completion.

### **BENEFITS OF THE ON-LINE ORIENTATION**

- Consistent dissemination of information
- Sponsoring Unit has on-line confirmation of completed individual Orientations
- Convenience (available at the Delegate's home, school or local library)
- Required travel to Orientation sites unnecessary
- Delegate Information Packet remains on-line for easy reference or replacement of misplaced documents
- Delegates, Alternates, Parents, Unit Members have access to the same information resulting in improved communication and better prepared Delegates

In order for you to complete the On-line Orientation the following actions must have occurred:

- You have received the "***Delegate Information Packet***"
- You have carefully studied the "***Delegate Information Packet***" contents

In order to complete the On-line Orientation, log on to the website ([www.buckeyegirlsstate.org](http://www.buckeyegirlsstate.org)), click on the "On-line Orientation" button, enter your First Name, Last Name, and Application Number as found on the address label on the Information Packet you received and correctly answer all the multiple-choice questions. To gain credit for completing the On-line Orientation you must enter your First and Last Name exactly as spelled on the envelope label along with your Application Number.

You are also encouraged to attend a District Orientation in your area. While the District Orientation is not mandatory, it is a good place for you and your parents to learn how the session proceeds and to meet other Delegates and Alternates in your area. The District Orientation schedule is on the Buckeye Girls State web site under "Class of 2018".

## ***Buckeye Girls State Policies***

These policies were developed for your safety. Anyone who does not adhere to the Girls State Policies (detailed on Page A-7) or creates disturbances to the point she disrupts the program and/or other Girls State Citizens, will be subject to immediate dismissal and will be sent home from the Girls State Program. Some violations may be subject to criminal prosecution.

## ***Registration—Sunday, June 10, 2018***

Registration for the 2018 session of Buckeye Girls State opens promptly at 1:00 PM on Sunday, June 10<sup>th</sup> and closes at 3:00 PM in the Peterson Field House, #28a on the campus map. Arrivals prior to 1:00 PM are unnecessary since registration will not open prior to 1:00 PM.

Please follow the Girls State Traffic Control personnel and the Ohio State Highway Patrol officers who will move you quickly in and out of the Registration Area. You will be directed to a convenient parking area.

Do not unpack your luggage at the registration site. After you register, you and your parents will be directed to your residence hall where you may unpack near your assigned room.

At the Registration Area, please line up at the proper Registration Station by your last name. Stations are divided in groups based on the first three letters of your last name (AAA-ARC, ARD-BAE, etc.). At the Registration Station you will be handed a 3 x 5 card with your housing location, your assigned Buckeye Girls State City and County, and other information. **Before leaving the Registration Station, check your name, address and school information on the card.** Ensure the information shown on the card describes you and not another Delegate with the same or similar name. Once you have officially registered you are on your way to becoming a Citizen of Buckeye Girls State.

If you are an Alternate replacing a Delegate at the last minute, please find the Staff Registration Manager who will assist you. You will be given further direction by her. You must know the name of the Delegate you are replacing.

The University Bookstore will be set up at Registration so you may make purchases of BGS apparel after you register or while waiting to register.

Personnel from the Alliance Community Pantry will have a truck located outside the Peterson Field House to accept and load your contributions to the pantry.

### ***Medical Information/Registration***

The **Medical Record and Consent Form** must be fully completed, signed, and returned in the large, self-addressed envelope contained in this packet by June 1, 2018. If you have had a physical (for sports, etc.) in the past year, then your parent may complete the form. Otherwise, you must get a physical before arriving at BGS.

**Be sure that all required signatures are included on the form before returning it!**

A nurse's station will be set up at Registration to answer any questions you or your parents may have. If the Medical Alert box is checked on your Registration Card you will be required to visit the clinic in the Dewald Chapel, #25 on the Campus Map, after you have completed the registration process and have completed the check-in process at your assigned Residence Hall.

## *What to Bring from Home*

### *Community Service Project*

This year Buckeye Girls State is supporting the **Alliance Community Pantry** as our Community Service Project. Delegates are encouraged to bring up to three items of non-perishable food items to donate. Items needed include but are not limited to: cereal, peanut butter, and canned meats – tuna fish, chicken, etc. Arrangements will be made to get the food items to the pantry. Collection will take place at Registration on June 10<sup>th</sup>. See the letter from Department President Shirley Maurer included in this packet for further details.

### *Apparel*

Bring enough comfortable cloths to last a week. We suggest you make sure that your entire luggage and other belongings are clearly marked, inside and out, with your name and address.

<b>Event Description</b>	<b>Day of the Week</b>	<b>Required Dress</b>
Opening Ceremony	Sunday	Dress/Suit or Blouse & Skirt
City Pictures	Sunday	Dress/Suit or Blouse & Skirt
City Government Celebration	Wednesday Evening	Dress/Suit or Blouse & Skirt
State Patrol Graduation	Thursday Morning	Dress/Suit or Blouse & Skirt
County & State Government Celebration	Thursday Evening	Dress/Suit or Blouse & Skirt
Joint Session of the House & Senate	Saturday	Dress/Suit or Blouse & Skirt
All Other Functions	Refer to Daily Program	Slacks, Walking Shorts, Jeans
State Highway Patrol Participants	Wednesday – Friday	White T-Shirts w/Black Shorts or Slacks

Note: See the required Dress Code on the BGS web site [www.buckeyegirls.state.org](http://www.buckeyegirls.state.org), click on “Class of 2018” then “Dress Code”. Also bring rainwear and comfortable shoes (citizens do a lot of walking).

### *Linen*

You must also bring at least two single sheets for a twin size bed, one pillow and pillow case, a light blanket or quilt, personal care items, towels, washcloths, soap, a fan (most of the Residence Halls have no air conditioning), clothes hangers, alarm clock, and, if desired, a hair dryer, camera, calculator, and radio. NO TV’s or other appliances.

### *Checklist*

<b>✓</b>	<b>Items to bring with you:</b>	<b>Required/Optional/Suggested</b>
	Buckeye Girls State Delegate Information Packet	Required
	Dress/Suit or Blouse & Skirt (as specified above)	Required
	Slacks, pant skirts, walking shorts, or jeans. NO short shorts, mini-skirts, or tattered/torn jeans.	Required
	Rainwear	Suggested
	Comfortable walking shoes	Required
	Two single sheets for a twin bed	Required
	One pillow and pillow case	Required
	Light blanket or quilt	Required
	Personal care items	Required
	Towels and washcloths	Required
	Soap	Required
	Shampoo	Suggested
	Hair dryer	Optional

Fan (no air conditioning in most sleeping rooms)	Suggested
Clothes hangers	Suggested
Alarm clock	Suggested
Camera	Optional
Calculator	Optional
Radio (No TV's)	Optional
Band instruments	If you plan to join the band
Cell Phone (usage restricted to free periods)	Suggested
Snack foods based on any dietary restrictions	Suggested
Markers, paper, scissors, rulers, etc.	Optional – in great demand
Sunscreen	Optional
White T-shirts Black shorts or slacks	Required if you want to participate in the BGS Highway Patrol

### ***Entertainment***

There will be plenty of music at Buckeye Girls State. If you plan to play in the BGS Band, bring your musical instrument. If you sing or play the piano, the BGS Chorus needs you.

If you are interested in participating in the BGS Band or Chorus, **complete and send the enclosed Band and Chorus Information Sheet by June 1, 2018** in the large, self-addressed envelope contained in this packet.

### ***Housing***

You will be housed in a Residence Hall on the campus of University of Mount Union. Your Residence Hall and room number will be given to you at registration. You will stay in a 2 or 3-person room and will be given a key to your room by your City Counselor. This key is your responsibility and must be returned to your City Counselor before you leave on Saturday, June 16<sup>th</sup>. There will be a \$50.00 charge for any key not returned. Free washers and dryers are located in each residence hall. Residence Hall Counselors will always be there with friendly words and to see that the residence halls are quiet after “lights out” every night.

### ***General Information***

All of your meals will be served on campus.

You will be able to send and receive mail. Outgoing mail is taken to the Post Office daily. Incoming mail is picked up by BGS or University personnel on a daily basis and will be routed to you through your City Counselor. To receive mail, please advise family and friends to address your letters: *Your Name, Your BGS City, Residence Hall Name, University of Mount Union, 1972 Clark Avenue, Alliance, Ohio 44601.*

You are welcome to bring your cell phone with you to Buckeye Girls State. However, please understand that you may use it only during meal times, recreation periods, and free time before lights out. Use of your cell phone during scheduled program activities, government functioning, or at assemblies is **strictly prohibited**. This includes both voice and text messaging.

## ***Publicity***

The BGS Director of Public Relations in association with the University of Mount Union will notify your local newspaper and your sponsoring American Legion Auxiliary Unit or Legion Post about your accomplishments (office attained, awards, etc., while you are at Girls State). Sign and have a parent sign the release at the end of the Social Networking Policy included in this packet.

## ***Medical Care***

Licensed nurses and hospital facilities are available at all times for the citizens of Buckeye Girls State. The **Medical Record and Consent Form must be completed** by each Delegate and sent in the large, self-addressed envelope contained in this packet by June 1, 2018. **Be sure to attach a copy of your medical insurance card and a copy of your prescription card (if it is different from your medical insurance card) to the Medical Record and Consent Form.**

**Be sure that all required signatures are included on the form before returning it!**

*Delegates with special medical or nutritional requirements **must notify** the Buckeye Girls State office in writing prior to your arrival at Girls State. Send your correspondence to The American Legion Auxiliary's Department Headquarters in the large, self-addressed envelope contained in this packet. (See page A-10 for the address)*

While you are attending Buckeye Girls State, you are covered by a blanket Accident and Sickness policy maintained by the Ohio American Legion Auxiliary. This coverage is excess coverage to insurance maintained by your parents. In the event you receive treatment at Girls State, a bill will be directed through your parent's Health Insurance.

## ***Buckeye Girls State Souvenirs and Available Items for Sale***

Group pictures of each Buckeye Girls State City and other photographs will be taken and available for inclusion in the DVD Yearbook which will be available on-line at the BGS website. Pictures will be included as the week progresses with the final version available after the session ends.

For your convenience the University Bookstore, which is located on the 1<sup>st</sup> floor of the Hoover-Price Campus Center, will carry such items as Girls State Apparel and other souvenirs as well as postcards, stationery, and small gift items

## ***How Much Money Will You Need***

Your sponsorship fee paid by the local American Legion Auxiliary Unit or Legion Post covers the full expense of your meals and accommodations, but you may want to bring additional money for personal use (snacks, City party, stamps, souvenirs). A variety of beverages and snacks are available in vending machines so you may want to bring some change.

**The following items will be available from the University of Mount Union Bookstore:**

(All clothing items have BGS or Buckeye Girls State imprint – Prices are approximate)

Supplier	Description	Color	Size	Price
Champion	Hooded sweatshirt	Navy	S-2XL	\$40.00
	Long sleeve t-shirt	White	S-2XL	\$25.00
	Quarter zip pullover	2 Colors	S-2XL	\$40.00
	Short sleeve t-shirt	3 Bright Colors	S-2XL	\$18.00
	Short sleeve t-shirt	Navy	S-2XL	\$18.00
MV Sport	Drawstring bag	Black	N/A	\$15.00
Russel	Crew sweatshirt	Navy	S-2XL	\$28.00
Ouray	Long sleeve color block t-shirt		XS-2XL	\$40.00
Gear	V-neck ladies t-shirt	3 colors	S-2XL	\$22.00

***Policies***

The Buckeye Girls State Board of Directors developed these policies for the safety of BGS Citizens and Staff.

*Smoking Policy* Smoking and the use of other tobacco products is strictly prohibited. Violators will be subject to **immediate dismissal** from the program. Smoking both with tobacco and electronic are strictly prohibited anywhere on the UMU campus..

*Drugs, Alcohol and Weapons Policy* Use or possession of illegal drugs, alcoholic beverages, and/or weapons is strictly prohibited. Violators will be subject to **immediate dismissal** from the program and possible **criminal prosecution**

*Hazing Policy* Hazing in any form is strictly prohibited. Violators will be subject to **immediate dismissal** from the program and possible **criminal prosecution**

*Creating Disturbances Policy* Creating disturbances to the point that they disrupt the program and/or other Girls State Citizens is strictly prohibited. Violators will be subject to **immediate dismissal** from the program.

*“Mock” Activities Policy* Any “mock” activities which in “real life” would cause either physical or emotional trauma to the victim(s), and to those associated with the victim(s), and for which the perpetrators would be subject to criminal prosecution are expressly prohibited. Violators will be subject to **immediate dismissal** from the program and **possible criminal prosecution**.

*No Boys Policy* Boys on campus during Buckeye Girls State are expressly prohibited. The Ohio State Highway Patrol Troopers will escort them off campus.

*Leaving Campus Policy* All citizens are restricted to the University of Mount Union campus and the facilities used by BGS. Citizens will only be permitted to leave the campus during scheduled and supervised field trips. Violators are subject to immediate dismissal from the program.



## *Awards, Honors and Scholarships*

Endowment Fund Scholarship – Two outstanding Buckeye Girls State Delegates will be selected to receive the \$1,000 Buckeye Girls State American Legion Auxiliary Department of Ohio Endowment Fund Scholarship. This scholarship is funded by donations from local Auxiliary Units across the state of Ohio.

Girls Nation – Two Buckeye Girls State Delegates will be selected to represent Ohio and Buckeye Girls State in a week-long exercise in the operation of the Federal Government through the American Legion Auxiliary Girls Nation Program. The American Legion Auxiliary National Organization underwrites the transportation as well as the housing and meal costs of all Delegates selected to participate in the Girls Nation Program. Delegates must complete the enclosed application and go through an interview process. Selection is based on leadership, cooperation, attitude, interest in government, and desire. In addition to the two (2) Girls Nation Delegates, two (2) Alternates will also be selected in the event one of the Delegates from Buckeye Girls State is unable to attend. A Girls Nation application and program requirements document is enclosed. The application **must be completed and returned by June 1, 2018** in the large self-addressed envelope enclosed in this packet.

United States Senate Youth Program – Literature detailing this honor is included in this packet. Should you wish to be considered for this honor, the Senate Youth Scholarship application form **must be completed and returned by June 1, 2018** to the Ohio American Legion Auxiliary Department Headquarters. Please use the large, self-addressed envelope contained in your Buckeye Girls State packet.

The SAMSUNG Scholarship –The application is only available online and must be completed online at [www.legion.org](http://www.legion.org). Scroll over the “Programs” headline at the top of the page, and in the drop- down box, click on “Scholarships”. The SAMSUNG American Legion Scholarship will be the 3<sup>rd</sup> scholarship from the top. Follow the instructions online to complete and file the application.

University of Mount Union Scholarship – University of Mount Union offers a scholarship to Buckeye Girls State delegates who complete the entire BGS Program and enroll at the University of Mount Union after graduation from high school. The scholarship is \$2,000 per year and is renewable based on maintaining a satisfactory academic level. The University also awards one hour of college credit for those who complete the program and enroll at UMU. Your contact information is provided to UMU for the purpose of confirming your attendance and to inquire about continuing your education at UMU after graduation from high school.

### *Buckeye Girls State Highway Patrol*

Buckeye Girls State operates a functioning Girls State Highway Patrol, chaired by Officers and Troopers of the Ohio State Highway Patrol.

The young women selected to form the Girls State Highway Patrol receive comprehensive training in Ohio Law, Law Enforcement, and the role, duties and responsibilities of a police officer. If you are interested in participating in the Girls State Highway Patrol, please be sure to bring several white T-shirts and black shorts or slacks to wear Wednesday through Friday. Following the conclusion of Buckeye Girls State, approximately 10 Girls State citizens are selected to attend Junior Cadet Week at the Highway Patrol Training Academy in Columbus. This program is jointly sponsored by the American Legion Auxiliary and the Ohio State Highway Patrol. Please refer to the information available on the web site for further details.

## **BUCKEYE GIRLS STATE “DO’s AND DON’T’s”**

- DO** Come to Girls State with an open mind and a willingness to learn. Be prepared to spend long, but rewarding, hours learning with the Girls State Program.
- DO NOT** Think you are coming to a summer recreation camp.
- DO** Bring comfortable clothes. Dresses or blouses and skirts will be required for the Official Opening, City Pictures, City Government Celebration, County and State Government Celebration and the Joint Session of the House and Senate. Slacks, pant skirts, walking shorts and jeans are permissible for all other activities. Also bring rainwear and comfortable shoes. You will do a lot of walking.
- DO NOT** Bring clothes that are not respectable or abuse the dress code.
- DO** Keep the American Legion Auxiliary Unit, which is sponsoring you, informed of what you are doing. They are proud to have you represent them.
- DO NOT** Bring anything with you which is extremely valuable as all personal items are your responsibility. Girls State assumes no responsibility for lost items.
- DO** Make a list of what you bring to Girls State. This can serve as a checklist when packing for home. Mark items with your name before you leave home.
- DO NOT** Leave anything behind at Girls State. If you do, please contact the University of Mount Union Campus Safety and Security.
- DO** Leave your car keys at the Girls State Information Center if you are driving your personal car. This is a must.
- DO NOT** Leave campus anytime during the week. Violators will immediately be sent home.
- DO** Be very clear about any medical conditions for which the caregivers at Girls State should be aware. We want you to spend a happy and healthy week at Buckeye Girls State.
- DO NOT** Invite male friends to visit during your stay at Buckeye Girls State. These visits are not permitted.
- DO** Be proud of being selected to attend Girls State. It is an honor afforded to only a special group of Ohio’s finest young women each year.
- DO** Arrive between 1:00 and 3:00 pm on Sunday, June 10<sup>th</sup>.
- DO NOT** Depart before the final closing on Saturday, June 16<sup>th</sup>.

### **How You Can Be Reached**

Parents who need to contact a Citizen should call the BGS Information Center during office hours. After office hours, messages may be left on the Girls State office answering machine. Calls will be returned as soon as possible. If you have an emergency after office hours, contact University of Mount Union Safety and Security. They will contact the proper Girls State officials. For non-emergencies, a telephone message form will be sent to the Citizen through the City Counselor.

*For your convenience please remove Page A-11 from this packet and leave it with your parents so they will be able to contact you or the Buckeye Girls State Program on campus from June 10<sup>th</sup> through 16<sup>th</sup>.*

## Important Information and Telephone Numbers

<b>Materials/Information:</b>	<b>Send To:</b>
<p>Materials that need to be submitted prior to Buckeye Girls State:</p> <ul style="list-style-type: none"> <li>▪ Medical Record and Consent Form</li> <li>▪ Special nutritional requirements</li> <li>▪ Scholarship application forms (optional)</li> <li>▪ Band &amp; Chorus Information Sheet (optional)</li> <li>▪ Special Entertainment Info Sheet (optional)</li> <li>▪ Samsung Scholarship Application (on-line and optional)</li> <li>▪ Girls Nation Application (optional)</li> </ul>	<p><b>American Legion Auxiliary Buckeye Girls State PO Box 2760 Zanesville, Ohio 43702-2760</b></p> <p><i>(Pre-addressed envelope provided)</i></p>
<b>How to contact you at Buckeye Girls State:</b>	
<p><b>Messages during office hours</b> (9:00 am to 11:00 pm)</p> <p>(* <b>These numbers are only active when Buckeye Girls State officials are on site beginning June 7, 2018 and ending June 16, 2018)</b></p>	<p>Girls State Information Center (330) 829-4138 *</p> <p><i>A telephone message form will be sent to the Citizen through her City's Counselor. After business hours, messages may be left on the Girls State office answering machine and calls will be returned as soon as possible.</i></p>
<p><b>Emergencies <u>during</u> office hours</b> (9:00 AM to 11:00 PM)</p> <p><b>Emergencies <u>after</u> office hours</b></p> <p><b>And also for valuable items left behind when leaving UMU. Call Campus Safety and Security to arrange pickup.</b></p>	<p>BGS Information Center (330) 829-4138 *</p> <p>University of Mount Union (330) 428-1344 (cell) Campus Safety and Security <i>Immediate attempts will be made to contact the Citizen in the event of an emergency. University Safety Services officers will contact the proper Girls State officials.</i></p>
<p><b>BGS Clinic</b> <b>Alliance Community Hospital</b></p>	<p>(330) 829-8106 *</p> <p>(330) 596-6000</p>
<p><b>Your BGS Mailing Address:</b></p>	<p><i>Your Name, Your BGS City, Your BGS Residence Hall, University of Mount Union, 1972 Clark Avenue, Alliance, Ohio 44601</i></p>
<p><b>BGS Web site</b></p>	<p><b><a href="http://www.buckeyegirlsstate.org">www.buckeyegirlsstate.org</a></b></p>

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<b>How to contact you at Buckeye Girls State:</b>	
<p><b>Messages during office hours</b> (9:00 am to 11:00 pm)</p> <p>(* <b>These numbers are only active when Buckeye Girls State officials are on site beginning June 8, 2017 and ending June 17, 2017</b>)</p>	<p>Girls State Information Center (330) 829-4138 *</p> <p><i>A telephone message form will be sent to the Citizen through her City's Counselor. After business hours, messages may be left on the Girls State office answering machine and calls will be returned as soon as possible.</i></p>
<p><b>Emergencies <u>during</u> office hours</b> (9:00 AM to 11:00 PM)</p> <p><b>Emergencies <u>after</u> office hours</b></p> <p><b>And also for valuable items left behind when leaving UMU. Call Campus Safety and Security to arrange pickup.</b></p>	<p>BGS Information Center (330) 829-4138 *</p> <p>University of Mount Union (330) 428-1344 (cell) Safety and Security <i>Immediate attempts will be made to contact the Citizen in the event of an emergency. University Safety Services officers will contact the proper Girls State officials.</i></p>
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<p><b>Your BGS Mailing Address:</b></p>	<p><i>Your Name, Your BGS City, Your BGS Residence Hall, University of Mount Union, 1972 Clark Avenue, Alliance, Ohio 44601</i></p>
<p><b>BGS Web site</b></p>	<p><b><a href="http://www.buckeyegirlsstate.org">www.buckeyegirlsstate.org</a></b></p>

# **About Buckeye Girls State Government**

## ***General Information***

To get the most from the Buckeye Girls State Program, you need to participate. Select an office you feel you can serve well. If you are interested in a particular office, do some research before coming to BGS to find out all you can about the duties, function and responsibilities of that office. The Ohio Government Digest is available on the website ([www.buckeyegirlsstate.org](http://www.buckeyegirlsstate.org)) to assist you in your research. You might want to consult an official holding the office as part of your research. Take full advantage of the Monday Workshops to learn specific information about the office you seek. Once you have researched the office, campaign enthusiastically and, if elected, represent your fellow Citizens to the best of your abilities. Remember, they have entrusted their vote to you! If you should lose, you have still “won” for you have gained from those experiences and the election process.

Also, have alternative positions in mind. There are many, many appointed positions on all levels at Girls State so don't be discouraged if you don't get your first choice. There should be no one unemployed! Make the very most of this time. You will benefit now and far into the future!

Because our time is limited there are some areas where we have had to make decisions for you but we attempt to adhere to Ohio laws and processes as closely as possible.

## ***Political Parties***

Although you will select your own party affiliation in your private life when you turn 18, at Buckeye Girls State you will be assigned to a political party. There are two parties – Federalists (blue lanyards) and Nationalists (gold lanyards). Once you are assigned to a party however, you will create your own party platform. You will be among the approximately 900 girls attending the program.

## ***Cities and Counties***

At registration, you will be assigned to a City. There are 20 Cities named for famous Ohio women. Each City has a City Government Advisor and a City Counselor.

Your City is part of a County. The four Counties are named for living Past State Presidents of the Ohio American Legion Auxiliary. Each County has a County Government Advisor.

## ***The Election Process***

City Elections are held within your City. Primary and General Elections are held in four computer labs around campus and determine the officials on the County and State levels. Each City will elect two Central Committeemen (one for each party) whose duties include:

1. Foster and instill party loyalty.
2. Make certain her party has candidates for City Offices.
3. Promote candidates for County and State Offices, and work for their election.
4. Take an active role during County & State Caucuses, Rallies and Debates.
5. Participate in platform development.

Your City Central Committeeman, along with her counterpart in the opposing party and their City Government Advisors, serve as the Precinct Election Officials and will assist in the Primary and General Elections. She must also hold an appointive position after these duties are completed. She, along with her counterpart and Advisor, will be responsible for preparing the ballot used in the election of the City Officials.

Each party will elect a County Board of Elections official within their City to assist with the Primary and General Elections, petition filing, etc. She too, must hold an appointive position after these duties are completed.

Declaration of Candidacy and Petitions must be signed by not less than four (4) nor more than eight (8) electors of the same party in the same County. Please note that All BGS Staff Members are considered a Notary Public when it is necessary for you to have papers signed. As in real life a filing fee is required; however, at BGS you'll receive BGS checks to cover any government functioning expense.

<b>To become a candidate for:</b>	<b>You:</b>
County Office	Should be nominated through the <u>County Caucus</u> of your political party. Candidates must file a Declaration of Candidacy and a Petition for the <u>Primary Election</u> (along with the required BGS filing fee) at the designated place and time listed in the Daily Program.
State Offices	Should be nominated through the <u>State Caucus</u> of your political party. Candidates must file a Declaration of Candidacy and a Petition for the <u>Primary Election</u> (along with the required BGS filing fee) at the designated place and time listed in the Daily Program.
Senators and Representatives	Must be elected from a <u>Congressional District</u> . The County is considered a Congressional District. This means you must file a Declaration of Candidacy and a Petition (plus a BGS filing fee) for the <u>Primary Election</u> .
Judges	Must run on their party affiliation in the <u>Primary Election</u> , filing a Declaration of Candidacy and a Petition (plus a BGS filing fee). These offices become non-partisan (no party affiliation is listed) in the <u>General Election</u> .
State Board of Education	Must be elected from each <u>State School Board District</u> (each City is considered a State School Board District). This means you must file a Nominating Petition and Declaration of Candidacy at the time and place designated in the Daily Program. Your name will appear as non-partisan (no party affiliation listed) in the <u>City General Election</u> .

# Government Positions Available

<b>BGS Elected Positions Available</b>			
	<b>City Officials</b>	<b>County Officials</b>	<b>State Officials</b>
1	Federalist Central Committeeman	County Commissioner (3)	Governor
2	Nationalist Central Committeeman	Sheriff	Lt. Governor
3	Federalist County Board of Elections Official	Auditor	Secretary of State
4	Nationalist County Board of Elections Official	Treasurer	Attorney General *
5	Mayor	Prosecuting Attorney *	Auditor of State
6	Auditor	Engineer	Treasurer of State
7	Treasurer	Recorder	Supreme Court Chief Justice *
8	Director of Law *	Coroner	Supreme Court Associate Justice (6) *
9	Municipal Judge *	Judge of Court of Common Pleas *	Court of Appeals Judge (3) *
10	City Council Members (5)	Clerk of Court of Common Pleas	
11	City School Board Members (5)		Senators (5) -county-wide election
12	State Board of Education Member		Representatives (9) –county-wide election
<b>(See below for job descriptions and duties)</b>			
<b>Election Notes</b>			
<p>* Must take and pass the Bar Exam to be eligible for these positions. The Bar Exam is an open book exam based on the Ohio Government Digest which is available on the BGS website. The Digest in book form is provided for your use at the Bar Exam.</p>			
<p>The five members of the City Board of Education and the Municipal Judge will be considered non-partisan on the ballot.</p>			
<p>President of Council is the candidate who receives the highest number of votes in the election. The President of the City School Board is elected by the members of the board.</p>			
<p>All Judges and Clerk of Courts of Common Pleas are considered partisan in the Primary Election and non-partisan (no party affiliation) in the General Election</p>			
<p>The Governor and Lt. Governor will run as a team, which is determined at the State Party Caucus.</p>			
<p>For convenience, each City is an <u>Election Precinct</u> and a Local and <u>State School District</u> and each County are a <u>State Senatorial</u> and <u>Representative District</u>.</p>			
<p>Only official signatures will be valid on official papers (signature under which you are registered at BGS).</p>			
<p>No person may file for <u>or</u> hold more than one elective office. No election official may file a petition</p>			
<p>If you are running for a County Office or a countywide election, you should campaign in all cities located within your county. State Board of Education candidates need only campaign in their city.</p>			
<p>Government functions take precedent over all other activities – so plan accordingly.</p>			

## Declaration of Candidacy and Petitions

All candidates for County or State level offices must secure, circulate and file a Petition according to the schedule listed in the Daily Program

Petitions must be signed by not less than four (4) nor more than eight (8) electors.

Signatures of electors shall be the same Political Party as the candidate except with Judges and State Board of Education petitions where electors irrespective of party may sign.

State Board of Education candidates must secure electors within their city.

The “County Seat” is the first named city in the Daily Program.

Here are some of the appointed positions that are available at Buckeye Girls State:

### BGS Appointed Positions Available

City Officials	County Officials	Executive Branch
Recreation Commissioner	Deputy Sheriff	<b>Governor/Lt. Governor’s Office</b>
Director of Public Service	Clerks	- Deputy Chief of Staff
Director of Public Safety	Assistants	- Director of Communications
Police Chief		- Press Secretary
Fire Chief		- Director of Legislative Affairs
Engineer		- Senior Policy Advisor
Clerk of Council		- Administrative Assistants
City Reporter		Cabinet Appointments
		Various Personnel for State Officials
		<b>Judicial Branch:</b> (must pass Bar Exam)
		Bailiffs
		Clerks
		Court Administrator
		<b>Legislative Branch:</b>
		Legislative Service Commission-15
		Clerks (House-7, Senate-7)
		Sergeant at Arms (4)
		Pages (8)
		Chaplain (2)

NOTE: Cabinet appointments vary from year to year. Interested individuals will need to check with their Government Advisor at BGS for a current list of appointments available.



## Campaign Regulations

All candidates for office must adhere to the following campaign regulations. Any violation of the regulations may result in a fine and/or removal from office. To report potential violations, any Citizen may file a complaint with her County Board of Elections representative. The entire Board, chaired by the Secretary of State will hear the complaint. You must abide by the following:

Campaign materials are limited to the paper provided at BGS and magic markers.

You **MAY NOT** bring any prepared campaign materials from home.

No campaigning is allowed in the dining halls.

No obscene language, suggestive or lewd designs may be used on campaign materials.

You must remove campaign signs and dispose of them within 24 hours after the General Election

Every campaign publication must include the name of the BGS Citizen who made the publication. Campaign publication must clearly state “Made by [insert name of the BGS Citizen]”.

Every candidate for elective office, including those candidates who were not elected, must file a Campaign Finance Statement with the Secretary of State’s office.

You may only post materials in approved areas (see below).

### Sign and Literature Posting Limitations

Location:	Regulation:
Residence Halls	Nothing in elevators
Campus Center	Nothing in dining hall on walls
	Hallway cork boards - OK
	Table tents and flyers - OK
	Exterior walls - OK

NOTE: No chalk is allowed

### *Summary*

Again, please come prepared to make the most of this experience. While some positions may be more visible than others, the government as a whole could not run without the contributions of each and every citizen of Buckeye Girls State.

### *Job Descriptions and Duties*

#### *City Officials*

City Central Committeemen and Board of Elections – See Page B-1 (bottom) and B-2 (top) for job descriptions and duties.

City Mayor – The Mayor is the Chief Executive of the city and has the duty to manage the affairs of the city by directions to the several Department Heads. She may make recommendations to the City Council concerning legislation. The Mayor has the power to appoint the Directors of Public Service and Safety and the Board of Health. The Mayor shall supervise all activities of all municipal departments.

City Auditor – The City Auditor is an elected official whose duties are to keep the books and financial records of the city. She must sign all warrants to pay bills of the city drawn on the City Treasurer who must pay them. The City Auditor consults with each department to obtain an estimate the amount of operating money needed after adjustments for one year and prepares the Municipal Budget.

City Treasurer – The City Treasurer is an elected official and has responsibility for deposit and care of all monies belonging to the city and also the recipient for monies due directly to the city. She shall pay out such money only upon warrants issued from time to time by the City Auditor.

Director of Law – The Director of Law is an elected official and is the legal advisor to the Mayor, the Council and other municipal officials and prepares contracts and other instruments concerning the city and must prosecute or defend all lawsuits in which the city is a party.

Municipal Judge – The Municipal Court has criminal jurisdiction over all misdemeanors. The court may conduct preliminary hearings of those accused of committing a felony within the municipality. The Municipal Court has original jurisdiction only in those civil cases where the amount claimed does not exceed \$15,000.

City Council – The City Council is the legislative branch of city government and introduces and passes “bills” called ordinances. The members of council elect one of their numbers as president. The President of Council may appoint a number of standing committees with reference to such subjects as: Finance, Safety, Service, Zoning, Utilities, etc.

City School Board – The local school district is administered by a five-member board and has a local superintendent and treasurer. This board employs teachers, builds buildings, levies taxes and establishes rules and regulations for operation of schools within its district.

State Board of Education – The State Board of Education is the elected policy making agency for the schools of Ohio. The State Board of Education sets educational policies; exercises leadership; administers regulatory and service functions by setting standards; allocates and distributes state foundation money and state and Federal grant funds; grants certification for teachers, principals, superintendents and treasurers; inspects schools; sets regulations for sale and purchase of textbooks; upon request, inspects adherence to minimum standards for instructional programs, personnel, building, and transportation; and provides technical, consultative, and advisory assistance.

### ***County Officials***

County Commissioners – Three County Commissioners are elected. These principal executive officers of the county are business representatives of the county and are called its guardians in the sense that they are responsible for financial matters, making all contracts and transacting business generally. County Commissioners controls county property and corporate business, exercises financial rights, makes police regulations and has full charge of all county affairs except those specifically given to other offices. They are the taxing authority of the county and must adopt the county budget and allocate monies among other elected officials and other county departments. They have exclusive control of the county highways and of the proper sanitary measures to safeguard the health of the people of the county.

County Auditor – The County Auditor is the fiscal officer of the county and the agent of the people. The Auditor is required to keep an accurate account current with the Treasurer of the county. An important duty of the Auditor is to appraise real estate for tax purposes, maintain real estate records and keep records of lands and buildings.

Prosecuting Attorney – The Prosecuting Attorney of the county represents the state in all legal matters in which the state is concerned that arise in that county, including representing the registrar in motor-vehicle point system violations. She presents all cases of probable crime to the Grand Jury and if such “presentment” results in indictment, it is her duty to proceed promptly to prosecute the defendants in the Court of Common Pleas. She acts legal advisor to all county officers and acts as counsel in the case of a suit for or against such officer.

Sheriff – The Sheriff is the chief law enforcement officer of the county. She may appoint one or more Deputy Sheriffs in accordance with the volume of work and must keep the office at the county seat. It is the duty of the Sheriff to preserve the public peace within the territorial limits of the county and to cause persons guilty of such breach of peace to appear in the proper court in answer such charges. She is charged with the safekeeping of the county jail and the custody of the prisoners. The Sheriff serves all summons for parties in law suits and other processes and makes arrests in both civil and criminal actions.

County Recorder – The County Recorder makes a complete record of deeds and other legal instruments authorized by law such as powers of attorney, records of mortgages, of plats and maps, and of leases and land contracts.

County Treasurer – The County Treasurer is the officer in charge of the money belonging to the county and is charged with the annual collection and custody of this public money. The Treasurer must make a daily statement to the Auditor showing the amount of taxes received and credited to the various funds, total amounts paid out and the balance of the treasury. The Treasurer is the investment officer for all county funds.

Judge of the Court of Common Pleas – The Common Pleas Court has jurisdiction in motor-vehicle violations, other misdemeanors and all other actions. This court has jurisdiction throughout the county of all territory not under a municipal court. The Judge presides over all actions brought before the Court of Common Pleas.

Clerk of the Court of Common Pleas – The Clerk has complete charge of the records of all lawsuits arising in that court. The clerk is charged with the safekeeping of all papers delivered to the office in every action or proceeding.

County Engineer – The County Engineer has charge of the construction, maintenance, and repair of all bridges and highways within the county which are under the jurisdiction of the County Commissioners. The Engineer prepares tax maps for the County Auditor.

Coroner – The Coroner’s duty is to investigate all violent deaths whether accidental or intentional. Most of the work is determining the cause of death in case of murder or manslaughter, or of any person not attended by a physician; makes a record of findings and files this with the Clerk of Courts.

Board of Elections – The Board of Elections provides booths and all types of voting equipment including ballot boxes, books, maps, and all other papers and forms in connection with elections; shall provide for the registration of electors and count the votes.