

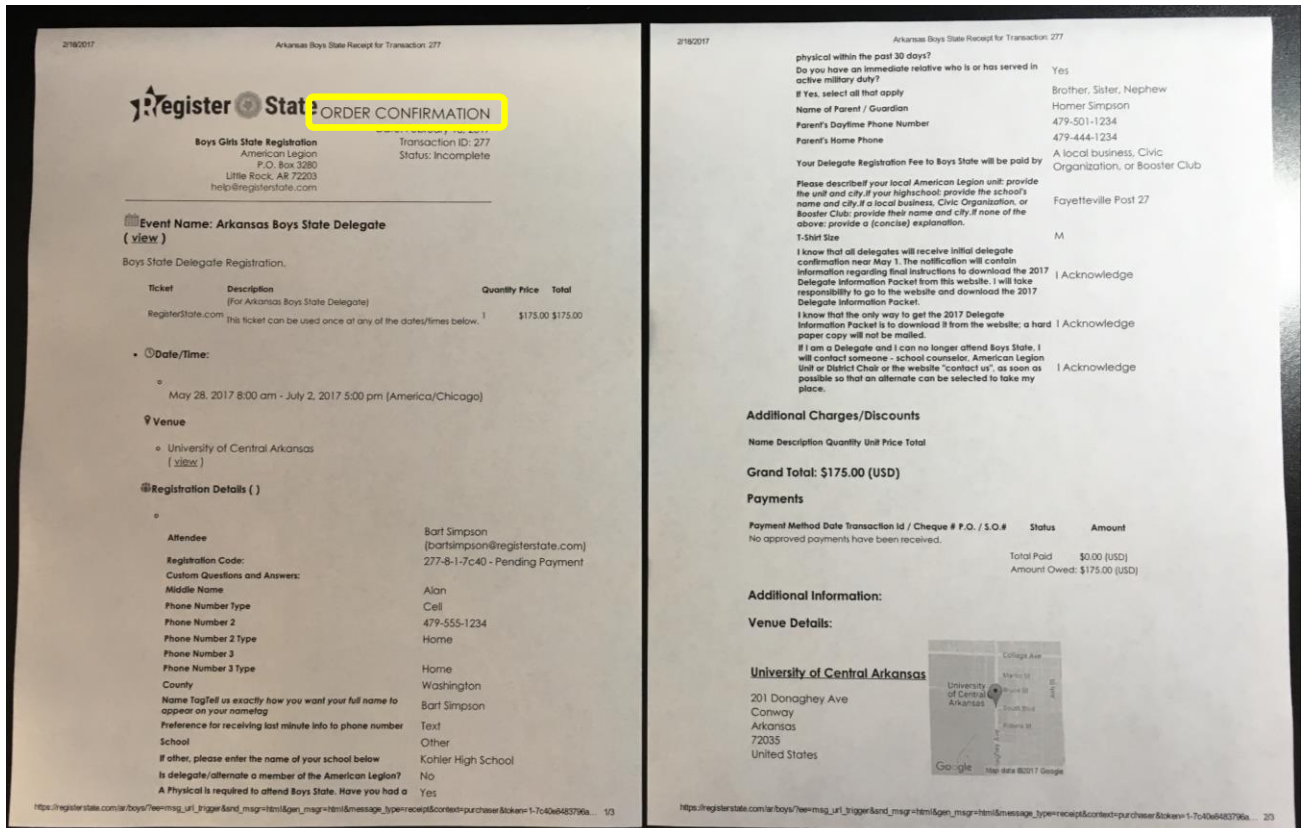


Title: Arkansas high school official FAQ Frequently Asked Questions	Document Number: ARBS-FAQ-002	Approved Date: 18 Feb 2017
Department: ARBS Headquarters	Revision: Initial Release	Effective Date: 18 Feb 2017

We're excited to launch a new and more convenient way for Arkansas Boys State Delegates to register online. Below you will find the step by step process for Boys State registration along with various Frequently Asked Questions. If for some reason you still have questions please don't hesitate to contact the American Legion Department Headquarters at 501-375-1104.

**Here's how the new Online Registration Process Works:**

- Every high school across the state of Arkansas is signing up as a participating school online by accessing <https://registerstate.com/ar/boys/>. We've asked all schools to sign-up on or before **February 28<sup>th</sup>** as a School Counselor.
- The schools will begin their selection process for students to attend Arkansas Boys State. **This is a great time for you as a participating school to reconnect (via email or phone) with the American Legion post that's partnered with you in the past**
  - If you are unsure of the local American Legion post in your community we urge you to call our **Department Headquarters in Little Rock at 501-375-1104**. We have a complete list of active posts and would be happy to re-connect. Even if the post hasn't been active in supporting Arkansas Boys State, we would love to restart the partnership.
- As a participating school, if you want to retain application forms to stay in touch with the selected delegates and/or his parents, he will have the opportunity to print off his Registration Receipt. A Registration Receipt looks like this:







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5. As a partnering American Legion post receives this list, they will be able to see how many student have been selected from the school(s) partnering with your school. We want all alternates provided on these lists, but they must be marked or else posts could be confused with how much funds to secure. It also allows us to gather a full list of alternates at the headquarters leading up to Arkansas Boys State. **Make sure you mark the difference between those selected to attend and the alternates.**
  
6. If not partnering with an American Legion post, you and your team gather the necessary funds, complete the information on the participation list and submit this along with the total payment to American Legion Department Headquarters at P.O. Box 3280, Little Rock, AR 72203. Please do this **no LATER than May 1<sup>st</sup>**.
  - Please be sure that all Alternates are listed and marked as ***“Alternates”***.
  - Please mark those who you are providing funds for. The fee is **\$175.00** per delegate.
  - You do not need to provide funds for ***Alternate*** Delegates.
  - Please mark who is paying for each of the delegates. If separate businesses or local nonprofits are supporting, we want you to list each individually.
  - Be sure to sign the bottom statement that reads, *“As an authorized high school official, I have examined the above named delegate or alternate and found that he measures up to the ideals of The American Legion and the Arkansas Boys State Program.”*
  - Please **do NOT send** order confirmation receipts with the participation list. We simply only need all names on the participation list.
  - If not partnering with a local post, you can submit the list without a bottom signature. We will make note of this in the headquarters office and complete the registration process for your students.

**Question?** What if I don't have 100% of the funds to send all selected delegates on the school list?

First, we would like for you to contact your local businesses. In most cases, the community will support their delegates. Even if they cannot, they might be able to help you find another local sponsor or business. Individual donors can sponsor delegates to Boys State too. If you still cannot find any other supporting funds, we encourage you to call our American Legion Headquarters at 501-375-1104. Only after all local efforts have been made, we will look to seek out financial support. Ultimately we don't want a selected delegate to not attend Arkansas Boys State because of the registration fee alone.

7. Our office staff will verify all applications and required documentation online. Payment confirmations and registration confirmations will be sent electronically to the individual delegates selected. If you have any questions about the delegates you've endorsed following your list submission, we encourage you to call our American Legion Headquarters at 501-375-1104.



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**Question?** So how can I track the progress of all selected students throughout the spring until all are registered?

By logging into your account online, you will be able to view the delegates as they register. We have it setup so that you can see all this information without retaining a paper trail. Once logged into your **Register State** account, look for the My Assignments tab. You should be able to see all of your students selected in a list format. As their registration is processed, you'll see confirmations listed.

**Question?** So what are the 3 primary milestones that I need to be aware of for Arkansas Boys State Registration?

We see 3 major milestones in this process:

1. **Feb 28<sup>th</sup>**: Deadline for Schools to register as a School Counselor. This allows us to know which Schools are participating
2. **March 31<sup>st</sup>**: Deadline for Schools to select their delegates & initially register online.
3. **May 1<sup>st</sup>**: Deadline to be registered as a delegate and paid by their sponsor.