

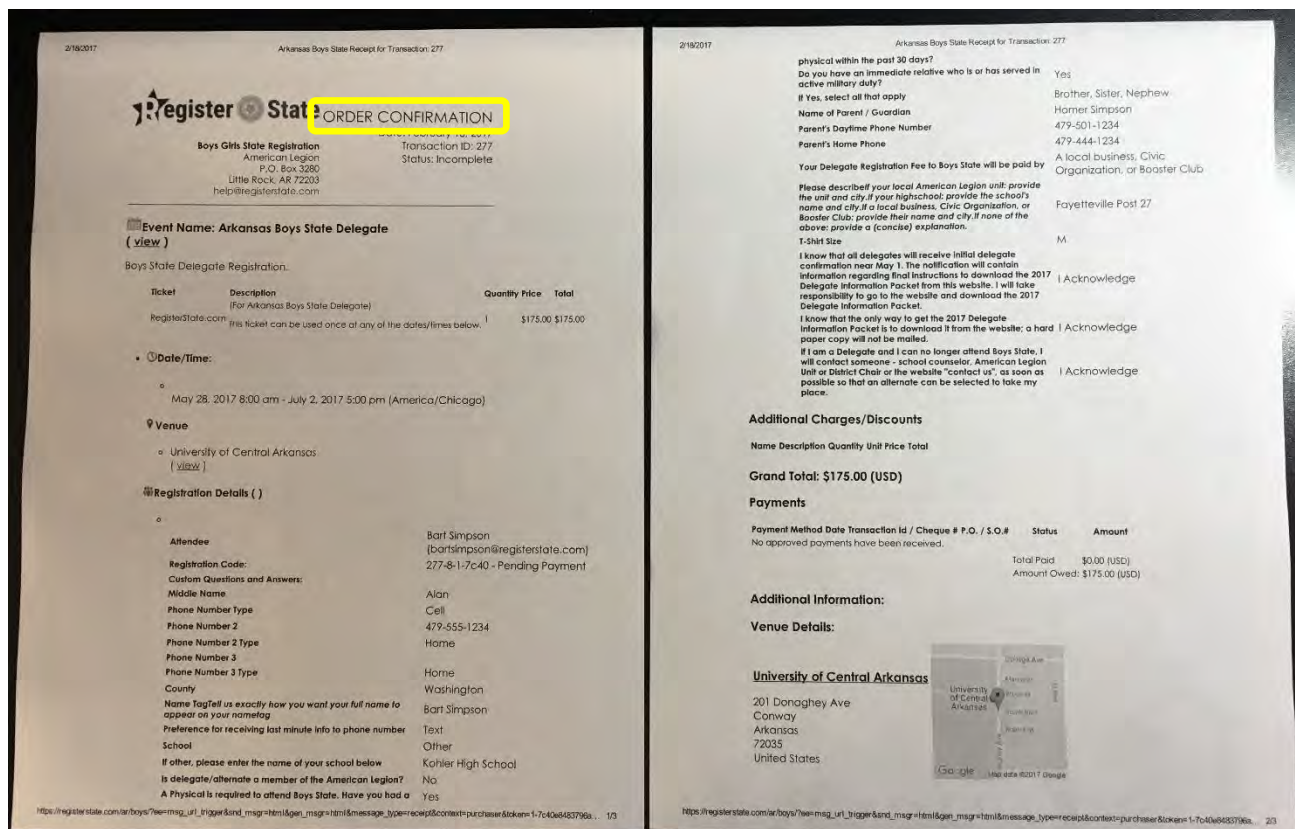


Title: American Legion Post FAQ Frequently Asked Questions	Document Number: ARBS-FAQ-001	Approved Date: 01 Feb 2018
Department: ARBS Headquarters	Revision: 2.0	Effective Date: 01 Feb 2018

We will once again have our 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 www.arboysstate.org and clicking on High Schools under 2018 Registration. We've asked all schools to sign-up on or before **February 28th** as a School Counselor. Our assumption is that all posts will participate at the same level as in previous years.
- The schools will begin their selection process for students to attend Arkansas Boys State. **This is a great time for you as a participating post to reconnect (via email or phone) with the schools you have traditionally worked with.**
 - If you are interested in supporting **additional students or schools** not previously supported please contact Lloyd Jackson at lloyd@arboysstate.org or by phone at 870-403-2661.
- If you are a participating post that wants 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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- Once the schools have selected their delegates they will be sharing their participation lists with you. This can be via email, handoff, or via US mail. (Whatever is most convenient)

Question? What does a Participation List look like?

Here is an example→

This will be what your partnering school will give you once he/she is finished recruiting students to attend. Our office will be looking for these from every single school. It will also include Alternate Delegates chosen. Schools are to provide this to you no later than **March 31st**. Some schools might give you this along with the delegates Order Confirmation. Only the participation lists need to be mailed to the department Headquarters. The Order confirmation is only for the posts to keep if they choose.



School Name: _____ Page _____ of _____

School Participation List				
First Name	Last Name	Delegate Registered on Website?	Universal Form Uploaded?	Fee included?
				Alternate?
				Alternate?

*Alternate Delegates to be listed at the bottom of school list. Please mark Alternate in the "Paid for by" column.
* Duplicate as needed

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.

Signed _____
PRINCIPAL OR COUNSELOR

As an authorized Legion Representative, I have examined the above named delegate or alternate and found that he measures up to the ideals of The American Legion.

Signed _____
AUTHORIZED LEGION REPRESENTATIVE

- Upon receiving this list, you will be able to see how many student have been selected from the school(s) partnering with your post. We also want all alternates provided on these lists. It will allow us to gather a full list of alternates at the headquarters leading up to Arkansas Boys State. **Make sure you can see the difference between those selected to attend and the alternates.**



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Question? Can I go online and participate as an American Legion Post? **Yes!**

We now have the ability to share with all American Legion Posts the progress being made by all schools as they recruit delegates for Arkansas Boys State. Go to <https://registerstate.com/ar/boys/> and use the following credentials to log in. Username: **arkansasalpost** password: **boysstate**. From here you will see lists of participating schools and delegates. Where it says **“Select a School”** you can choose the school you’re looking for and then click **“Filter.”** Keep in mind that you’ll see 2 types of registrations under these lists. Both counselors and delegates are listed. To see the difference, Look under the **“Event”** column.

Here is what you can see→

This will allow you to see what schools have signed up, both from a counselor perspective and the delegates. You’ll also be able to retrieve their Order Confirmation as the students register online. This allows you to obtain email addresses so that you can stay in touch with the counselors along the registration process.

ID:	Name	Event	Status	School
270	Bart Simpson * (1 / 1) Reg Code: 277-8-1-7c40 Pending Payment	Arkansas Boys State Delegate	Pending Payment	Other
269	Kary Duffy * (1 / 1) Reg Code: 275-5-1-e35e Approved	Arkansas Boys State School Counselor	Approved	Yellville-Summit School District – Yellville-Summit High School
267	Carol Burke * (1 / 1) Reg Code: 273-5-1-0c74 Approved	Arkansas Boys State School Counselor	Approved	Izard County Consolidated School District – Izard Co. Cons. High School
265	Milinda Wisdom * (1 / 1) Reg Code: 271-5-1-f1da Approved	Arkansas Boys State School Counselor	Approved	Charleston School District – Charleston High School
264	Tawnya Shelton * (1 / 1) Reg Code: 270-5-1-d02e Approved	Arkansas Boys State School Counselor	Approved	Alma School District – Alma High School
261	Carrie Smith * (1 / 1) Reg Code: 267-5-1-db12 Approved	Arkansas Boys State School Counselor	Approved	Magnet Cove School Dist. – Magnet Cove High School
260	Michael Williams * (1 / 1) Reg Code: 266-5-1-4b30 Approved	Arkansas Boys State School Counselor	Approved	Searcy School District – Searcy High School
259	Velvet Olliger * (1 / 1) Reg Code: 265-5-1-366c Approved	Arkansas Boys State School Counselor	Approved	Woodlawn School District – Woodlawn High School
258	Heather Thornton * (1 / 1) Reg Code: 264-5-1-74a4 Approved	Arkansas Boys State School Counselor	Approved	Cotter School District – Cotter High School
257	Tiffany Atkinson * (1 / 1) Reg Code: 263-5-1-09d0 Approved	Arkansas Boys State School Counselor	Approved	Berryville School District – Berryville High School

6. 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 1st**.

- Please be sure that all Alternates are listed and marked as **“Alternates”**.
- Please mark those who you are providing funds for.
- 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 all.
- Be sure to sign the bottom statement that reads, *“As an authorized Legion Representative, I have examined the above named delegate or alternate and found that he measures up to the ideals of The American Legion.”*
- Please **do NOT send** order confirmation receipts with the participation list. We simply only need all names on the participation.



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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 the school(s). There are many cases where the schools can support at least a portion of the delegates. Even if they cannot, they might be able to help you find another sponsor. 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.

7. Our office staff will verify all applications and required documentation online. Payment confirmations and registration confirmations will be sent electronically to the schools and 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.

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