



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

For the second year, we will be using an online registration portal 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 [www.arboysstate.org](http://www.arboysstate.org). and clicking on High Schools under 2018 Registration. 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:

**Register State ORDER CONFIRMATION**

Boys State Registration  
American Legion  
P.O. Box 3280  
Little Rock, AR 72203  
help@registerstate.com

Transaction ID: 277  
Status: Incomplete

**Event Name: Arkansas Boys State Delegate**

Boys State Delegate Registration.

Ticket	Description	Quantity	Price	Total
RegisterState.com	(For Arkansas Boys State Delegate) This ticket can be used once of any of the dates/times below.	1	\$175.00	\$175.00

**Date/Time:**  
May 28, 2017 8:00 am - July 2, 2017 5:00 pm (America/Chicago)

**Venue:**  
University of Central Arkansas

**Registration Details:**

Attendee: Bar Simpson (barsimpson@registerstate.com)  
Registration Code: 277-8-1-7c40 - Pending Payment

Custom Questions and Answers:  
Middle Name: Alan  
Phone Number Type: Cell  
Phone Number 2: 479-555-1234  
Phone Number 2 Type: Home  
Phone Number 3: Home  
Phone Number 3 Type: Home  
County: Washington  
Name Tag: Tell us exactly how you want your full name to appear on your name tag: Bar Simpson  
Preference for receiving last minute info to phone number: Text  
School: Kohler High School  
If other, please enter the name of your school below: Kohler High School  
Is delegate/alternate a member of the American Legion?: No  
A Physical is required to attend Boys State. Have you had a: Yes

**Arkansas Boys State Receipt for Transaction: 277**

physical within the past 30 days? Yes  
Do you have an immediate relative who is or has served in active military duty? Yes  
If Yes, select all that apply: Brother, Sister, Nephew  
Name of Parent / Guardian: Homer Simpson  
Parent's Daytime Phone Number: 479-501-1234  
Parent's Home Phone: 479-444-1234  
Your Delegate Registration Fee to Boys State will be paid by: A local business, Civic Organization, or Booster Club  
Please describe your local American Legion unit: provide the unit and city; if your high school provide the school's name and city; if a local business, Civic Organization, or Booster Club, provide their name and city; if none of the above: provide a (concise) explanation. Fayetteville Post 27  
T-Shirt Size: M  
I know that all delegates will receive initial delegate confirmation near May 1. The notification will contain information regarding final instructions to download the 2017 Delegate Information Packet from this website. I will take responsibility to go to the website and download the 2017 Delegate Information Packet. I Acknowledge  
I know that the only way to get the 2017 Delegate Information Packet is to download it from the website; a hard paper copy will not be mailed. I Acknowledge  
If I am a Delegate and I can no longer attend Boys State, I will contact someone - school counselor, American Legion Unit or District Chair or the website "contact us", as soon as possible so that an alternate can be selected to take my place. I Acknowledge

**Additional Charges/Discounts**

Name	Description	Quantity	Unit Price	Total
<b>Grand Total: \$175.00 (USD)</b>				

**Payments**

Payment Method	Date	Transaction Id / Cheque #	P.O. / S.O.#	Status	Amount
No approved payments have been received.					
					Total Paid: \$0.00 (USD)
					Amount Owed: \$175.00 (USD)

**Additional Information:**

**Venue Details:**

**University of Central Arkansas**  
201 Donaghey Ave  
Conway  
Arkansas  
72035  
United States





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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.
  - 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. There are many cases where the community will support 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 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 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.