



ALA UNIT 164 PROGRAM GUIDELINES 2025

TEXAS BLUEBONNET GIRLS STATE

Please Note: If you require space at the Post for any reason (event, meetings, prep work etc.) make sure you've booked the time and date on the Calendar. Text Gillian Woodstrom at 281-615-5670 or email her at gwoodstrom@woodborne.com

1. GENERAL INFORMATION

- ☐ Event Name
- ☐ Event Date
- ☐ Time
- ☐ Place
- ☐ Budget
- ☐ Committee Chair & Committee Members

2. ACTION PLAN

- ☐ Planning Meeting
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- **August**
 - ☐ Hold planning meeting to define roles and responsibilities
 - ☐ Update counselor packages with hard copy and thumb drive. Include scholarship and oratorical information
- **September**
 - ☐ Contact High School administrations and connect with counselors
 - ☐ Deliver updated packages to each counselor
- **October/November**
 - ☐ Counselors make candidate selections
- **December**
 - ☐ Counselors submit candidates to ALA Unit 164 using nomination forms
 - ☐ Set January interview dates and times
 - ☐ Verify income from Wreaths Across America for scholarships
- **January**
 - ☐ Conduct interviews and determine scholarships
 - ☐ Gather information sheets and essays
 - ☐ Setup spreadsheets: school, girls name, cell#, scholarship (yes/no) and amount (full/half), registration#, bus (yes/no)

- **February**

- ☐ February 1 registration opens – send in registration forms (email plus hard-copy) for all scholarship winners (10 schools = 20)
- ☐ As additional students confirm participation and payment, send in registration forms
- ☐ When delegate forms arrive, fill in Auxiliary info, email to counselors to complete forms. Counselors email completed forms to Girls State registrar with copy to Auxiliary
- ☐ Confirm date for Girls State Orientation Tea – date, time, location
- ☐ Confirm date for GS and BS Luncheon – date, time location
- ☐ UPDATE CALENDAR

- **March**

- ☐ Send out invites to Girls State Orientation Tea
- ☐ Complete any needed paperwork

- **April**

- ☐ Attend Girls State Orientation Tea
- ☐ Confirm teams for making bus food and bus stop breakfast; and confirm bus chaperones

- **May/June**

- ☐ Monitor wait-list
- ☐ Confirm bus transportation
- ☐ Hand in confirmation letter to Sam's
- ☐ Set up Katy bus stop (Sam's) and check-in Girls State Citizens
 - * Tent and weights
 - * 2 tables with chairs
 - * Table cloths and branding cloth
 - * Chairs
 - * Food and drink with cooler
 - * Sign-in sheet
- ☐ Confirm return pickup/time at Bass Pro
- ☐ Send out invitations to Girls and Boys State Luncheon

- **August**

- ☐ Work with Post on Girls and Boys State Luncheon
- ☐ Confirm menu, program, guest speaker, emcee etc.

- Write report to be given to members at monthly meeting

3. CONTACT LIST