



September 7, 2022

TO: THE DEPARTMENT OF IOWA AMERICAN LEGION POSTS & BOYS STATE CHAIRMEN
FROM: THE AMERICAN LEGION OF IOWA BOYS STATE BOARD DIRECTORS
RE: 2023 BOYS STATE PROGRAM CHECKLIST

Dear Iowa Posts, Boys State Chairmen and/or Post Officer,

The American Legion of Iowa Boys State Board of Directors and Administrative Staff are excited for another year of preparation for Boys State. There have been changes implemented by the board over the years as well as for the current year and it is the desire of the board to make sure you all are in the know.

The board has created a checklist for you to help mitigate confusion while engaging in the program and provide communication for a smooth process. Regardless of whether you are a seasoned chairman/post officer, or this is your first time with Boys State, the board wants you to follow these steps. We encourage you to check the boxes off as you go so you know what you have done and what you have left to do.

These are listed in order of best practice and correspond with your provided Boys State Chairman's Guide.

SEPTEMBER

- Put Boys State on your Calendar: June 11-16, 2023, at Camp Dodge
- Begin the conversation with your post about sponsoring at least 1 delegate for the program.
- Hold a post meeting to vote on funding your delegate(s).
- Begin the conversation with your community on potential candidates. Find the updated Boys State Chairman's Guide to help aid and focus your search online at www.ialegion.org/boysstate.

OCTOBER

- Make your online Post Reservation at www.ialegion.org/boysstate. Click on the Make Post Reservation button (Opens October 15th). It is your post's responsibility to fill this reservation.
- There is no need to send funds yet. The software will invoice your post once the delegate confirms registration beginning next year.
- An email will be sent in December providing the link and unique registration code for your delegate. **DO NOT** ignore this email or delete it because it is what you need to give to your delegate(s) to register.
- Follow up on the conversations with potential delegates within your community.

DECEMBER

- Begin interviewing candidates in December. Use your Boys State Chairman's Guide to conduct the interviews. The documents in the guide are for posts purposes only. **THEY ARE NOT APPLICATIONS FOR REGISTRATION.**



- The email used for your post reservation will receive an email containing a registration link and code for your delegate(s) to register. Do not lose this email.
- Have your delegate selected and affirmed by the middle of January.
- Provide your delegate(s) with the email you kept from your post reservation. Remember, this provides them with the instructions on delegate registration. You can look this number up through your post portal online where you made your reservation.

JANUARY

- Delegate Registration opens on January 15th. Follow up with your candidates to make sure they registered.
- Your post will be invoiced once the delegate has confirmed registration.

FEBRUARY

- Make sure your delegate(s) and their parents have your district orientation on their calendar to attend.
- Converse with your delegate(s) on arranging transportation to and from Boys State at Camp Dodge.
- Consult with your District Chairman or Board Member on what the district is doing for its delegates.

MARCH

- Make your post refund request through the online-only form if your post needs to for unmet Post Reservations. This is your post's responsibility, not Boys State.
 - Go to www.ialegion.org/refunds. The deadline is April 1st. Requests are not honored after. Any funds not requested as a refund are used for expenses during the current year.
- Follow up with your candidates(s) if they have not registered online. The deadline to register is April 1st, with no exceptions.

APRIL

- Check in with your delegate(s) and see how they are doing and preparing for Boys State.
- Follow up with your delegate(s) regarding if they attended your district's orientation.

JUNE

- Confirm your delegate(s) are on their way to and from Camp Dodge.
- Boys State: June 11-16, 2023

JULY

- Follow up with your delegate(s).
- Encourage your delegate(s) to consider returning as a counselor next year. Encourage them to recruit.