



American Legion Tar Heel Boys' State

Post Chairman's Handbook

2010 Edition

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FORWARD

The Tar Heel Boys' State Post Chairman's Handbook serves as a guide for Boys' State Post Chairman and as a resource for post members. The Tar Heel Boys' State Committee is pleased to make available this vital resource to the post.

New Boys' State Post Chairmen; as well as, experienced Boys' State Post Chairmen will find helpful information in this Handbook. Used in combination with the Post Officers Guide local post have access to state and national resources that post can us to maximize their potential in sponsoring delegates to the Tar Heel Boys' State Program.

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THBS Committee Chairman**

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THBS Program Director**

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Acknowledgements

The much needed Tar Heel Boys' State Post Chairman's Handbook began in 2008. The members of the Tar Heel Boys' State Committee started the process of writing the Handbook. Because of time limitations with planning the THBS Committee Chairman, J.E. Woodard, directed the task at hand to Harley Gaddy in order to complete the work on the Handbook.

Harley is a former Boys' Stater and is currently serving on the THBS Staff; as well as, an Ex-Officio member of the THBS Committee and an SAL member. The North Carolina Department of the American Legion appreciates the THBS Committee for getting the ball rolling on this project. Harley is to be commended for the extensive work he did in preparing the Handbook for the use of the post.

THBS Staff
June 2010

This Handbook was authored in part by Harley Gaddy with sources from the National American Legion Organization and the Department of North Carolina American Legion.

Tar Heel Boys' State

Boys' State Post Chairman's Role

Over the past several years the Boys' State Committee has noticed a significant decline of delegates attending the Tar Heel Boys' State Program. Not only has the delegate number decreased, but the number of post sponsoring delegates to Boys' State has decreased as well. The Tar Heel Boys' State Committee strongly urges all American Legion Post and SAL Squadron to participate in sending delegates to Boys' State. This program is too vital to educating the youth of this nation about the importance of good citizenship to allow it to go by the wayside. The decline of delegates attending Boys' State is happening all across the nation, so much so, that in 2007 the Nation American Legion Organization passed a resolution noting the decline of delegates attending a Boys' State Program. It starts at the grass root level in getting the participation back up to where we were. In 2000 there were 550 delegates that attended Boys' State, in 2003 there were 375, and the year in 2008 there were only 234. If every post and squadron in the state sponsored AT LEAST one delegate to Boys' State the decline would stop.

For post wanting to sponsor delegates to the Tar Heel Boys' State Program it is vital for the post to designate a Boys' State Post Chairman. The Boys' State Post Chairman will be responsible for carrying out the duties of sponsoring delegates to Boys' State for the post. It is also recommended that the post establish a selection committee of at least three post members.

Duties of Boys' State Post Chairman

The Post Chairman will be responsible for the following with the help of the Boys' State Selection Committee:

1. Organizing a Boys' State Selection Committee to approve all potential delegates.
2. Finding delegates for the post to sponsor by meeting with local school officials and finding delegates from the community.
3. Meeting and screening potential delegates.
4. Meeting with potential sponsors to provide funding for the delegates to attend Boys' State.
5. Exciting the post membership about sending delegates.
6. It is recommended that post sponsor a banquet/meal or presentation time for delegates to present what they learned while attending boys' state once they get back from the program. This would also be a good time to invite members from the community to show case what the American Legion stands for. Some people to invite would be:
 - a. School officials from delegate's school.
 - b. City/County officials from the community.
 - c. Parents/Friends of the presenting delegates.
 - d. Sponsors that support Boys' State by bearing the financial obligation.
 - e. Future potential Boys' Staters.
7. Reviewing and signing all delegates' paperwork and forwarding it to Department Headquarters accompanied with a check from the post.
8. Providing orientations for delegates before they get to the program.
9. Arranging transportation for delegates to get to Boys' State if they need it.

10. Send out press releases to local newspapers and television stations to publicize who will be going to Tar Heel Boys' State and then again on their success while they were at Tar Heel Boys' State.
11. Promoting Boys' State in the post and community.

A Year for Boys' State Post Chairman

In this section of the Handbook is recommended yearly agenda for the Boys' State Post Chairman. This is only a recommended schedule of events and can be altered to fit the needs of the post/squadron.

July	Legion College is not required, but is highly recommended. At legion college post chairman have the opportunity to attend a class about Tar Heel Boys' State; as well as, an opportunity to have questions answered.
	Send out press releases to local newspapers and television station if delegates your post sponsored to Boys' State performed exceptionally well. For example, being elected to a high ranking position, selected to go to Boys' Nation, received the Samsung Scholarship, etc.
July/August	Host a banquet/reception for delegates returning from the Tar Heel Boys' State Program.
August/September	Form a Boys' State Committee at your post and start making contacts in the community. Start scouting potential sponsors.
October	Fall Conference to attend the Boys' State Committee meeting to learn what is going on with Boys' State for the year. Also, opportunity to have questions answered.
November/December	Start requesting materials from Department Headquarters.
January	Request applications from Department Headquarters and start contacting the schools and potential sponsors.
February/March	Distribution of Boys' State applications to potential delegates and screening potential delegates. Closing

the deal with sponsors to provide funding for delegates to go to Boys' State.

April

Send delegates paperwork in to Department Headquarters.

May

Send out press releases to local newspapers and television stations about delegates attending Boys' State.

June

Tar Heel Boys' State Week. Arrange transportation for delegates to Boys' State if they need it.

Public Relations

It is important for the American Legion to publicize how the organization impacts local communities. Boys' State gives local post the opportunity to do just that. For the image of the American Legion it is important to send out press releases when your post makes a difference in the community. Please send out press release to local newspapers and television stations when sponsoring delegates to Boys' State; as well as, how the delegates your post sponsors to Boys' State performs at the program.

Tar Heel Boys' State

Program Information

What is Boys' State?

American Legion Boys' State is among the most respected and selective educational programs of government instruction for high school students. It is a participatory program where each participant becomes a part of the operation of his local, county and state government. Boys' State has been a program of The American Legion since 1935 when it organized to counter the Fascist inspired Young Pioneer Camps. The program was the idea of two Illinois Legionnaires, Hayes Kennedy and Harold Card, who organized the first Boys' State at the Illinois State Fairgrounds in Springfield. The American Legion Auxiliary sponsors a separate, similar program for young ladies called Girls' State. At American Legion Boys' State, participants are exposed to the rights and privileges, the duties and the responsibilities of a franchised citizen. The training is objective and practical with city, county and state governments operated by the students elected to the various offices. Activities include legislative sessions, court proceedings, law enforcement presentations, assemblies, bands, chorus and recreational programs. High school juniors are selected by local American Legion posts to attend the program. In most cases, expenses associated with attending this program are paid by a sponsoring American Legion post, a local business or another community-based organization. American Legion Boys' State is currently conducted in 49 Departments of The American Legion. Hawaii does not conduct a program. As separate corporations, Boys' States vary in content and method of procedure, but each and every Boys' State adheres to the basic concept of the program - that of teaching government from the township to the state level.

TAR HEEL BOYS' STATE

Tar Heel Boys' State is sponsored by **THE AMERICAN LEGION DEPARTMENT OF NC**. It is an intense workshop concentrating on North Carolina state government and politics. Only males who have successfully completed their junior year of high school and have at least one more semester of high school remaining are considered eligible to participate. Delegates representing all geographic areas of North Carolina participate annually in this program **THE AMERICAN LEGION** believes there is no better way to assure the survival of our great republic than to train our young people in the ideals and objectives of American government. By teaching the youth of our state and nation to understand and appreciate the basic principles involved in the successful management of a democratic society, we can keep America strong and ensure freedom for future generations. **Tar Heel Boys' State teaches that preservation of our form of government depends on intelligent, informed and loyal citizens in combination of government activities.**

OBJECTIVES

- To improve citizenship for present and future generations of Tar Heels.
- To become familiar with the structure of North Carolina government and its political process - using the LEARN TODAY TO LEAD TOMORROW concept of instruction.
- To develop civic leadership and pride in American citizenship.
- To arouse a keen interest in the detailed study of our government

- To develop in the young citizens of Boys' State, the full understanding of our American traditions and beliefs in the United States of America.
- To arouse in the young citizens a determination to maintain our form of government.
- To inculcate a sense of individual obligation to the community, state and nation.
- To safeguard and transmit to posterity the principles of justice, freedom and democracy.

General Organization

The Tar Heel Boys' State program is fashioned after the government structure of the state of North Carolina. Political offices and agencies that serve the people of North Carolina also exist. Tar Heel Boys' State operates under a two-party system with instruction provided in the organization and operation of political parties at different levels of state government. Tar Heel Boys' State covers a period of seven days. Enrollment varies from 250 to 300 young men.

Political Organization

Upon arrival at Tar Heel Boys' State, the citizens are assigned to one of two political parties, the "Nationalists" or the "Federalists". The two parties are in no way reflections of the two major political parties in American government, but are established to allow instruction and participation in the two-party system of government.

An effective political system is created at Tar Heel Boys' State to operate from the precinct level through the State committee. A breakdown of the political organization is as follows:

- The City
- The County
- The Judicial Circuit
- The Legislative District
- The Boys' State

The government organization provides for such features as: city, county and state elections, party caucuses and conventions, keynote speeches, platform development, organization of component units such as senatorial districts, judicial districts, and legislative committees, and local functional government such as county boards, agencies, and courts.

The Instructional Program

Tar Heel Boys' State adheres to the basic concept of teaching government from the township to the state level. The Instructional Program is carried out in three phases: limited classroom instruction, functional activities, and general assemblies. Approximately fifty percent of the program hours of Tar Heel Boys' State are devoted to government instruction and practice.

Classroom Instruction is held to a minimum on subjects such as law, civil service, election procedures and parliamentary procedure. Other special "schools" are conducted to inform candidates of the duties of the office they seek. Following the election and appointment of officers, instruction in the operation of the respective offices is held by the citizens. All citizens of Tar Heel Boys' State receive instruction in Parliamentary Procedure.

Functional Activities start with nominating candidates for city offices and conclude with the inauguration of the Governor of Tar Heel Boys' State. This is the heart of the instructional program. The functional activities (citizenship practice) such as elections, caucuses, conventions, operation of the courts and legislative assemblies are government in action. These activities take a considerable portion of the time allotted for instructional purposes and constitute the chief means through which citizens "learn by doing."

General Assemblies are for all citizens and are intended as a means to spur enthusiasm and spirit, inspiration, and patriotism, political fervor and a real zeal for the "American way". Previous guest speakers have included Governor James Hunt, Secretary of State Elaine Marshall, Justice Henry Frye, former Governor James E. Holshouser, Jr., former North Carolina Democratic Party Chair Libba Evans, former Republican Chair Sam Currin, State Superintendent Mike Ward, U.S. Representative Bob Etheridge, former UNC football coach Carl Torbush, and former Wake Forest basketball coach Dave Odom.

SPORTS

Young men attending Tar Heel Boys' State will have access to athletic facilities. Athletic events are a part of the Tar Heel Boys' State schedule. All athletic events are supervised by the Tar Heel Boys' State staff. Participation is purely voluntary on the part of those attending.

BAND AND CHORUS

A Tar Heel Boys' State Band and Chorus are formed from among those who have high school or other musical experience. If a young man plays a musical instrument and wishes to play in the Boys' State Band, he must indicate this on his application. Those planning to participate in the band should bring their own instruments. Percussion equipment and large instruments are furnished by the college.

Boys' Nation

Two outstanding representatives from each of 49 Boys States are called upon to represent their state at American Legion Boys' Nation in Washington, DC. It is here that the young leaders, who had excelled at their respective Boys States, are introduced to the structure and function of the federal government.

The first American Legion Boys Nation (then called Boys Forum of National Government) was held in August 1946 at American University in Washington, DC. It

was officially adopted as a major youth activity by the 1946 National Convention. Three years later, its name was changed to American Legion Boys' Nation.

At American Legion Boys' Nation, each delegate represents his Boys State as a senator. These youthful lawmakers caucus at the beginning of the session, organize into committees and conduct hearings on bills submitted by delegates to the program.

The Boys' Nation Senators are instructed on the proper method of handling bills according to the rules of the United States Senate. Actual participation in the political process is highlighted throughout the week to include the organization of party conventions and the nomination and election of a Boys' Nation President and Vice President.

The week of government training in the Nation's Capitol combines lectures and forums with visitations to federal agencies, institutions, memorials and historical spots in and around Washington. During a visit to Capitol Hill, Boys' Nation Senators meet with elected officials from their home states.

Boys' Nation visits several historic and governmental sites in and around the Washington, DC area. Included are field trips to Arlington National Cemetery, the monuments and memorials on the National Mall, the U.S. Supreme Court, the U.S. Department of State, the U.S. Capitol and the White House.

Since its beginning in 1946, Boys' Nation has seen many of its graduates elected to public offices which include the Presidency of the United States, the United States Congress, as state governors and as state legislators. Many others became inspired to actively work for the campaigns of individuals seeking public office.

SAMSUNG SCHOLARSHIP

Tar Heel Boys' State delegates that are eligible to apply for the scholarships are students who are direct descendants of U.S. wartime veterans who served during one or more of the periods of war officially designated as such by the United States government; WW I, WW II, Korean War, Vietnam War, Lebanon, Panama, Persian Gulf War and Iraq War.

The selection of the \$20,000 scholarship winners will be based, in part, upon students academic record, (GPA, SAT/ACT Test Scores and Class Rank), involvement in school activities, involvement in community activities, financial need and additional bonus points will awarded to descendants of the Korean War. **Applications for SAMSUNG must be turned in during registration at Catawba College.**

Accomplished Graduates of an American Legion Boys' State Program

<u>STATE</u>	<u>NAME</u>	<u>CAREER</u>
AK	Loren Leman	Alaska Lt. Governor
AR	William J. Clinton	U.S. President, Arkansas Governor (Boys' Nation)
AR	Fred Akers	Head Football Coach—WY, TX, Purdue
AZ	Bruce Babbitt	Arizona Governor, Sec. of Interior 1993-2001
AZ	Fred DuVal	Clinton Advisor; Chief of Protocol
AZ	Jim Shumway	Arizona Secretary of State
CA	Gaddi Vasquez	Director, US Peace Corps
CT	Joseph Lieberman	U.S. Senator (Boys' Nation)—Connecticut
CT	Bill O'Neill	Former Governor of Connecticut
GA	Sam Nunn	Former U.S. Senator—Georgia
GA	Robert S. Turner	Past National Commander—American Legion
GA	Gyneth Waldron	Originated "Dukes of Hazzard" TV/Movie Writer
IL	Roger Ebert	Pulitzer Prize Winner—Movie Critic
IL	Jim Peters	Author—"Arlington National Cemetery"
IN	Richard Lugar	U.S. Senator—Indiana
IN	Mitchell Daniels	Former Indiana Governor
IA	Terry Branstadt	Former Iowa Governor
IA	Michael Johanns	Agriculture Secretary, Former Nevada Governor
KS	John Carlin	Former Kansas Governor, National Archivist
KS	Delano Lewis	Former Ambassador to South Africa
KY	Julian M. Carroll	Former Kentucky Governor
MA	Michael Dukakis	Former Massachusetts Governor, Pres. Candidate
MD	Dilip Paliath	Governor's Legislative Assistant
MD	Sean Fahey	Rhodes Scholar, U.S. Naval Academy
MD	Lt. Cdr. Patrick McClanahan	White House Fellow
MI	Peter McPherson	President of Michigan State University
MS	Trent Lott	U.S. Senator—Mississippi

MO	Rush Limbaugh	Journalist, Author
MO	Stan Kroenke	Owner of Professional Sports Teams
MO	Robert Holden	Governor of Missouri
MO	Thomas Plaskett	Former President of American Airlines, Continental Airlines, and Pan Am Airlines
MT	Max Baucus	U.S. Senator—Montana
ND	Phil Jackson	Coach of NBA Chicago and LA teams
ND	John Hoven	Governor of North Dakota
NE	MG Roger Lempke	Adjutant General, Mil Dept. of Nebraska
NE	Dave Heinemen	Lt. Governor of Nebraska
NE	Jon Bruning	Nebraska Attorney General
NE	Ben Nelson	U.S. Senator; Former Governor of Nebraska
NC	James Hunt	NC Governor (1977-1985) and (1993-2001)
NC	Michael Jordan	Professional Athlete
NC	James Martin	Former NC Governor
NC	Patrick McHenry	U.S. House of Representatives—North Carolina
NY	George Pataki	Governor of New York
NY	Dr. Nick Sallese	Renowned Professor at St. John's Univ.
OH	Neil Armstrong	Astronaut—First to walk on the moon
OH	Michael Oxley	U.S. House of Representatives—Ohio
OH	Thomas Moyer	Chief Justice—Ohio Supreme Court
OH	Lt. Col. Carl Walz	NASA Astronaut—International Space Station
OH	Dr. Michael Gearhart	NASA Astronaut
OH	Col. Terence Henricks	NASA Astronaut
OH	Pual Gilmore	U.S. House of Representatives—Ohio
SC	Richard Riley	Former SC Governor; Sec. of Education (Clinton)
SC	Joe Riley	Mayor of Charleston, SC
SC	Lonnie Holiday	NFL Player (Packers and Broncos)
SD	Tom Brokow	ABC News Anchor
SD	Tom Daschle	Former U.S. Senate Minority Leader

TN	Lamar Alexander	Former TN Governor; U.S. Senate—Tennessee
TN	Albert Gore	Former U.S. Vice President; Former U.S. Senator
TX	Alan Keyes	Presidential Candidate; talk show host
VA	Carroll Dale	Former NFL Player—Superbowl
WA	Randy Revelle	Former Lt. Governor of Washington
WI	Thomas Petri	U.S. House of Representatives—Wisconsin
WI	Scott Walker	Wisconsin State Legislature
WI	William Steiger	U.S. House of Representatives—Wisconsin
WI	Al Jarreau	Award Winning Singer and Entertainer
WY	Richard Cheney	U.S. Vice President; U.S. Congressman

Former delegates of the Tar Heel Boys’ State program can be found on every college/university campus across this state. The Tar Heel Boys’ State Program has produced Student Body Presidents of Wake Forest University, UNC-Chapel Hill, and North Carolina State University. Many former delegates have also gone on to one of the military academies. Furthermore, several former delegates of the THBS program have become leaders in the North Carolina Sons of the American Legion. Also, all members of the Tar Heel Boys’ State Instructional Staff are former Tar Heel Boys’ Staters.

Tar Heel Boys' State

Eligibility Requirements and Promoting Tar Heel Boys' State

Eligibility

To attend Tar Heel Boys' State the following requirements will be observed:

1. Only males who have successfully completed their junior year of high school and have at least one remaining semester of high school will be considered as a delegate to Tar Heel Boys' State.
2. Only young men with outstanding qualities of **Leadership, Character, Scholarship, Loyalty and Service to their schools** should be considered as possible delegates to Tar Heel Boys' State.
3. Tar Heel Boys' State welcomes delegates who evidence a handicap. Due to the demands of the program, the nature and extent of any handicap must be considered. Before a handicapped candidate is approved as a delegate, the sponsoring Post/Squadron must have the approval of the Director so that any necessary special arrangements can be made.
4. Any delegate who has previously attended Tar Heel Boys' State or any other Boys' State Program is not eligible to attend a second session. However, a former citizen of the program is always welcome to visit as an alumnus. He may also be considered as a possible counselor to serve with the program and is encouraged to submit an application to the Chief City Counselor, Terry Pressley (pressley13@charter.net or 828-452-4232).

Promoting the Boys' State Program

The ideas and tools that The American Legion's National Headquarters and The North Carolina American Legion Department Headquarters offer will probably not sell the American Legion Tar Heel Boys' State Program on their own. They are merely tools to help you generate excitement about the program and "close the sale". The videos, posters, and websites help describe the concept of our program and are designed to get students interested in the program, obtain sponsors, educate parents and high school administrators and get them interested in participating in this outstanding government education and citizenship program.

Tools For Selling The Boys' State Program

The Basics

Many people are not comfortable with basic salesmanship. But when you have a product this powerful and this important, your job is made much easier. If you have little or no experience in sales, it might be a good idea to brush up on the basic techniques of salesmanship by finding a good book or video on the subject at your local library. If you have experienced sales people in your post, take advantage of their experience and ask them to help you hone your skills.

Use the Tools Available to You from the National Headquarters

We have provided you with some helpful tools to assist in selling the Tar Heel Boys' State Program. Our goal is to provide a starting point to validate and describe the program in general

terms, and then allow you to sell it to your post and community.

- *The DVD—A Challenge for the Future* (Provided through National Headquarters)
 - You can obtain a copy of this DVD from Department Headquarters (919-832-7506) by contacting Debbie Rose (drose-nclegion@nc.rr.com) or Frank Stancil (nclegion@nc.rr.com).
 - You are permitted to copy and distribute the DVD as long as it is used to promote the Boys' State and Girls' State program. If you need label artwork, contact the Public Relations Division at The American Legion National Headquarters at pr@legion.org or by phone at 317-630-1253.
 - The DVD contains three videos. The first is "The Student Challenge" which is about three minutes in length. This video is intended for high school students who are potential citizens of the Tar Heel Boys' State Program.
 - If possible, schedule a meeting with students, show the video and then discuss the elements of your program. If your high school has a student television station, ask school officials to show the video. You may also contact local cable providers and ask them to show the video during public service time. If the school has a web site, invite them to provide a link to the video or post the video on their website.
 - The second video on the DVD is for "Schools and Sponsors" and runs just under 15 minutes. This video discusses the basic concepts behind the programs and is intended to validate the core curriculum and methodology for anyone unfamiliar with Boys' and Girls' State. The objective of the video is to get people excited about becoming involved in your program.
 - Whenever possible, schedule a meeting with the school administrator or potential sponsor and bring appropriate equipment with you to play the video, or confirm ahead of time that the person has playback capability. After showing the video, ask them if they have any questions and then go directly into how the Tar Heel Boys' State program is unique. Finish by asking them specifically what you would like them to do. "Please provide me with the names of three individuals you think deserving of attending the Tar Heel Boys' State Program" or for potential sponsors, "Please make a donation of \$300 to sponsor a student to the Tar Heel Boys' State Program."
 - Please remember, as a member of the American Legion Family, your post, unit, or squadron is considered a potential sponsor as well. Show the video at your meetings to get your membership excited about the program. You may have teachers and business leaders right there at your meeting that can help fill your potential delegate roster.
 - The final cut on the DVD is a short "Note to Parents" that is designed to reinforce the positive aspects of the program from a character-building perspective.
- *The Posters* (Provided through National Headquarters)
 - The poster is designed to direct the students to the website www.boysandgirlsstate.org to view the video. The posters are available in two sizes, 8.5 x 11 and 11 x 17. They are available in PDF and can be downloaded at

www.legion.org. There is an editable field at the bottom where you can customize the poster to direct students to contact whoever you wish. You can enter a local name, post or squadron, or a specific counselor's name. Instructions for customizing and saving and printing the posters is available for downloads at the same location.

- When you meet with school officials, ask them to allow you to display the posters throughout the school or in specific locations such as counselor offices and government or social studies classrooms. They can also be displayed anywhere that potential participants may congregate.
- *The Website*—www.boysandgirlsstate.org (Provided through National Headquarters)
 - This website that is designed to interest students in the program is designed as a portal to direct potential citizens to our department's program. The students are invited to watch "The Student Challenge" video and then be directed to the Tar Heel Boys' State. The contact information for each state was provided by the respective departments and is intended to get the visitor to an individual or website that can answer questions about their state's program. Again, the objective of all of the tools provided by The National Headquarters is to direct potential citizens to the department then to the local post contacts to allow you the opportunity to provide specific information about your program and to, as they say in the sales business, allow you to close the deal.

Use the Tools Available to You from Department Headquarters

- *The Tar Heel Boys' State Flyer*
 - The flyer provides an over view of the Boys' State Program in North Carolina. It is available for download at www.nclegion.org or www.ncboysstate.org.
 - When you are promoting the Tar Heel Boys' State Program be sure to have plenty of these flyers on hand to pass out to potential delegates, potential sponsors, school administrators, and parents. When you meet with school administrators, potential sponsors, or potential delegates give them a flyer so they can use it for later reference. The flyer also has links to the Tar Heel Boys' State website; as well as, important contact information.
- *The Tar Heel Boys' State Website*—www.ncboysstate.org
 - The website provides detailed information about the Boys' State program in North Carolina; as well as; important contact information. Before you start promoting Tar Heel Boys' State it would be a good idea for you to review the information on the website to familiarize yourself with the unique aspects of the Tar Heel Boys' State Program. Another website that provides helpful information about the Tar Heel Boys' State Program is www.nclegion.org.

Tar Heel Boys' State

Sponsoring Delegates and Funding

Sponsors

Tar Heel Boys' State is one of the many programs for children and young people sponsored by the American Legion Department of North Carolina. LEGION POST AND SONS OF THE AMERICAN LEGION SQUADRONS sponsor all delegates and must approve the selection of all delegates to Tar Heel Boys' State. Other patriotic, civic, religious, educational, fraternal, business, and school organizations, clubs, and parents may nominate delegates to a sponsoring Post or Squadron by agreeing to pay the required application fee. Such applications must be coordinated with and approved by an American Legion Post or SAL Squadron prior to submission to the Tar Heel Boys' State Registrar. American Legion Posts and SAL Squadrons are urged to personally interview citizens for the Boys' State Program.

TUITION FEES

The Tuition fee for each delegate is \$300.00. The tuition fee is the responsibility of the sponsoring post/squadron and *must* accompany the physical form, application and essay back to The American Legion Headquarters. Please note, the Department will only accept checks from a Post or Squadron. Any delegate tuition coming from the community must be received by the post/squadron with the post/squadron in turn writing a check to the Department.

Finding Delegates

You can find potential delegates just about anywhere. First survey the members of your post. More than likely someone in the post has a son or grandson or knows someone in the community who is eligible to go to Boys' State. Below is a list of places to look for potential delegates:

1. High schools in your community.
 - a. U.S. History Classes (taken the 11th Grade year in North Carolina)
 - b. Civics/Government Classes
 - c. Student Council Members
 - d. Clubs/Organizations within the school
2. People you go to church with.
 - a. Youth Groups
3. People you know in the community.
 - a. Neighbors
 - b. Children/Grandchildren of Friends
4. Home School Students

Delegates are easy to find, you just have to get out in the community and find them. For a list of home school programs visit the North Carolina Department of Public Instruction website at www.dpi.state.nc.us. Also, use the same participants of other American Legion Youth Programs if you can. For example, your Oratorical Contest Participants, your Baseball Players, or your Student Troopers Delegates.

American Legion Post/SAL Squadron Responsibility

Please note that by agreeing to sponsor a delegate to the Tar Heel Boys' State Program the post/squadron is not necessarily responsible for the financial obligation. The only required obligation of the sponsoring post/squadron is signing the delegate's paperwork. Listed below are several options a post/squadron can use in for the financial aspect of sponsoring delegates to the Tar Heel Boys' State Program.

- Option A: The post assumes the full responsibility of the delegate's tuition fee of \$300. However, it is recommended that you have the delegate and his parents sign a contract stating that if the delegate does not graduate the program then they are responsible for refunding the post the registration fee of \$300.
- Option B: The post assumes half the responsibility of the delegate's tuition fee of \$300. With the delegate/parents assuming the other half.
- Option C: The delegate/parents are responsible for the tuition fee of \$300 and upon completion of the program the delegate/parents are refunded the registration fee of \$300 by the post.
- Option D: The delegate/parents are responsible for the tuition fee of \$300.
- Option F: The delegate's tuition fee of \$300 is paid for by a sponsor from the community; for example, a civic organization, church, business, school, etc.
- Option G: The delegate's tuition fee is paid by a combination of options listed above or an option that is not listed.

Please do not turn qualified delegates down from attending the Tar Heel Boys' State Program because of money issues. Work with the delegate/parents to come up with a solution for paying the tuition fee. Many community organizations are more than willing to pay the tuition fee for delegates to attended Boys' State. Some organization that sponsor delegates to Boys' State are:

1. Kiwanis Clubs
2. Rotary Clubs
3. Moose Lodges
4. Elks Lodges
5. Veterans of Foreign War
6. Masonic Lodges
7. Community Organizations
8. Community Businesses
 - a. Banks
 - b. Insurance Companies

- c. Other Businesses
- 9. Civic Organizations
- 10. School
 - a. Clubs
 - b. Parent-Teacher Associations
- 11. Individual Community Members

Be creative with finding sponsors!!!

This program is too important in teaching our youth to be productive members of society. If you have a potential delegate that is qualified to go to Boys' State please do everything within your power to get that delegate to Boys' State. If you need help or ideas in finding sponsors for the Tar Heel Boys' Program please contact someone on the Tar Heel Boys' State Committee or Department Headquarters.

Tar Heel Boys' State

Delegate Orientation Information

It is becoming more relevant that we need to provide orientations for delegates attending the Tar Heel Boys' State Program. It is the responsibility of the post to orientate the delegates before they get to Boys' State. In this part of the Post Chairman's Handbook you will learn what delegates need to know before they get to the program.

What is the American Legion Family?

The three entities that make up the "American Legion Family" are the American Legion, the American Legion Women Auxiliary, and the Sons of the American Legion.

American Legion

- The American Legion was founded in 1919 in Paris, France, at the close of World War I. The organization now includes veterans of World War II, Korea, Vietnam, Lebanon/Grenada periods, Operation Just Cause in Panama, Desert Storm, Enduring Freedom, Operation Iraqi Freedom and Global War On Terror.

The American Legion, since its founding, has endeavored to assist veterans, their widows and children, and their fellow citizens. The North Carolina American Legion, with over 40,000 paid members, are proud to carry on this tradition.

American Legion Women Auxiliary

- The American Legion Auxiliary has one great purpose: "to contribute to the accomplishment of the aims and purposes of The American Legion."

Sons of the American Legion

- The Sons of The American Legion created in 1932 as an organization within The American Legion. The S.A.L. is made up of boys and men of all ages whose parents or grandparents served in the United States military and became eligible for membership in The American Legion. Together, members of The American Legion, The American Legion Auxiliary and the Sons of The American Legion make up what is known as The Legion Family. All three organizations place high importance on preserving our American traditions and values, improving the quality of life for our nation's children, caring for veterans and their families, and perhaps most importantly, teaching the fundamentals of good citizenship. Sons have always assisted Legionnaires with Legion Family programs. Our Family boasts a combined total membership of nearly 4.2 million members.

What is Boys' State and What Will I Learn?

Tar Heel Boys' State Program:

Tar Heel Boys' State is sponsored by **THE AMERICAN LEGION DEPARTMENT OF NC**. It is an intense workshop concentrating on North Carolina state government and politics. Only males who have successfully completed their junior year of high school and have at least one more semester of high school remaining are considered eligible to participate. Delegates

representing all geographic areas of North Carolina participate annually in this program. **THE AMERICAN LEGION** believes there is no better way to assure the survival of our great republic than to train our young people in the ideals and objectives of American government. By teaching the youth of our state and nation to understand and appreciate the basic principles involved in the successful management of a democratic society, we can keep America strong and ensure freedom for future generations. **Tar Heel Boys' State teaches that preservation of our form of government depends on intelligent, informed and loyal citizens in combination of government activities.**

Objectives of the Program:

- To improve citizenship for present and future generations of Tar Heels.
- To become familiar with the structure of North Carolina government and its political process - using the LEARN TODAY TO LEAD TOMORROW concept of instruction.
- To develop civic leadership and pride in American citizenship.
- To arouse a keen interest in the detailed study of our government
- To develop in the young citizens of Boys' State, the full understanding of our American traditions and beliefs in the United States of America.
- To arouse in the young citizens a determination to maintain our form of government.
- To inculcate a sense of individual obligation to the community, state and nation.
- To safeguard and transmit to posterity the principles of justice, freedom and democracy

Rules, Regulations, and Expectations

For any program, large or small, to be enjoyable and successful, there are certain rules and regulations that must be respected and observed — some of these relating to Tar Heel Boys' State are:

1. Delegates are NOT permitted to bring any prepared campaign material, equipment or accessories with them.
2. Alcohol, tobacco products, marijuana or other illegal drugs of any form or description will NOT be tolerated. Gambling will not be permitted. **All violations are dismissal offences from the Program.**
3. If due to health problems, a delegate must take prescription drugs he will report this situation to his counselor upon arrival on Sunday, June 21st. If it is necessary to refrigerate the prescribed medication, he and his counselor will make arrangements for proper storage.
4. If it is imperative that a delegate drive his car to the program, *his parent or guardian must personally request advance permission in writing* addressed to: **Charlie Cleary, P. O. Box 568, Hillsborough, NC 27278. Telephone 919-732-4794. Email - clearychuck@embarqmail.com.** If the request is approved, upon arrival at Catawba College and during registration procedures, he will deposit his keys with his city counselor who in turn will deposit them with the Office Manager. There is a \$15 parking pass fee.

5. If a citizen must be temporarily absent from the program for any reason, a request must be made personally by the parent or guardian in writing to Director Charlie Cleary. Only emergency requests will be accepted by telephone.
6. Citizens will meet the rigid time schedules of the instructional program.
7. Citizens of Tar Heel Boys' State will take their work and responsibilities seriously and conscientiously. They will discharge their duties at all times with respect, dignity and honor to their state, county, city, school and sponsoring American Legion post/SAL Squadron.
8. Citizens of Boys' State will protect and conserve all property of Boys' State and of Catawba College. Violations of this policy will result in personal liability to responsible citizens.
9. Each citizen of Boys' State will keep his room tidy and clean at all times. He is also responsible to keep the buildings, equipment and grounds clean.
10. Citizens of Tar Heel Boys' State will conduct themselves as **Gentlemen** and show **Respect** to others at all times.
11. Citizens will observe Catawba College campus boundaries and restricted areas at all times.
12. Citizens are not permitted to have visitors during the program.
13. Pagers, backpacks, cell phones and MP3 players are not permitted while attending classes or other related Boys' State functions. Delegates may bring these items, but they **MUST** stay in the dormitories.
14. All citizens who register are expected to participate in the entire program. Those departing early will **not** be issued certificates of graduation unless approved, in advance and on an individual basis, by the Director.
15. The American Legion, Department of North Carolina, has a contract with Catawba College for certain goods, services, etc. As such, the rights of the College are divested to The American Legion. Following is a quote from The Catawba College **Guide to Community Living** — "**COLLEGE RIGHTS: Search of residence hall rooms may be made by authorized College officials, including residence hall staff, in emergencies when life or property appear to be in danger or to investigate suspected violations of state or federal law or College policy where reasonable cause has been established.**"

Other regulations and expectations will be covered by the Director during the orientation session Sunday evening, June 21, 2009.

PLEASE NOTE that if a citizen is found negligent in respecting and properly observing these rules, regulations and expectations, the Director's course of action will be to personally: **a)** call the citizen's parents, **b)** call or write the sponsoring American Legion Post/SAL Squadron, **c)** notify in writing the principal of the citizen's high school, and **d)** take other appropriate action, including possible dismissal from the program.

Property Protection

Catawba College is host to the Tar Heel Boys' State program. As guests of the college, all participants are charged with the responsibility of protecting its property and equipment at all

times with a sense of pride in leaving the facilities in as good or better condition than evidenced at the beginning of the program. Regardless of how careful we are, we realize that some damages are accidental and unintentional. However, they must be assessed as all other damages. Consequently, the following procedures will be followed to help insure courtesy and respect for the College during our program:

LET'S LEAVE IT BETTER THAN WE FOUND IT!

1. Members of the American Legion and others serving as members of the staff and as counselors will, with Catawba College Housing Personnel, pre-inspect all facilities used by Tar Heel Boys' State on Saturday, June 20, 2009.
2. Upon arrival each delegate will be issued a check-in-room inspection form which he will use to note any pre-existing room damage or room area irregularities. The delegate will not be held accountable for these damages or irregularities which he cites on his inspection form.
3. Members of the American Legion serving as members of the staff and as counselors accompanied by College representatives will conduct a final inspection of all rooms and facilities used by Tar Heel Boys' State. The American Legion, individual, and Post responsibilities for damages will be mutually agreed upon at this time.

Roommates are urged to work together in the above mentioned check-in and check-out procedure. Also, it is strongly urged that they work closely together to help prevent any damages or losses during the week of this program. It is important for the citizens to remember that any damages will be reported in detail to their sponsoring American Legion Post and to their parents with a request to reimburse the Legion for damages paid. Also, a bill for the damages will be included with this report.

Delegate Insurance

INSURANCE COVERAGE is of vital concern for any program of this size and nature. The Tar Heel Boys' State program carries insurance to supplement only that which is NOT covered by the delegate's family insurance policy. Therefore, the delegate must turn in with the medical form, a copy, front and back, of the card of the insurance company which writes his family insurance policy with the policy number. A copy of the prescription card, front and back, should also be turned in with the medical form. If the delegate is involved in an accident or illness, the proper insurance company will be billed for payment of services rendered.

Citizens of Boys' State have full use of Catawba College Student Health Services. Physicians and nurses are on duty 8:30 a.m.-12:00 and 1:30-4:00 p.m. Citizens needing emergency care after hours should report to their counselor or to the office where transportation will be provided to nearby emergency clinics, or Rowan Regional Medical Center. A proper American Legion Boys' State medical form must accompany a citizen needing medical care at the College Medical Student Health Center or at a hospital.

Delegate Dress Code and Personal Supplies

Khaki shorts or pants will be worn. Tar Heel Boys' State will supply delegates with two (2) Boys' State shirts. Delegates wishing to purchase additional shirts may do so for \$6.00 each. It is suggested that delegates mark their clothes before or after your arrival with a clothing marking pen or pencil. There are washing machines and dryers in all the dormitories. Closed toe, comfortable walking shoes and socks will be worn at all times. Baseball type caps are not a part of the uniform code for citizens. They will not be worn by citizens at anytime except during their outdoor athletic events. These requirements must be observed for the following reasons:

- (1) Identification purposes, especially important since there will be other programs on campus during this week.**
- (2) Uniformity of appearance brings a sense of equity among all persons in attendance, and for pictures.**
- (3) Comfort and health reasons.**

Delegates should bring their preferred clothing and equipment for the afternoon athletic activities. The college athletic department will endeavor to have certain athletic equipment available for use during the Boys' State program, if needed. Delegates may bring laptop computers and 10 digit calculators to use during Government-In-Action.

Delegates must bring their own toiletries, towels, linens, pillow and light blanket. An alarm clock is recommended.

The college's convenience shop will be open during the week of Boys' State and will welcome your visits during prescribed hours.

Special Features of the Program

- Tar Heel Boys' State Band— Delegates should bring their own instruments if possible. The college may provide certain large instruments and percussion equipment.
- Athletic activities will be available each afternoon. There will be individual and group play with city competition. Opportunities will be available in tennis, softball, soccer, swimming, basketball and the weight room. Bring your own equipment when available.
- Oratorical Contest—will be conducted during afternoon activities. Delegates that make it to the finals will give their speech in front of the entire Boys' State Friday morning.
- Talent Show—will practice during afternoon activities time and will perform Friday night.
- Moot Court
- Lecture on parliamentary procedures.
- Non-denominational religious services will be conducted each morning during the week.
- Memorial Service.
- Two outstanding Tar Heel Boys' State citizens will be selected to represent North Carolina Boys' State as Senators to Boys' Nation held in Washington, DC. In this special program, the principles of good government are studied in a practical manner at the

national level. *All expenses are paid for these Senators by the National Headquarters of the American Legion.*

- Samsung American Legion Scholarship is a scholarship that is available to the delegates of Boys' State and Girls' State who are direct descendants, i.e. child, grandchild, great-grandchild or legally adopted child, of a U.S. Veteran who served during a period of war. Delegates who are interested in applying must contact The American Legion Department of North Carolina for an application before the session. Additional information will be included in letters to delegates.
- Graduation Service: will be held at Keppel Auditorium at 10:15 a.m., June 27. **Parents, school administrators, and post members are welcome to attend.**

Delegate Registration

Upon arrival at Catawba College, Salisbury, N.C., Sunday, June 21, 2009, the delegate should follow posted signs directing him to the Registration location. **Registration will begin promptly at 11:00 a.m.** and proceed until 2:00 p.m. The Opening Program will begin at 2:30 p.m. Delegates should report to one of several Tar Heel Boys' State proctors. These officials will have an alphabetical listing of delegates and their respective dormitory and city assignments. Boys' State officials will then direct delegates to the appropriate site to complete their registration process. **A \$10.00 room key deposit will be collected at registration, and refunded at check out.** Please bring correct change to expedite the registration process.

Parliamentary Procedure

It is advised that delegates have a basic understanding of Parliamentary Procedure before they arrive at Boys' State. Delegates that have a prior knowledge of Parliamentary Procedure typically perform better while at Boys' State. All though it is not required for delegates to know Parliamentary Procedure to attend Boys' State it is strongly recommended. Below is a brief knowledge of Parliamentary Procedure that will prepare delegates for their week at Boys' State.

Working Knowledge of Parliamentary Procedure for Boys' State

Two main **functions** are performed by the rules of parliamentary procedure:

1. They permit the group to carry out their desires in an orderly manner.
2. The rights of the minority are protected.

Duties of the Chairman

The chairman or presiding officer is established as a referee or neutral official and is charged with the responsibility of seeing that the rules of Parliamentary Procedure are observed and that order prevails in the meeting.

Much is granted to the Chairman so that he may carry out his responsibilities. In order to protect the rest of the group from the possibility of his using this power unfairly, the rules provide certain checks which may be used by members of the group to restrain his actions.

Conduct of the Meeting. (General Rules)

1. The chairman, or person who called the meeting, brings the meeting to order.
2. The agenda of the meeting is announced and followed.
3. The Chairman or other presiding officer has the power to recognize one person at a time for motions.
4. Persons who wish to be recognized or are recognized by the Chairman should address the Chairman, i.e., "Mr. Chairman, ..."
5. All sides of an issue should be given equal chance for discussion.
6. Motions should be stated clearly and to the point.
7. If time is limited for the business of the group, an agreed upon debate limit for speakers should be followed.
8. The purpose of the meeting should be kept in mind and all discussion should be germane to the business at hand.
9. Voting can be done by voice vote, show of hands, or by ballot.
10. Conduct all meetings in an orderly and fair manner.

Types and Order of Motions.

I. Main Motion.

- A group takes action by voting on a question or proposition after deliberation or discussion. The question or proposition is brought before the group when a member makes a motion.
- In making a motion, the member rises, gets the attention of the Chairman, is recognized by the Chairman, and then states his motion: "I move that we purchase a typewriter for the use of our secretary." It is necessary for another member to second the motion, after which discussion is in order.
- Only one such motion may be before the group at one time.

II. Subsidiary Motions. There are a number of subsidiary motions which affect the disposition of the main motion.

- A. Amendment.** Any member may move to amend the main motion, or, when discussion is on an amendment rather than a main motion, may move to amend the amendment. Such a motion requires a second. It may then be debated or discussed. The amendment may be disposed of by the vote of the group before debate on the main motion is again in order. It is disposed of by a vote of the group or by being withdrawn by the person who made the motion. During the discussion of a main motion, amendments may be moved and disposed of one after the other

as long as any member wishes to make one, unless debate is stopped in some manner.

- B. Postpone Action.** Any member may move "the matter may be postponed indefinitely" or "postpone until..." A second is required and the motion may be debated. The only amendment to such a motion which would be in order is to change the time specified in the motion.
- C. Refer to Committee.** Another method of stopping debate is a motion to "refer the matter under discussion to a committee." Such a motion requires a second, is debatable, and amendable.
- D. Lay on the Table.** A motion to "lay the question on the table" may also be used to stop debate. It requires a second. It differs from the other motions in that it may not be discussed or amended. Once it is seconded, the Chairman immediately calls for a vote. If the motion passes, the question cannot be discussed further at the same meeting. At any subsequent meeting any member may move that the question be "taken from the table" and considered further. All motions discussed in this group require only a majority vote for passage.
- E. Previous Questions.** This subsidiary motion requires a two-thirds vote. That is the motion to "call for the previous question." The reason for requiring the greater majority becomes clear if we consider the affect of these motions. All the motions discussed in the preceding paragraph would stop debate at the time they are adopted, but a call for previous question puts a final stop to consideration. After such a motion is seconded the Chairman must immediately take a vote on the amendment or main motion which was under discussion at the time the motion was made to call for the previous question.
- F. Limit Debate.** A very similar motion is one "to limit debate to (length of time) or to move that "debate be stopped at (time)." When one of these motions has been made and seconded, it may not be debated. An amendment to change the time or length of time would be in order, however. These motions also require a 2/3 vote.

III. Incidental Motions. These motions concern matters of procedure arising out of the business of the group and must be settled at once. Any member may:

- "rise to a point of order"
- "rise to a parliamentary inquiry"
- "rise for information"

In the truest sense, these three actions are not motions. They require no second and are not voted upon by the group. Nevertheless, any member has the right to rise for such purpose at any time and may in fact, interrupt the person who has the floor and is speaking in order to make such a point or ask such a question.

When he is recognized, he states his point of order or asks his questions and receives an answer from the Chairman.

In raising a point of order, a member is objecting to the procedure being followed as being contrary to the rules of order or parliamentary procedure. If he is correct, the Chairman announces that "His point is well taken" and corrects the procedure to conform to proper procedure. If the Chairman believes the member to be wrong, he states that the "point is not well taken" and proceeds. The Chairman may give other members an opportunity to state their views before ruling.

When a member rises to a parliamentary inquiry or rises for information, the Chairman may give an answer or explanation or may call on another member to answer. When the Chairman has ruled on a point of order, or has held any attempted motion or action to be out of order, a member may "appeal from the decision of the chair." Such a motion requires a second, may be debated, and requires a majority vote to either uphold or reverse the ruling of the Chairman. When the Chairman has announced the results of a voice vote, any member who questions the result may "call for a division of the assembly" (usually merely stated as "I call for a division.").

The Chairman then calls for a standing vote or for the raising of hands to verify the voice vote. The Chairman may refuse to grant a division if he feels it is requested merely to delay business or annoy the group, but his refusal would be subject to an appeal as discussed above.

- **Suspend the rules.** A member may "move to suspend the rules" in order to do something which would not ordinarily be permitted or which would be out of order at that time. The motion requires a second, cannot be debated or amended, and requires a 2/3 vote.

IV. Privileged Motions. Because of their importance or urgency they outrank all other motions. They may be made at any time except when a vote is in progress, even if it is necessary to interrupt the person who has the floor.

- **Adjourn or Recess.** Either a motion to "adjourn" or to "recess" requires a second and is not debatable. If the motion calls for adjournment or recess to a particular time or place, an amendment is in order to change the time or place. A majority vote is necessary.
- **Questions of Privilege.** At **any** time a member may "rise to a question of privilege" in order to raise a point relating to the right of one member or relating to the assembly's comfort or interest. This is not a true motion in that no second or vote is required. An example would be "we in the back of the room are unable to hear the speaker."
- **Reconsider Question.** Any member who voted with the prevailing side on a question, may at the same or the next meeting, "move to reconsider the vote by which ..." This motion requires a second and is debatable. No amendment is possible. A majority vote on such questions immediately brings up the question previously voted for more discussion and another vote.

These motions and rules are taken from Robert's Rules of Order, which is the standard set of rules used for most organizations in the United States.

Delegates can find more information on Parliamentary Procedure that will be help for Boys' State at www.ncboysstate.org.

Delegates can also use Robert's Rules of Order: Newly Revised 10th Edition to learn more about Parliamentary Procedure.

Delegates might also want to visit their local library to find books or videos about Parliamentary Procedure.

Tar Heel Boys' State

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