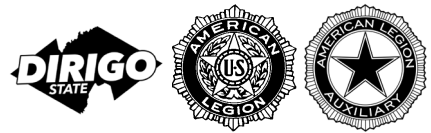


DIRIGO STATE

5 Verti Drive, Winslow, Maine 04901-0727
www.mainelegion.org
Tel: (207) 873-3229 FAX: (207) 872-0501



Dear DIRIGO STATE Delegate:

Congratulations on being selected as a delegate to The American Legion Family DIRIGO STATE program. DIRIGO STATE is a program designed to provide experiential instruction in the principles of state government. You will spend a week participating in the same political and governmental process as citizens and public officials of the State of Maine.

You will establish political parties, run, and lobby for positions and create a model government including town and county governments, a Governor and Governor's cabinet, a Senate and House of Representatives, and a Supreme Court. The function of this model government is to provide a forum for the discussion and debate of **your** ideas. This is an experiential learning program, and you will be encouraged to ask questions, speak your mind, and **participate**.

Running for elective office is one of the major ways to participate at DIRIGO STATE. Politics is an inseparable part of our government, and you should plan on running for some office. You can be elected Moderator of your town meeting, County Commissioner, State House of Representatives or even Governor of the State of Dirigo. Running for office gets you involved, and involvement is the main reason for your attendance at DIRIGO STATE. Please bring ideas that you would like to see enacted in the state of Dirigo.

Our staff will help guide you at DIRIGO STATE and many public officials provide keynote sessions about their direct experience in political office to set the framework of the State of Dirigo, however it is up to **you** to craft and mold Dirigo.

If you come to DIRIGO STATE with an enthusiastic attitude and a readiness to learn, we know you will have the same exciting experience that thousands of students have had before you. You will make new friends and you will get an inside look at how our state is governed. You will certainly find that both in Dirigo and in Maine, you can make a difference.

Dear Parent(s)/Guardian(s):

First, we would like to congratulate your student on being chosen as a delegate to the American Legion Family, DIRIGO STATE program. This email contains information on what the program consists of and what they should bring to the program, and the **Consent forms**.

The **all forms** must be completed and submitted by you immediately. This is an absolute requirement for your student to participate in the program.

Sincerely,

A handwritten signature in cursive script that reads 'Paul L'Heureux'.

Paul L'Heureux
State Adjutant
The American Legion

Michelle McRae
State Secretary
American Legion Auxiliary

DIRIGO STATE

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CONSENT FORM

The American Legion Family DIRIGO STATE Program

I hereby give consent for to participate in the American Legion Family DIRIGO STATE program to be held **June 19-24, 2022**, at Thomas College, 180 West River Rd. in Waterville.

By signing this form, I understand that:

1. My student must arrive at Thomas College on **Sunday, June 19, for check-in beginning at 12:00 pm**. Due to the intensity of the program, late arrivals, early departures, and any request for a delegate to be released temporarily and returning on the same day will be handled on a case-by-case basis with the DIRIGO STATE Director and will be supported by the parent(s) of the delegate. Therefore, all delegates should be prepared to arrive on time and stay for the duration of the program.
2. Graduation is at 3:00 p.m. on Friday, June 24. Departure follows graduation.
3. My student is requested **not** to bring an automobile to the program; however, if it is necessary to do so, they will not be allowed to use it until departure. Keys will be collected and stored in the locked DIRIGO STATE office.
4. Parts of the DIRIGO STATE program may be filmed and/or photographed as part of the production of multimedia to promote the program. By granting consent for my student to attend the DIRIGO STATE program, I hereby consent to my student being filmed and/or photographed while participating in the program. I understand that any media produced during the program may contain videos and/or images of my student. I further understand that videos and/or images of my student may appear on the American Legion website and/or other social media websites operated by the DIRIGO STATE program.

Parent(s) or Guardian(s) name:

Parent(s) or Guardian(s) signature:

Dated:

DIRIGO STATE

5 Verti Drive, Winslow, Maine 04901-0727
www.mainelegion.org
Tel: (207) 873-3229 FAX: (207) 872-0501



MEDICAL AUTHORIZATION FORM
The American Legion Family DIRIGO STATE Program

I hereby authorize The American Legion Family, DIRIGO STATE to consent to medical treatment for my child:

_____ should an emergency arise and should I not be readily available to give such consent. I will not hold The American Legion Family, DIRIGO STATE program, or its staff responsible for the consequences of exercising this power, so long as such persons act in good faith with the best interest of my child in mind. I expect to be informed of my child's condition and of treatment provided as soon as possible.

I further consent to any treatment by any hospital or physician, which in their judgment is in the best interest of my child. I will not hold any hospital or physician responsible for the consequences of accepting my child for treatment upon receiving the consent of The American Legion Family, DIRIGO STATE and upon being shown this medical authorization. By consenting to treatment for my child, I also release any member of the DIRIGO STATE staff from liability for transporting my child to a medical facility. This authorization expires on June 24, 2022, 11:59 pm.

PLEASE NOTE: Are there any medical or physical conditions we should know about i.e., allergies (food or other), current medicines being taken (prescription or OTC), diabetic, vision or hearing impairment, other handicaps we should be aware of, please call for special arrangements in advance? **If yes, please indicate on page 2 of this medical form.** All medicine will be kept locked in the DIRIGO STATE office and administered to the student by the medical staff.

If you have a family doctor who should be contacted, please indicate:

Doctor: Phone:

INSURANCE INFORMATION:

Name of parent(s) group medical insurance carrier:
Policy or certificate number:
Parent to whom policy was issued:
Child's Date of Birth:

Parent(s) or Guardian(s) signature:

EMERGENCY CONTACT(s):

Name: Name:
Relationship: Relationship:
Phone: Phone:

DIRIGO STATE

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MEDICAL AUTHORIZATION FORM
The American Legion Family DIRIGO STATE Program

MEDICAL or PHYSICAL CONDITIONS:

A large, empty rectangular box intended for the user to write medical or physical conditions.

This form should be sent to: DIRIGO STATE, 5 Verti Drive,
Winslow, Maine 04901-0727, **prior to May 25th** Tel: (207) 873-3229

DIRIGO STATE

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PERFORMING ARTS APPLICATION
The American Legion Family DIRIGO STATE Program

The pride of DIRIGO STATE is the State band, chorus, and dance teams. These dynamic musical troupes proudly represent DIRIGO STATE and perform at assemblies. If you are interested in being a part of one of these prestigious groups, please carefully read and complete the form below.

Being a member of one of these groups will in no way interfere with participation in any part of the DIRIGO STATE program, and completely optional. However, you may only sign up for 1 group to allow additional students to participate.

Name:

Tel. No.:

E-mail address:

Group you wish to join (in order of preference): Band, Chorus, Dance

- 1.
- 2.
- 3.

List experience, years of lessons (school or private). The listing of this information is to determine your selection into the group, as well, to determine general experience of the group, as a whole, and thereby assist in the selection of music. Please bring all equipment required to participate.

Band:

List instruments, in order of proficiency. If saxophone, list whether Alto, Tenor or Baritone. If Baritone Horn, please state treble or bass clef.

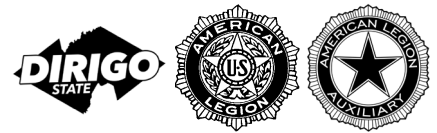
Chorus:

List preferred vocal range

EXPERIENCE:

DIRIGO STATE

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DELEGATE INFORMATION

The American Legion Family DIRIGO STATE Program

What Delegates should know about DIRIGO STATE:

- ◆ DIRIGO STATE will be held at Thomas College
 - 180 West River Rd., Waterville, ME. visit www.thomas.edu for directions.
- ◆ CHECK-IN will begin at 12:00 p.m. Sunday, June 19, 2022. There will be signs directing you to the building. You will be assigned to rooms when you register.
- ◆ DURATION will begin at 2:00 p.m. Sunday, June 19 and ends immediately after graduation on Friday, June 24.
- ◆ GRADUATION will be at 3:00 p.m. in the Gymnasium at Thomas College. Parents are invited, no RSVP needed.
- ◆ MEALS at DIRIGO STATE will begin with dinner on Sunday, June 19. No meals will be served to registrants at noon on Sunday. The last meal will be lunch on Friday, June 24.
- ◆ CARS ON CAMPUS during the week of DIRIGO STATE are not allowed. Please have parents or some other member of your family, or a friend, drive you. **Delegates who do bring automobiles to DIRIGO STATE will be required to leave the keys with the DIRIGO STATE office.**
- ◆ ATTENDANCE for all delegates is to arrive on time and stay for the duration of the program. Due to the intensity of the program, late arrivals, early departures, and any request for a delegate to be released temporarily and returning on the same day will be handled on a case-by-case basis with the DIRIGO STATE Director and will be supported by the parent (s) of the delegate.
- ◆ CANCELLATION for any reason, of your attendance to DIRIGO STATE, should be sent immediately to your school principal or guidance counselor and DIRIGO STATE so that a replacement can be made.
- ◆ CERTIFICATES for citizens completing the course, including recognition from Maine's Secretary of State.
- ◆ SCHOLARSHIPS for two individuals, based on their performance during the program, each receive \$500. These scholarships will only be presented to delegates accepted and enrolled at an accredited college or university or post high school vocational school following their graduation from high school. Additional scholarships from the Alumni Association will be offered year to year depending upon funding.
- ◆ SAMSUNG SCHOLARSHIP is a \$1250 scholarship, presented by Samsung. Please see the Samsung Scholarship page in your acceptance packet.
- ◆ BOYS AND GIRLS NATION is the national event, where they will learn about the functioning of our federal government. Two male and two female delegates in attendance are selected, based on their performance, and sent at Legion Family expense, to Boys and Girls Nation in Washington, D.C.
- ◆ RECOGNITION for individual participation will be awarded during graduation with the most prestigious being the best citizen of DIRIGO. 1 male and 1 female will be chosen as the best citizen and those delegates will automatically be invited to join the DIRIGO STATE staff.

DIRIGO STATE

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DELEGATE INFORMATION

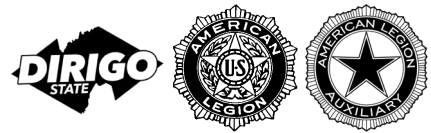
The American Legion Family DIRIGO STATE Program

What Delegates should bring to DIRIGO STATE:

- ◆ BEDDING ARTICLES such as two blankets or sleeping bag, sheets, pillow, and pillowcase.
- ◆ BATHROOM ARTICLES including enough towels for the week, all identified as yours, shower shoes, (flip flops recommended), usual toiletry articles, including soap, shampoos, toothbrush, toothpaste, deodorant, etc.
- ◆ APPROPRIATE CLOTHING for a week including shirts, at least 1 set of slacks/dresses/business attire (not jeans—for general assemblies and social events), casual pants or jeans for other activities, shorts, sweater or jacket, athletic wear, underwear, socks. It is recommended that you bring more than one pair of shoes and that they be comfortable for walking.
- ◆ OTHER ESSENTIAL ITEMS such as fan, watch, alarm clock, calculator, notebook/paper, pencils/pens.
- ◆ MONEY for snacks. DIRIGO STATE operates a canteen in the evenings, serving pizza, drinks, and other snacks for delegates to purchase. All proceeds return directly to the program.
- ◆ CELL PHONE use will not be allowed during scheduled activities.
- ◆ EXTRACURRICULAR ACTIVITIES such as team sport events, a dance team, band, and chorus. If you wish to participate in any of those activities, please bring appropriate clothes. Board games, pool, ping pong, quiz bowl, and open green spaces are also available during recreation periods.
- ◆ COMPUTERS on campus and internet access is not available. Delegates are welcome to bring laptops but will not have internet access.
- ◆ ART SUPPLIES and CAMPAIGN MATERIAL such as markers, colored pencils, sketch pads, poster paper, poster board, etc. Delegates are encouraged to bring art supplies for campaigning.
- ◆ LEGISLATIVE DOCUMENTS are encouraged to be written and brought to the program. LD's will be collected and reviewed and may become part of the legislative agenda you will debate.

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CODE OF CONDUCT

The American Legion Family DIRIGO STATE Program

Participation in the DIRIGO STATE Program is a privilege available to every student in the State of Maine. The delegate, by accepting this privilege, is a representative of both the high school and school district they attend, their community, and the host that sponsors their participation.

The acceptance of participation in the DIRIGO STATE Program involves a commitment by the delegate to adhere to this "Code of Conduct" as developed by the Program. It is the responsibility of the sponsors, school districts, staff and family to inform participants of the Code; it is the participant's responsibility to be aware of the Code of Conduct and to adjust behavior accordingly so that it becomes unnecessary for a DIRIGO STATE staff member to enforce the Code of Conduct.

The Three DIRIGO STATE Rules:

At DIRIGO STATE, we have three rules that govern our conduct at the program; they are simple and easy to follow:

- ◆ **Respect our host:** Thomas College is graciously hosting the program, please treat the campus as you would your own home and report any damage to campus facilities or property, should it occur to the staff as soon as possible.
- ◆ **Respect the staff:** DIRIGO STATE staff are volunteers who take time to conduct this program each year. Please respect the staff members as you would teachers at school.
- ◆ **Respect each other:** This program is built on mutual respect. Please treat other delegates with the same respect that you would expect to be afforded yourself.

- ◆ CELL PHONE USE - To show respect for our host, staff, and our guest speakers, cell phone use is not allowed during all assemblies, guest speakers, and meetings.

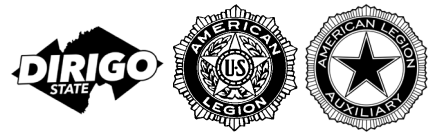
- ◆ TOBACCO, DRUGS, ALCOHOL - DIRIGO STATE has a zero-tolerance policy for use of tobacco, drugs, or alcohol. Violation is grounds for immediate expulsion from the program.

- ◆ INTIMACY - Sexual intimacy between delegates and/or staff is not allowed at DIRIGO STATE. Violation of this is grounds for immediate expulsion from the program.

- ◆ HARASSMENT/SEXUAL HARASSMENT - Harassment and/or Sexual Harassment or abuse at DIRIGO STATE is characterized by conduct in the form of speech, gestures, demonstrations, text, or any other action that creates a hostile environment in which the target is made to feel threatened, intimidated, demeaned, sexualized, objectified, or unsafe, especially when the conduct interferes with the target's ability to participate in the opportunities and activities at the DIRIGO STATE Program. These actions are more than a violation of our Code of Conduct. Harassment and Sexual Harassment and abuse are illegal and will not be tolerated. Violation of this policy can include immediate expulsion from the program, and should the violation be severe enough, The DIRIGO STATE Program would not hesitate to inform law enforcement of the incident for further investigation.

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Infractions are to be dealt with in an orderly and consistent manner within the DIRIGO STATE Program according to the following guidelines:

- The opportunity is available for the staff to use judgment in the use of consequences and each staff is able to enforce reasonable specific municipal/activity rules not identified in the list of infractions.
- Consequences for an infraction will occur as a result of direct observation of a DIRIGO STATE staff member or as the result of the investigation of a DIRIGO STATE Administrator. Reports of infractions from non-program sources will not be acted upon unless program officials substantiate the report by a thorough investigation. The delegate will be informed of the infraction and given an opportunity to speak to the accusation prior to a decision by the program administration.
- An initial infraction will result in a less severe consequence; however, repeated occurrences of the same infraction and/or multiple infractions will result in a more severe consequence, which may include expulsion from the activity/program.
- The severity of each infraction will vary from incident to incident; therefore, judgment of the staffer and administration is significant. For example, "abusive language" may involve swearing by a delegate angered at himself, at another delegate, or at a staffer/administrator. The staffer/administrator would need to determine the difference in severity.
- The consequence for the use of tobacco products or any other illegal substance use is expulsion and cannot be appealed.

A delegate has no right of appeal on the decision of the DIRIGO STATE Director. The decision of the Director is final. Consequences requiring expulsion will result in a formal communication of such action and require action from the delegate's attending school and their American Legion sponsor. A delegate expelled from the program for disciplinary reasons is not eligible to participate in graduation and will not receive any acknowledgement or recognition for having attended the program.

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COVID-19 POLICY

The American Legion Family DIRIGO STATE Program

The American Legion, Department of Maine and American Legion Auxiliary, Department of Maine is dedicated to ensuring the health and safety of its delegates, staff and guests. In accordance with the State of Maine and Center for Disease Control, DIRIGO STATE, a program of the American Legion Department of Maine and American Legion Auxiliary, Department of Maine requires the following:

- Proof of vaccination or a negative COVID-19 test within 24 hours must be presented upon arrival
- All delegates, staff and guests wear face coverings at all times
- Social distancing by designating smaller group sessions where appropriate
- A six-foot distancing requirement
- Reduction in physical contact between delegates, staff and guests
- Proper hygiene by reinforcing periodic hand washing
- Hand sanitizer is available at all program locations
- Posting of door signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering
- Staggering the use of dining facilities to allow for proper cleaning
- Staggering of registration to allow for minimal contact
- Temperature checks to be performed periodically throughout the day on all delegates, staff and guests
- Daily contact tracing reporting
- Delegates, staff or guests quarantine if any COVID-19 symptoms are present
- Delegates, staff or guests leave the program in the event a positive COVID-19 test

Any delegate, staff or guest found in violation of this policy will be asked to leave the program. The American Legion, Department of Maine and American Legion Auxiliary, Department of Maine in conjunction with Thomas College, the State of Maine, and Center for Disease Control, reserve the right to enhance this policy to ensure the safety of our delegates, staff and guests. For more information and complete listing of prevention protocol please visit [Maine.gov/covid19](https://www.maine.gov/covid19)

Additional resources:

[Large gatherings](#)

[Day camps](#)

DIRIGO STATE

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Samsung American Legion Scholarship **The American Legion Family DIRIGO STATE Program**

Worldwide electronics leader Samsung endowed a scholarship fund of \$5 million to be administered by The American Legion in 1996. Meant to show appreciation for U.S. veterans who came to Korea's aid during its struggle against communist forces in the Korean War, the Samsung American Legion Scholarship Program established a series of scholarships derived from interest and other income from the principal amount. To date, the Samsung American Legion Scholarship has awarded more than \$5.5 million to approximately 2,069 applicants.

AWARD AMOUNTS

- ◆ 10 National Scholars receive \$10,000 each (two from each region)
- ◆ 10 National Runners-Up receive \$5,000 each (two from each region)
- ◆ Remaining Department Finalists receive \$1,250 each guaranteed

ELIGIBILITY

- ◆ Scholarship applications are limited to students between their junior and senior years of high school who attend the current session of either an American Legion Boys State or American Legion Auxiliary Girls State program and are a direct descendant - i.e. child, grandchild, great grandchild, etc. - or a legally adopted child of a wartime U.S. military veteran who served honorably on active duty during at least one of the periods of war listed below.
- ◆ Additionally, one student from The American Legion Department of Hawaii who is a young man between his junior and senior years of high school who is a direct descendant or child of a wartime U.S. military veteran who served honorably on active duty during at least one of the periods of war listed below, until such time an American Legion Hawaii Boys State program may be established.
- ◆ Periods of service for a wartime U.S. military veteran is defined as:
 - a. April 6, 1917, to Nov. 11, 1918; and
 - b. Dec. 7, 1941, until a date as determined by Congress.

SCHOLARSHIP GUIDELINES

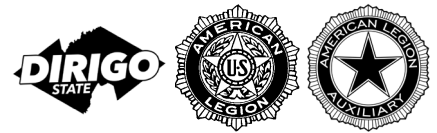
- ◆ Application must be made during the student's junior year in high school. If the student is home schooled, the home school must be accredited and provide proof of grade level.
- ◆ Scholarship selection criteria is based on high school academic performance, a written essay, work experience, community service/volunteerism, student activities, honors and awards with bonus points awarded for being the descendant of a Korean War veteran.
- ◆ Each essay must be an original work, submitted online and not exceed 500 words.
- ◆ Samsung American Legion Scholars and National Runners-up will have six (6) years to utilize their scholarship funds from the date of graduation from high school, excluding any time spent serving on active military duty or church mission.
- ◆ Samsung American Legion State Finalists will have two (2) years to utilize their scholarship funds from the date of graduation from high school, excluding any time spent serving on active military duty or church mission.
- ◆ The scholarship funds may only be used for undergraduate study at an accredited U.S. college, university, trade school or technical school.
- ◆ Scholarship recipients must be enrolled as a full-time student to request his/her scholarship funds and may request all or a portion of his/her award at that time.

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- ◆ The number and amount of the scholarship awards will be determined by the income derived from the Samsung American Legion Scholarship Trust.
- ◆ The scholarship funds may only be used to defray necessary costs of student's education (e.g., tuition, room and board, books and supplies, and fees and equipment required by student's particular course of study or school).
- ◆ Students may make only one (1) request for funds per semester or quarter up to the amount of his/her total scholarship award not to exceed the cost of education.
- ◆ If the student withdraws from school, any unused scholarship monies will be forfeited and any unused scholarship monies returned by an institution of higher education will be returned to the principle of the scholarship fund.

APPLICATION PROCESSING - <https://www.legion.org/scholarships/samsung>

- ◆ Applications determined to include incomplete, incorrect, or illegible documentation are not eligible for consideration.
- ◆ To be considered complete, each Samsung American Legion Scholarship application should contain the following: *Note: All files must be in a supported format (.png, .gif, .jpg, .jpeg, or .pdf) and less than 10 MB in size. The online system will also only accept one page per document.*
 - a. Student High School Record Certification Form.
 - b. High School Transcripts.
 - c. Understanding and Consent Form.
 - d. Supporting documents that support claims of work experience, student activities, volunteer opportunities or community service, honors and awards, and descendancy from a Korean War veteran.
 - e. Two original essays not to exceed 500 words each on a topic determined by the Committee on Youth Education at the Fall meeting prior to the opening of the Samsung American Legion application window.
- ◆ There are 103 points possible.
 - a. Weighted GPA, 20 points maximum.
 - b. Two essays at 10 points possible for each essay, 20 points maximum.
 - c. Work Experience and Student Activities, 20 points maximum.
 - d. Volunteer Opportunities or Community Service, 20 points maximum.
 - e. Honors and Awards, 20 points maximum.
 - f. Descendant of Korean War Veteran, award 3 points.

APPROVAL PROCESS

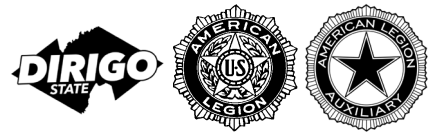
- ◆ All applicants must complete and submit their online application prior to the first day of the DIRIGO STATE program.

NOTIFICATION PROCESS

- ◆ Once Samsung American Legion Scholars, National Samsung Runners-up are approved by the National Executive Committee, the Youth Education & Civics Programs Manager will issue letters of award and instructions for claiming scholarship awards to scholarship awardees.
- ◆ Additionally, the Youth Education & Civics Programs Manager will issue letters to Samsung American Legion State Finalists who were not approved to receive a national award.
- ◆ The Youth Education & Civics Programs Manager will notify all scholarship recipients annually in September regarding account balances and expiration dates.

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CLAIMS PROCESS

- As with all the scholarships provided by the national headquarters of The American Legion, Samsung Scholarship awardees must request their funds through the online "Claim Your Funds" portal. Instructions are included with the award notification letter.

CLAIMS AND TRACKING STATUS

- First, recipients log into www.legion.org/scholarships/claiming. There, scholarship recipients complete and submit their online funds request, providing specific address instructions where the funds may be mailed.
- Once scholarship recipients submit their request for funds, Programs Manager of Youth Education and Civics oversees the funds distribution process. A "Claim Your Funds" page may be found by logging on to www.legion.org.
 - Log onto the website from a computer. *Note: The link is NOT mobile friendly.*
 - At the top of the page, follow the link to "My Account" and then navigate to "Scholarship Claim Administration" at the bottom of the page.
 - The Youth Education & Civics Programs Manager AND the Americanism Division Director, or the director's designee, reviews all scholarship claims for funds before it is sent to the Finance Division for disbursement. The online portal will reflect the status of where it is in that process.
 - Once the status shows "Sent to Finance," it typically takes approximately three (3) weeks for the Finance Office to process and the school to receive the check in the mail.

DISBURSEMENT AND USE

- The Finance Division may only issue two-party checks made payable to the scholarship awardee AND to the institution of higher learning to which the awardee has proven their acceptance. *Note: The exception to issuing a two-party check involves attendance at military academies. Finance issues scholarship checks in accordance with instructions specifically provided by each military academy.*
 - The Youth Education & Civics Programs Manager ensures that all claim amounts requested are checked for accuracy and that there are sufficient funds available in the account.
 - Finance Division ensures all checks issued reflect the scholarship claim amount, are mailed to the correct recipient(s), and contain a student withdraw notification letter.
 - If the student withdraws from the learning institution the scholarship recipient forfeits the remainder of their scholarship award. This is noted in the letter that accompanies the award to the institution. It outlines that they must return any unused portion of the awarded scholarship to The American Legion. Where those funds are placed back into the scholarship fund.