

# American Legion Auxiliary Department of Pennsylvania

Citizen's Manual  
June 22-27, 2025



Name:

Room:

City:

County:

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# **Rules and Regulations**

## **2025 Keystone Girls State**

We are guests of Shippensburg University. Therefore, Shippensburg University regulations will apply.

### **University Rules:**

1. Do not remove furnishings from residence rooms, lobbies, and study lounges.
2. Use only blue painters' tape to hang campaign posters.
3. No food, gum, or drinks are permitted in Memorial Auditorium.
4. Please do not write on mirrors, windows, or walls.
5. No weapons, alcohol, drugs, or smoking.

### **Campaigns:**

1. There will be no mutilation of candidates' posters.
2. All candidates must remove their posters once the election has passed.
3. Campaign posters may not be hung on fellow citizens doorways without permission of both occupants.
4. All posters must be removed before check-out on Friday.

### **Citizens:**

1. ABSOLUTELY no bullying or harassment of any kind will be tolerated, including on all forms of social media (including city accounts).
2. Your name tag must be worn and visible at all times.
3. You must adhere to the dress code.
4. Citizens are responsible for the cleanliness of their dorm rooms, hallways, and lounges.
5. Any illness or injury must be reported to your Senior Counselor and Mentor.
6. Citizens must participate in all daily activities, ceremonies, and sessions.
7. Citizens must travel around campus in pairs.
8. Citizens should bring their Citizen manual to all activities.
9. NO citizens may leave the dorm after nightly city meetings, or the campus anytime,
10. No males are allowed in the dorm. Only parents on Sunday check-in.
11. If your departure plans change, a written note from parent or guardian is required.
12. Citizens are responsible for their own property, including money, jewelry, and technology of any kind.

Citizens who violate the rules and regulations will be disciplined. Serious infractions will be reported to parents/guardians and sponsors. Any citizen who is sent home will pay for their own transportation and will reimburse the \$200.00 fee to their sponsor.

# KGS Dress Code

Shirts: Red or Blue as provided by KGS

Modest length black slacks, capris, or skirt. No denim.

## GIRLS STATE PLEDGE

**As a citizen of Girls State of the American Legion Auxiliary, Department of Pennsylvania, I voluntarily make the following pledge:**

- I will obey the rules of Girls State.
- I will be present for every portion of the Girls State session and will remain for its entirety.
- I will take a serious and conscientious interest in my duties as a citizen of Girls State.
- I understand KGS is an Americanism program and it is a study of city, county, and state government.
- I will salute the flag.
- If elected to office, I will serve to the best of my ability.
- I will abide by the judgment of those responsible for the Americanism program.
- I will make a formal report (written or oral) of my impression of Girls State upon my return home. (THIS IS MANDATORY).
- I will live in residence as a citizen of Girls State.
- I will return to the high school I represent for at least one semester (senior year).
- I will take an active role in the affairs of the party in which I am assigned.
- I will be fair and honest in all of my dealings with fellow citizens.
- I am not a member of and do not subscribe to the principles of any group opposed to our form of government.

# What is KGS?

Welcome to the 79<sup>th</sup> session of Keystone Girls State! During this week you will engage with your peers on a city, county, and state level, using the following information:

The State of Keystone is based on our real state of Pennsylvania. Keystone has cities, and counties. Your hallway is your city, and your floor is your county. As a citizen, it is your job to help with all the functions of a working state. From Mayor to State Supreme Court Justice, and everything in between, you and your city will do it all.

Your city is based on a Pennsylvania city. You will enjoy its prosperity but must also come up with solutions to solve its challenges as a group. Writing city ordinances and working to get favorable legislation through the State House and Senate is only part of your job. Running your city and filing all daily paperwork will help make your city successful. Working to build a coalition with other citizens and cities can make your goals more manageable. Time management skills and cooperation in your city can make your goals more manageable. Time management skills and cooperation in your city are essential as there is always a lot going on and time is short.

At the county and state levels, there will be more opportunities to run for office and extra responsibility that accompanies those positions. Your political parties, Nationalist and Federalist, will each decide their party platform and need to be able to defend several issues. Don't be afraid to debate and challenge ideas respectfully. This is how all politics and discussions should be. Let's grow and learn from each other.

But watch out! If you break a city's ordinances or state law, you could be arrested and face a trial with a jury of your fellow citizens. Good luck!

# So You Want to Run for Office?

## Keystone State Officials

### **City Officials:**

**All city elections and appointments will be held on Sunday evening.**

**Mayor:** The mayor is the highest official in the city. She should be devoted to leading her city to the title of Honor City through efficiency, productivity, and kindness. This job entails keeping track of daily duties, appointing citizens to unfilled positions, assigning city members to tasks, resolving citizens' concerns, supervising city commerce, and representing her constituents at the State level. As the leader of the city the Mayor sets the tone for the city's unity and ability to achieve the title of Honor City. She must collaborate with the City Council to pass ordinances and with the City Manager to write the Daily Citizen Report. The Mayor has a non-voting seat on every committee, which includes the City Council, Committee on Homeland Security, and the Chamber of Commerce. She also has the power to veto any legislation passed. **She is a non-voting member on the City Council, and cannot hold any other City, County, or State office. She may not resign.**

**City Manager:** The City Manager is the Mayor's assistant. She is responsible for writing and submitting the Daily Citizen Report before lights out every night. She also represents the Mayor's Office at any meeting the Mayor cannot attend, and she helps the Mayor keep track of the city's progress on Honor City and how the city can improve. She is **appointed** by the Mayor (this is the only appointed position). **She may hold ONE other City, County, or State office without resigning from her position.**

**City Custodian of Records:** The City Custodian of Records is the city's secretary. She is personally responsible for recording and keeping all records, including the Daily Citizen Report, city meeting minutes, elections, ordinances, and athletic team records. Every night, the secretary must gather all information on what occurred that day and report it to the Mayor, City Manager, and the Newspaper Reporter for proper documentation. **She may hold ONE other City, County, or State office without resigning from her position.**

**City Councilwoman:** Two (2) citizens from each city will be elected to serve on the City Council. They are in charge of regulating the city ordinances and public utilities. They meet nightly with the members of the city council to review the city's progress and assist other city officers in developing and improving programs. **They may hold ONE other City, County, or State office without resigning from their position.**

**Keystone State Troopers:** Two (2) State Troopers are responsible for enforcing the city ordinances and state laws. They are the only city officials authorized to cite citizen violations. All citations must be reported to your County Sheriff daily. The State Troopers serve as the liaison between the City and State Departments of Justice. They are often

asked to testify in District Court and serve justice during statewide elections and special events. **They may hold ONE other City, County, or State office without resigning from their position.**

**President of the Chamber of Commerce:** The President of the Chamber of Commerce is responsible for maintaining good relations between all cities and developing strategies for attracting consumers from other cities. Her marketing and advertising skills will greatly influence the success of the city, which adds or detracts to the title of Honor City. Additionally, she presides over the City Chamber of Commerce and reports to the City Council and the County Treasurer regarding financial matters including the city budget. **She may hold ONE other City, County, or State office without resigning from her position.**

**City Business Manager:** The City Business Manager assists the Business Specialist with setting up the store and the daily running of the store. The City Business Manager will act as the CEO of the city by managing, staffing, and meticulously documenting business transactions at the KGS store. The City Business Manager works closely with the President of the Chamber of Commerce to create strategies for improvement. **She cannot hold any other City, County, or State office. She may not resign.**

**City Prosecutor:** The City Prosecutor will offer legal instruction to the Mayor and all city officials. She will represent the city when the city is the plaintiff in any court. She also acts as the prosecutor when any city ordinances are violated and protects the city against lawsuits. **She may hold ONE other City, County, or State office without resigning from her position.**

**City Public Defender:** The City Public Defender will offer legal advice to any citizen who requires representation in court and will defend her fellow citizens when called before the City Magistrate. **She may hold ONE other City, County, or State office without resigning from her position.**

**Social Media Coordinator (2):** The Social Media Coordinators will be responsible for documenting their city's experience at Keystone Girls State throughout the week. They will meet with the Media Director on the first night. They will be in charge of organizing and filming informational videos. **They may hold ONE other City, County, or State office without resigning from their position. The social media coordinators may create assistant positions in their city to boost their social media activity (without forcing those citizen(s) to resign from other positions) but each assistant must be under the guidance of the coordinators.**

**City Magistrate:** The City Magistrate will organize court at a regular time and place. She will also appoint a peace officer to enforce her decision, to make sure all parties make appearances within the court, and to keep the peace during trials. She will hear all cases within her jurisdiction, set bail, and determine the foreperson on the jury. Before trial, six citizens will be randomly chosen from the city to act as jury members, and the City

Magistrate will select a foreperson from these individuals. **She may hold ONE other City, County, or State office without resigning from her position.**

**Newspaper Reporter:** The Newspaper Reporter will write articles for the Keystone Gazette. While she will attend the first session of the Senate or House session, she will then work in the Newsroom with reporters from other cities during the time. Not only will she report the events of her city, but she will also work with her political party to write articles on candidates, platforms, and other forms of political reporting. **She cannot hold any other City, County, or State office. She may not resign.**

**Director of Homeland Security:** The Director of Homeland Security provides counsel when a state of emergency has been declared either on the city, county, or state level. She presides over the City's Committee on Homeland Security and will coordinate city efforts in dealing with an emergency or disaster that would affect the functioning of the city or the safety of the citizens. When the city is not facing a crisis, the Director of Homeland Security works with the Keystone State Troopers to deal with disputes along the city border and with the Councilwomen to ensure the creation of ordinances that address the problems in the city. **She may hold ONE other City, County, or State office without resigning from her position.**

**Health Commissioner:** The Health Commissioner will make regular inspections of all areas used by her city within Naugle Hall (i.e. hallways, lounge). She will report any health violations to the City Council and the Senior Counselor, along with taking any necessary precautions to prevent any health hazards. She also acts as a representative of the nurse and will assist the nurse by carrying a first aid kit. **She may hold ONE other City, County, or State office without resigning from her position.**

#### **County Officials:**

**All county elections will be held on Monday. This means that citizens can start campaigning for these positions on Monday afternoon. You must complete a petition (as outlined on page 37 of this manual) to run for office.**

**County Commissioners:** Three (3) County Commissioners will be elected from each county. As the legislative and executive branches of their county, they pass ordinances to meet the needs of the county. The Commissioners provide for construction and maintenance of county buildings such as courthouses, prisons, office buildings, and homes for the aged and the infirmed. The top vote-getter of the three elected county commissioners is considered the Chairwoman of the County Council. Each night they should host a meeting with all county officials to understand the dealings of and the action needed to improve the county. **They may hold ONE other City, County, or State office without resigning from their position.**

**County Treasurer:** The County Treasurer serves as the chief financial officer in her county, receiving and distributing all county funds. The Treasurer works closely with the Presidents of the Chamber of Commerce from the two cities on her floor to understand their finances and is responsible for paying all bills when directed by the County



Commissioners. **She is a non-voting member of the County Council and may hold One other City, County, or State office without resigning.**

**County Clerk:** The County Clerk keeps a record of all transactions by the county courts, receives fines for traffic and other offenses, records all receipts and expenditures for the county, prepares the budget for approval by the County Council, records County Council meetings and will keep all documents required to be filed with her and select juries. To do so, the county clerk must meet daily with the county sheriff, the county treasurer, and the county magistrate. **She is a non-voting member of the County Council and may hold One other City, County, or State office without resigning.**

**County Sheriff:** The Sheriff is the county's chief law enforcement officer. She assists the commissioners in maintaining proper conduct. She manages the County jail and carries out orders of the county courts. The Sheriff will also act as a peace officer during all county court proceedings. The Sheriff is in charge of the Keystone State Troopers and must report all citations to the Chairperson and Director before lights out each night. **She may hold ONE other City, County, or State office without resigning from her position.**

**County Magistrate:** The County Magistrate will organize court at a regular time and place. She will preside over all court proceedings in her county and render a decision. She is in charge of setting bail. She will also issue all writs, warrants, and subpoenas. She must appoint a court reporter to take notes of the trial. Unlike an actual court reporter or stenographer, she does not need to create a transcript verbatim. Before trial, six citizens will be randomly chosen to act as jury members – three from each city. The County Magistrate will select a foreperson from these individuals. She may not choose someone from her own city. **She can hold one other City position without resigning from her position.**

**District Attorney:** The District Attorney is the solicitor of city government and will serve in Commonwealth Court. She represents the county when a county law infraction occurs. **She cannot hold any other City, County, or State office without resigning from her position.**

#### **State Officials:**

**All State general elections will be held on Thursday. On Friday morning, the Governor will hold a State Officials meeting in which the elected members will create a 100 days plan that outlines the administration's plans for their first 100 days in office. You must complete a petition (as outlined on page 37 of this manual) to run for office.**

**Governor:** The Governor is the highest elected office at KGS. She must be prepared for her role of leadership in the Commonwealth and must be prepared to represent the ideals of her party during both campaign and statewide events. The Governor appoints and presides over a cabinet of various state officials. The Governor, with her cabinet, considers and either approves or vetoes bills passed by the legislature. The Governor

makes several speeches to the citizens of ALA Girls State throughout her campaigns and participate in the closing ceremony summarizing her activities and decisions.

As the chief executive of the commonwealth, she ensures that the laws are faithfully and efficiently executed. The Governor appoints the heads of the departments, boards, commissions, agencies, and judicial affairs officers between elections. She may also commute sentences and grant pardons. She and the party's Lieutenant Governor candidate automatically run on the same ticket in Thursday's election. The Gubernatorial candidate must receive their party's nomination in Tuesday's primaries. **She must resign from any other City, County, or state office. She may not be a senator for Girls Nation. The Governor MUST attend KGS the following summer to complete their term while serving as a Counselor and the top representative of her party. She MUST also attend and speak at the ALA Department of Pennsylvania Convention On July 18, 2025.**

**Lieutenant Governor:** The Lieutenant Governor is the immediate subordinate to the Governor and serves as the chief executive officer of ALA Girls State if the elected Governor is unable to serve. She should be knowledgeable in Parliamentary Procedure, as she will preside over the Senate session on Thursday. The Lieutenant Governor has no vote in the state Senate (on Thursday) unless the Senate is equally divided. She and the party's Governor candidate automatically run on the same ticket in Thursday's election. The Lieutenant Gubernatorial candidate must receive their party's nomination in Tuesday's primaries. **She must resign from any other City, County, or State office. The Lieutenant Governor will serve in the place of the Governor at the following KGS if the Governor cannot fulfill her obligation due to a summer commitment to a Service Academy, College, or University.**

**Treasurer:** The Treasurer is the chief executive officer of the Treasury Department and is the custodian of most public funds. She is Chairwoman of the Board of Finance and Revenue and is responsible for the receipt of all funds from state agencies, and the deposit of those monies. Investment in short-term securities and account payment also fall within the Treasurer's custody. The candidate for the Treasurer position must receive her party's nomination in Tuesday's primaries. **She can hold ONE other City or County position without resigning from her position.**

**Attorney General:** The Attorney General is the chief legal representative of ALA Girls State. She sits on the Governor's cabinet and advises the Governor on legal matters. She is the state's chief legal and law enforcement officer. She gives legal advice to the Governor and other officials and represents the state and all of its agencies. She reviews the legality of all proposed rules and regulations of state agencies and deeds. She is the state's chief law enforcement officer and prosecutes organized crime and public corruption. She is responsible for managing the State Department of Justice and will often represent the state government in Supreme Court cases. The candidate for the Attorney General position must receive their party's nomination in Tuesday's primaries. **She must resign from any other City, County, or State office.**

**Auditor General:** The Auditor General ensures that all money in which the state is entitled to be deposited in the State Treasury and is legally and properly spent. The Auditor General is the chief auditing officer of the state, reviewing most financial transactions. She is empowered to begin investigations, audits, hold hearings, and subpoena materials and witnesses. **She can hold one other City or County position without resigning from her position.**

**State Party Chairwoman (one for each Party):** The State Party Chairwomen are elected on Tuesday during the first State Party meeting. These individuals are involved with building their state party organization (one for the Federalist Party and one for the Nationalist Party). They may perform the tasks of a fundraiser, campaign strategist, candidate recruiter, and campaigner. These Chairwomen maintain contact with members of all levels of government. However, this is not a State office. Their primary objective is to promote their party platform and to have their party candidates elected. **They cannot hold or run for any State Office.**

**State Supreme Court Justices:** Seven (7) citizens will be elected to the State Supreme Court. The Supreme Court Justices embody the highest judicial body in the state of Keystone. The Supreme Court has ultimate jurisdiction over all courts in Keystone and is the final interpreter of state law. The Supreme Court will be in session on Friday (time permitting). After the session, the justices will collaborate with each other to render a decision. The Chief Justice will lead this meeting and ultimately write and deliver the court's opinion. Justice candidates must receive their party's nomination in Tuesday's primaries. The Justice with the highest percentage of the vote will become Chief Justice. **They must resign from any other City, County, or State office.**

## GIRLS' STATE HONORS

**Girls Nation Senators:** Two (2) citizens of KGS will be chosen to attend ALA Girls Nation in Washington D.C. from July 19-26, 2025. There, they will meet other young women from every state in the U.S. engage in multiple Senate sessions, elect a President, and meet their state representatives in the capitol. This is a very high honor as these citizens are the best representatives of Pennsylvania. Candidates will undergo a selection and interview process throughout the week. The two (2) Senators will be announced during the closing ceremony on Friday to ensure that each candidate has complied with all rules and regulations for the entirety of the week. **Girls Nation Senators MUST return to KGS the following year to finish their terms as representative of the Federal Government, while serving as Counselors and top dignitaries of their respective parties.**

**Outstanding Citizen:** Each year a citizen is selected for their outstanding service throughout the week and through their dedication to their city and state. They are selected by the citizens on Thursday night but will not be announced until the closing ceremony on Friday to ensure that they have complied with all KGS rules until the end of the week. **Any citizen in the state may be selected to be the Outstanding Citizen.**

**American Legion Auxiliary  
Department of Pennsylvania  
Keystone Girls State  
State Officer Essay Contest**

**\$500 Scholarship**

**For:** 2025 Girls State Officers

**Title:** In Keystone Girls State, our motto is, "Using Our Powers for Good". How do you plan to use the lessons you learned at KGS in your community?

**Requirements:** 500 words or less

**Cover Sheet:** Name of Citizen  
State Office  
City  
Address  
Phone Number  
Sponsor's Name Number

**Point System:** 50% Content  
20% English  
10% Originality  
10% Neatness  
10% Spelling

**Deadline:** **Thursday, June 26, 2025 by 9:00 PM**  
**Brenda Williams, KGS Chair**  
**Scholarship presented at Graduation**

# KGS Honor City 2025

Does your city have what it takes to be the BEST, to solve the problems and unique challenges facing your city? It's going to take more than just hard work and a determined attitude (but that certainly doesn't hurt). You will need an enormous amount of teamwork, vision, resourcefulness, efficiency in governance, big thinking, and attention to detail.

At the end of the week, the Honor City will be awarded to the city that completes its own city objectives as well as those of the larger program. Points will be awarded each day for completing tasks efficiently, on time, and thoroughly. Each day (Sunday – Thursday) the three cities awarded the most points that day will be announced. Earning first place in the daily competitions gets you and your city the title of Honor City of the day. In addition to bragging rights and a ribbon to wear proudly, Honor City will receive a federal grant to aid in their city governance and completing their city goals for improvement.

Points will be awarded for: City Action Plan, City Daily Reports, City Maintenance (Cleanliness), City Flag, City Song Performance, City Citations, Newspaper articles, bills submitted for consideration, number of Candidates participating in elections, candidates elected into office, and City Unity/Pride.

Cities will lose points for poor behavior and breaking any KGS rules. If a city has any questions, their mayor and city council can set up a meeting with the Chairwoman and Director to go over where they lost points and how to improve.

Good Luck! May the Best City Win!

# Honor City Rubric

## Daily Honor City Rubric

Categories	Maximum points
City Daily Report	15 pts.
City Business Manager working store	15 pts.
City Maintenance (Cleanliness)	5 pts.
City Citations	1 pt. each (25 maximum) -2 pts. for any over 25
Newspaper articles	3 pts. Each (limit of 2)
City Ordinances	2 pts. each (limit of 5)
Bills submitted for consideration	2 pts each + 2 pts. each if passed
City Unity/Pride	10 pts.
Breaking KGS rules/unbecoming behavior	Appropriate -points to the Infraction TBD

## One-Time Honor City Points

Category	Maximum points
City Action Plan	20 pts.
City Flag	30 pts.
City Song Performance	30 pts.
Number of Candidates winning in the county and state elections	3 pts. per county position 4 pts. per house/senate position 5 pts. per state position

# City Flag Contest Guidelines

- Must include the city's name (must be large enough so it can be used in the City picture at the end of the week)
- Exhibits creativity and originality
- Neat and organized
- Evidence of input from all citizens
- Should reflect one or more of the demographics, industry, culture, or topography of the city
- Should exhibit one patriotic symbol of America (for example - flag, Liberty Bell, Uncle Sam)
- Poster board must be 22" by 28" (provided by KGS)
  - Everything must be on the poster board
  - Nothing should hang over the edges of the poster board
- Must be completed and displayed by dinnertime (4:30 p.m.) on Wednesday
  - Judging should be completed by the evening session
  - winners will be announced at Thursday morning's session
- Honor city points will be awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place
- Three members of the KGS staff will judge the contest using a form with a points system, awarding points and deducting points. The three highest scores will be the winners.

# City Song/Performance Contest Guidelines

- Should contain only one musical tune, not a variety of songs
- Last no more than five minutes
- Exhibits creativity and originality
- All citizens must participate
- Must include the City's name
- The lyrics should be about KGS and their experiences as citizens
- Acting with the song is allowed
- Props and costumes must fit with the song
- May use the phrase "Keystone Girls State" in their song
- Prizes awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place
- Three members of the staff will judge the contest using a form with a points system, awarding and deducting points. The three highest scores will be the winners.



# **KGS Commerce**

## **The Store of Keystone is Open for Business**

Nothing the government does is free. Citizens in your city will have the opportunity to buy the necessary products they require for the week. During the week we will have the KGS Store open with snacks, beverages, clothing, and miscellaneous items for purchase. There will also be food specials throughout the week. Any profit acquired from the store will stay in the ALA Keystone Girls State account for future funding of the program.

Each city business manager will be responsible to assist in working with the KGS store Business Specialist throughout the week. They will develop a schedule that allows all city business managers to staff the store throughout the week. They will also assist with pricing merchandise for maximum profit.

Keeping a careful account of the money and stock, business managers will fill out the business forms to the satisfaction of the Business Specialist at the end of each business day. All sales profits will be turned into the Business Specialist at the end of each day. All profits made will go towards the Keystone Girls State fund at the end of the program.

At the end of the day, lists of what needs to be bought for the next day to restock must also be given to the Business Specialist to be purchased for the next day. Any questions can be addressed to the Business Specialist, Chairwoman, or Director. The Business Specialist will also go around early on the first night and explain the store process to the city business managers. Success of the KGS store is very important and will be an opportunity to learn about operating a business.



# The Keystone State Legislature

All citizens will participate in the Keystone State Legislature as either a State Representative or State Senator on the first day of session. Senators will be elected in cities on the first night. If you are not a Senator, you will be a member of the House. Six (6) members will be elected from each city to the Senate – the Newspaper reporter, business manager, and mayor can exempt themselves from these sessions to work in the first-floor lounge of Naugle hall on their city interests.

Bills, although they apply to the entire state of Keystone, are supposed to directly benefit your city. Bills must pass both chambers and their committees to become law. Submitting bills and getting bills passed CAN help you earn Honor City points, but it is also in your interest that all bills face a thorough debate as passing bills for the sake of passing bills will not bring you or your city glory.

Bills will be formatted according to the guidelines described in the following section and will be submitted to the House and Senate through the Google drive system. Presenting the bills in the House and Senate will follow Robert's Rules of Order.

If you would like to attend ALA Girls Nation, we highly encourage you to be very involved in the legislative sessions because they are fundamental to the ALA Girls Nation program.



# **Robert's Rules of Order**

## **Parliamentary Procedure for Use in the House and Senate**

### **The Players**

#### Speaker of the House

The presiding officer for the House;  
Monitors discussion and is not allowed  
to debate nor vote

#### President Pro Tempore

The presiding officer for the Senate;  
monitors discussion and is not allowed  
to debate nor vote

#### Clerk

Each presiding officer appoints a clerk;  
takes attendance and is allowed to  
debate and vote

#### Sponsor

Individual who wrote and submitted the  
bill; speak in favor of bill during  
sponsorship/summation speeches;  
cannot but can vote

#### Summary

1. Session is called to order by presiding officer.
2. Attendance
  - a. Taken by Clerk
  - b. Clerk calls each city name; stand up when your city is called
3. Sponsorship speech (1 minute)
  - a. Sponsor(s ) of a bill present their bill to the delegation
4. Questions and Debate
  - a. Questions (1 minute total)
    - i. Only questions for the sponsor(s) are allowed
    - ii. Called "non-debatable technical questions"
  - b. Debate (30 seconds/each)
    - i. Delegates can raise pros/cons regarding the bill
5. Amendments
  - a. Can be proposed concurrently with debate
6. Summation speech (1 minute)
  - a. Co-sponsor(s) advocate for the bill and refute con arguments
7. Voting

# Sample Script

Reference this when conducting a House/Senate session for more detail on order and language.

## 1. The session is called to order

- a. Presiding Officer – tap the gavel and say, “I now call this Senate/House session order.”
- b. **Attendance is called**
- c. Clerk calls out city names.
- d. Citizens in each city will stand to ensure there is a sufficient number of citizens in the legislature. Senate must have 6 and House must have at least 7.

## 2. Attendance is called

- a. Clerk calls city names
- b. Citizens in each city stand to ensure there is a sufficient number of citizens in the legislature.

## 3. The bill sponsor is recognized

- a. Presiding Officer: “It is now in order for the delegation to discuss House/Senate bill number \_\_\_\_\_. Is the sponsor present?”
- b. Sponsor(s): “Yes.”
- c. Presiding Officer: “Senator/Representative \_\_\_\_\_ you are now recognized for a one-minute-long sponsorship speech.”
- d. Sponsor come to the front of the room to give their sponsorship speech.
- e. Sponsorship speech – 1 minute
  - i. Sponsors should speak directly to the delegation instead of reading off the screen.
  - ii. Either: Presiding Officer – “Sponsor(s) your time has expired” OR Sponsor – “I yield my time.”

## 4. Questions and Debate

- a. Non-debatable technical questions
  - i. Presiding Officer: “It is now in order to do one minute of non-debatable technical questions, are there any such questions?”
  - ii. Presiding Officer calls on a senator’s/representative’s raised hand: “Delegate, you are now recognized.”
  - iii. Senator/Representative stand, state name, city, and then ask your question to the sponsors.
  - iv. Sponsor – answers question.
- b. Pro-Con Debate
  - i. Presiding Officer: “It is now in order for one round of con debate, are there any such speakers?”
  - ii. Presiding Officer calls on Senator’s/Representative’s raised hand; “Delegate, you are now recognized.”
  - iii. Con Speaker: stand state name, city then “I am against this bill because ...”

- iv. Presiding Officer: "Delegate, your time has expired. It is now in order for one round of pro debate, are there any such speakers?"

**5. Amendments**

- a. Write your amendment on a piece of paper and bring it to the clerk
- b. "Motion to hear the amendment on the floor"
  - i. Someone MUST second this.
- c. Treat amendment like a mini bill; follow the same format.

**6. Summation Speech**

- a. This is a speech made by the sponsor/co-sponsors pleading their case one last time. The amount of time will be based on whether or not they yielded during sponsorship and how much.
- b. Presiding Officer: "It is now in order for the sponsor to rise and give their summation speech. You are now recognized for a \_\_\_\_ long summation speech."

**7. Voting**

- a. Presiding Officer: "It is now in order to vote on this amendment. All those in favor please rise and say 'Aye'".
- b. Those who want to pass the amendment, stand and say "aye" while the presiding officer and the secretary count.
- c. Presiding Officer: "All those opposed, please rise and say 'nay'." (same thing for those who don't want the amendment to pass)
- d. Presiding Officer: "in a # to # vote, the ayes/nays have it and this amendment passes/fails."

# How to Write Legislation for KGS

To hold productive Senate and House sessions, you and your city will need to create bills that will improve the state of Keystone while addressing some of your city issues. Additionally, you will create ordinances to help govern your individual city. Bills and city ordinances do NOT include your reasoning or testimony as to why they should be passed. Those issues can be brought up at committee hearings within your city or in debate on the floor of the House or Senate.

General format for KGS legislature:

## **2025 Keystone Girls State Legislature:**

**SB/HB#** (ID number that is assigned by the Secretary at the beginning of session)

\*SB = Senate Bill; HB = House Bill

**Chief Sponsor:** Name and city of citizen who created the legislation

**Co-Sponsor(s):** Names and cities of citizens who are strong supporters

**Referred To:** The presiding officers will decide which committees this legislature should be referred to

**Relates To:** The area of governmental concern that the legislation would fall into

**Titled:** The name of the legislation

Main portions of a bill and city ordinance are:

1. The name
2. A description
3. The action to be taken to enact the bill and enforce it
4. Definitions
5. A date for the policy to take effect
6. In the case of appropriations, where the money will come from

# Example Bill

(Year) Keystone Girls State Legislature

SB/HB#

Sponsored by: Sami and Kelly

Co-Sponsor: Greiman City

Referred to: Consumer Affairs

Relates to: Consumer Product Safety

Titled: The Consumer Candy Safety Act

BE IT ENACTED BY THE (YEAR) SESSION OF GIRLS STATE THAT:

1. No person under the age of 37 shall possess, attempt to possess, or misrepresent his/her age for the purpose of obtaining a Pez candy dispenser.
2. For the purpose of this act, is Pez candy dispenser is defined as any one of the many commonly available plastic articles which is used to serve small multi-colored candies via a spring-loaded mechanism.
3. Penalty: any person found to be in violation of this act shall be guilty of a misdemeanor and shall be punished by a fine of not more than \$674.23 and/or incarcerated for not more than 30 days.
4. This Act shall take effect on 1 January (YEAR).

# City Action Plan and Ordinances

Your city action plan is crucial in directing the legislation, revenue profits, and all other aspects of your city throughout the week. Based on your given city history, you and your city will identify the most pressing issues in your city, how much they cost, and how you will address those issues legislatively and financially.

An ordinance is a piece of legislation your city passes that pertains to the city. Ordinances may related to the problems of your city (i.e. poverty rate) and/or can relate to the physical rules of your city (the hallways/lounge). When citizens (from your city and other cities) violate the laws of your city (as delineated by your ordinances), it is the job of the sheriff to arrest these citizens and possibly put them on trial. During city meetings, the mayor should appoint committees (i.e. transportation committee) to address a particular issue and create ordinances to solve them. These ordinances should them be examined during the City Council meeting.

## Example (City Ordinance)

(YEAR) Girls State Legislature

Sponsored By: Sami and Kelly

Referred To: The mayor of your city should refer this ordinance to the committees set up in your city – just like the House/Senate committees. These committees decide on whether or not the ordinance should go to a vote within your city.

Relates To: Citizen Safety

Titled: Travel Safety Act

BE IT ENACTED BY THE (YEAR) SESSION OF GIRLS STATE THAT:

1. No person within the city of Jefferson shall travel while chewing gum.
2. For the purpose of this city ordinance, gum is defined as any surgery chewable substance.
3. Penalty: Any person found to be in violation of this ordinance shall be forced to pay \$500 to the city of Jefferson.
4. This shall take effect on 1 January (YEAR).



# **Keystone Judicial Branch**

For the purpose of Keystone Girls State, the Pennsylvania Judiciary was modified in order to accommodate the Keystone State while also teaching the basic principles of the Pennsylvania Judicial Branch. Mock trials will regularly be held in accordance with the Federal Rules of Evidence to simulate proper litigatory procedure.

## **District Court**

Each city will have one District Court meant to simulate the Magisterial District Court. Each court will have a City Prosecutor, City Public Defender, City Magistrate, and Sheriff. Also, each city will have two State Troopers who will cite violations of city ordinances. The City Prosecutor and Public Defender will act as attorneys before the City Magistrate during District Court and must follow a mock trial procedure. However, the City Prosecutor has an additional role: representing her city during County Court to defend the city against lawsuits or to act as plaintiff. Instead of a jury, the City Magistrate will render all decisions.

## **County Court**

For Keystone Girls State, the County Court acts as both the Commonwealth Court and the Court of Common Pleas. Commonwealth Court is held when a city or the state of Keystone must be represented. The Court of Common Pleas convenes to hear major civil cases, appeals, and major criminal cases.

## **Supreme Court**

In Keystone Girls State, the Supreme Court is the highest court in the state of Keystone and determines the constitutionality of Pennsylvania's current laws. In the Supreme Court, a total of 6 Associate Justices and one Chief Justice will hear and deliberate on cases. The Chief Justice only has one vote in decisions but facilitates and leads conversation during deliberations. The Chief Justice also writes the official opinion of the court after the hearing, detailing what the Justices deliberated and decided from the case.

# Mock Trial Procedure

Throughout the week, there will be three trials: one at the city level, one at the county level, and one at the Supreme Court level. The first two trials will follow the procedure described below (with the Supreme Court trial following a separate procedure). The trial will start with the plaintiff/prosecution opening statement (#1) and continue in number order ending with the plaintiff/prosecution closing statement (#12). The trials will operate identical to the rules used in high school competition. The trials will not be scored, but a judge (City Magistrate) will deliver a verdict at the conclusion of each trial.

For those familiar with mock trials, please note the difference from the high school competition: each statement/examination is limited to 5 minutes, rather than each case having 25 minutes. In addition, each side may only call two witnesses.

Before each trial, both the prosecution/plaintiff and defense will work together to fill out a form highlighting the charge and witnesses who will be called. It should be read by the magistrate before the trial begins. The form can be found on the following page.

Prosecution	Defense
1. Opening Statement (5 mins)	2. Opening Statement (5 mins)
3. Direct of Witness #1 (5 mins)	4. Cross of Witness #1 (5 mins)
5. Direct of Witness #2 (5 mins)	6. Cross of Witness #2 (5 mins)
Recess (5 mins)	
	7. Direct of Witness #1 (5 mins)
8. Cross of Witness #1 (5 mins)	9. Direct of Witness #2 (5 mins)
10. Cross of Witness #2 (5 mins)	
Recess (5 mins)	
	11. Closing Statement (5 mins)
12. Closing Statement (5 mins)	

# Pre-Trial Form

Magistrate's (Judge's) Name: \_\_\_\_\_

Prosecuting/Plaintiff Attorney's Name: \_\_\_\_\_

Defense Attorney's Name: \_\_\_\_\_

Charge (what the defendant allegedly did wrong; include as many details as possible):

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Plaintiff Witness #1 Name: \_\_\_\_\_

Plaintiff Witness #2 Name: \_\_\_\_\_

Defense Witness #1 Name: \_\_\_\_\_

Defense Witness #2 Name: \_\_\_\_\_

## Courtroom Etiquette

- Stand when the Magistrate enters the room. This applies to everyone in the room. You may not sit down until the Magistrate says, “please be seated”. Stand for the opening and closing statements, as well as direct and cross examinations. Witnesses will be seated on the stand.
- Always refer to the Magistrate as “Your Honor”.
- Do not speak to the opposing attorney, direct questions to the witness and objection arguments to the Magistrate.
- You may refer to notes during the trial.
- In general, open-ended questions (Where were you at 2:00 PM?) are permitted on direct examination, and leading questions (You were in the lounge at 2:00 PM, correct?) are permitted in cross examination.

## Courtroom Lingo

- “The bench” – where the judge sits
- “The stand” – where the witness sits
- “Counsel table” – two different couches/tables where the attorney sits
- “Objection” – I have an issue with this statement because (cite rule of evidence)
- “Overruled” – the judge disagrees with your objection; the testimony is allowed in
- “Sustained” – the judge agrees with your objection; the testimony is not allowed in
- “May it please the court?” – May I proceed?

## Pre-Trial

After the Magistrate reads the pre-trial form, the Prosecution/Plaintiff will introduce herself as, “Good Evening, my name is Jane Doe, and I represent the (NAME OF CITY [for first trial]/COUNTY [for second trial]).” The Defense will introduce herself as, “Good evening, my name is Carly Smith and I represent the defendant, (NAME OF CITIZEN).”

If the Prosecution/Plaintiff or Defense wishes, they may tender pre-trial documents to the bench. These may include a copy of the rules of evidence or relevant case law (all of which can be found by searching “PA High School Mock Trial Rules of Evidence/Case Law”). Although this is allowed, it is not required.

If there are no pre-trial matters, the trial will begin according to the form on page 26. Each portion of the trial must be times be a timekeeper, and attorneys/witnesses will be cut off if they go beyond their time limit.

## Objections

To object, stand up and say, “Objection, (type)”. Then the judge will ask the opposing counsel to respond to the objection. Everything both attorneys say should revolve around the rules of evidence. Then the judge will ask the objecting attorney to respond. The amount of times the judge goes back and forth between the two attorneys will vary, but the judge will always direct the conversation. Once the objection has been fully argued (everyone has said all they needed to say), the judge will make a ruling. Possible objections include:

- Objection, Hearsay – Any statement made outside of court for the truth of the matter asserted.
  - “Truth of the matter asserted” means the statement is being used for its truth value; for example, if the statement is “John told me it was raining”, and opposing counsel is trying to prove it was raining, then that is being offered for the truth of the matter asserted. Hearsay, like all of these sample objections, is not always prohibited. Consult the rules of evidence to see when it is allowed.
- Objection, Cumulative – When the witness is rambling and providing more detail than necessary given the question.
- Objection, Improper Opinion – When the witness offers an opinion that is outside of their scope of knowledge.
- Objection, Leading – When the attorney’s question is leading. The judge will then ask her to rephrase the question. Can only be used on direct examination.
- Objection, Non-Responsive – When the witness didn’t answer the question.
- Objection, Relevance – When the testimony is being offered that makes no important fact of the case more or less likely to be true.
  - Example, when questioning the defendant in a vandalism case: “Why did you buy those green shoes?”
- Objection, Speculation – When the witness is speculating.
  - Example: “She was angry.” The witness cannot testify to the mindset of another person; they are not a mind reader.

## The Verdict

At the conclusion of the trial, the magistrate will deliver a verdict in favor of the prosecution/plaintiff or defense. The judge will have time to assess the facts of the case and decide which case made a more convincing argument backed by factual claims. The magistrate must uphold the law: i.e. if it is obvious that the defendant did vandalize, she must find her guilty because vandalism is illegal.

# Federal Rules of Evidence (Abridged)

## Rule 401. Test for Relevant Evidence

Evidence is relevant if:

- a. It has any tendency to make a fact more or less probable than it would be without the evidence; and
- b. The fact is of consequence in determining action.

## Rule 615. Excluding Witnesses

At a party's request, the court must order witnesses constructively excluded so they cannot hear other witnesses' testimony. But this rule does not authorize constructively excluding:

- a. A party who is a natural person;
- b. An officer or employee of a party who is not a natural person, after being designated as the party's representative;
- c. Omitted; or
- d. A person authorized by a statute provided the case materials to be present.

## Rule 701. Opinion Testimony by Lay Witnesses

If a witness is not testifying as an expert, testimony in the form of an opinion is limited to one that is:

- a. Rationally based on the witness's perception;
- b. Helpful to clearly understanding the witness's testimony or to determining a fact in issue; and
- c. Not based on scientific, technical, or other specialized knowledge within the scope of Rule 702.

## Rule 801. Definitions that Apply to This Article; Exclusions from Hearsay

- a. **Statement.** "Statement" means a person's oral assertion, written assertion, or nonverbal conduct, if the person intended it as an assertion.
- b. **Declarant.** "Declarant" means the person who made the statement.
- c. **Hearsay.** "Hearsay" means a statement that:
  - 1) The declarant does not make while testifying at the current trial or hearing; and
  - 2) A party offers evidence to prove the truth of the matter asserted in the statement.
- d. **Statements That are not Hearsay.** A statement that meets the following conditions is not hearsay:
  - 1) **A Declarant-Witness's Prior Statement.** The declarant testifies and is subject to cross examination about a prior statement, and the statement:

- i. is inconsistent with the declarant's testimony and was given under penalty of perjury at a trial, hearing, or other proceeding or in a deposition;
  - ii. is consistent with the declarant's testimony and is offered to rebut an express or implied charge that the declarant recently fabricated it or acted from a recent improper influence or motive in so testifying; or
  - iii. identifies a person as someone the declarant perceived earlier.
- 2) An Opposing Party's Statement.** The statement is offered against an opposing party and:
- i. Was made by the party in an individual or representative capacity;
  - ii. Is one the party manifested that it adopted or believed to be true;
  - iii. Was made by a person whom the party authorized to make a statement on the subject;
  - iv. Was made by the party's agent or employee on a matter within the scope of that relationship and while it existed; or
  - v. Was made by the party's co-conspirator during and in furtherance of the conspiracy. The statement must be considered but does not by itself establish the declarant's authority under (iii); the existence or scope of the relationship under (iv); or the existence of the conspiracy or participation in it under (v).

## **802. The Rule Against Hearsay**

Hearsay is not admissible unless any of the following provides otherwise:

- These rules; or
- Other rules prescribed by the Keystone Supreme Court.

## **Rule 803. Exceptions to the Rule Against Hearsay – Regardless of Whether the Declarant is Available as a Witness**

The following are not excluded by the rule against hearsay, regardless of whether the declarant is available as a witness;

- a. **Present Sense Impression.** A statement describing or explaining an event or condition made while or immediately after the declarant perceived it.
- b. **Excited Utterance.** A statement relating to a startling event or condition made while the declarant was under the stress of excitement that it caused.
- c. **Then-Existing Mental, Emotional, or Physical Condition.** A statement of the declarant's then-existing state of mind (such as motive, intent, or plan) or emotional, sensory, or physical condition (such as mental feeling, pain, or bodily health) but not including a statement of memory or belief to prove the fact remembered or believed unless it relates to the validity or terms of the declarant's will.
- d. **Statement Made for Medical Diagnosis or Treatment.** A statement that:
  - 1) is made for – and is reasonably pertinent to – medical diagnosis or treatment; and
  - 2) describes medical history; past or present symptoms or sensations; their inception; or their general cause.

- e. **Recorded Recollection.** A record that:
- 1) Is on a matter the witness once know about but now cannot recall well enough to testify fully and accurately;
  - 2) Was made or adopted by the witness when the matter was fresh in the witness's memory; and
  - 3) Accurately reflects the witness's knowledge. If admitted, the record may be read into evidence but may be received as an exhibit only if offered by an adverse party.
- f. **Records of a Regularly Conducted Activity.** A record of an act, event, condition, opinion, or diagnosis if:
- 1) The record was made at or near the time by – or from information transmitted by – someone with knowledge;
  - 2) The record was kept in the course of a regularly conducted activity of a business, organization, occupation, or calling, whether or not for profit;
  - 3) Making the record was a regular practice of that activity;
  - 4) All these conditions are shown by the testimony of the custodian or another qualified witness, or by a certification that complies with Rule 902(11) or (12) or with a statute permitting certification; and
  - 5) Neither the source of information nor the method or circumstances of preparation indicate a lack of trustworthiness.
- (7-20) Omitted.**
- (21) Reputation Concerning Character.** A reputation among a person's associates or in the community concerning the person's character.
- (22-24) Omitted.**



# Supreme Court Case Procedure

Petitioner (runner-up for Attorney General)	Respondent ( Attorney General)
1. Hand Supreme Court Justices Written Briefs	
2. Oral Argument	3. Oral Argument
4. Questions Asked by Justices to Petitioner and Respondent	

## Preparing Your Case

The Supreme Court case is the final case argued at Keystone Girls State and involves debating the constitutionality of a law. The trial will include the following roles:

- **Petitioner** – challenging the constitutionality of the law (runner-up for Attorney General)
- **Respondent** – defending the law as constitutional (Attorney General)
- **Justice** – interpreting the law based on the arguments presented during trial (Supreme Court Justices)

### Petitioner/Respondent:

**Written Brief:** Each will provide a written brief of their petitions (arguments) to deliver to the Supreme Court Justices at the beginning of the trial. The justices may refer to these briefs throughout the trial. Your brief must include the following elements:

- Name of your case
- Background facts for the case – history of the case to this point
- Constitutional issues involved in the case
- Your position on these issues – why you are appearing before the court

**Your Argument:** This is the main part of the brief and should include other cases to support what you believe to be the correct interpretation of the Constitution on this issue. You need to explain all facts and legal points to prove why your side is correct.

**Conclusion:** What you are asking the court to do if they find you to be correct.

**Oral Arguments:** This comprises the bulk of the trial. It is your chance to convince the court that the law supports your interpretation of the question being considered. These arguments never attack your opponent's case but should always be focused on using the facts and the law to show why you are correct. This part has 3 pieces:

- Your statement of the issue and the explanation on the Constitutional questions involved.
- Your argument of the case. This is the oral version of what you placed in the brief. You want to highlight the issue and the facts of the case that support your interpretation of the law. Keep this short and to the point.

- You have three minutes to speak before the Question-and-Answer Session begins.

**Question and Answer:** The court will question you about the facts of the case, the previous cases you have cited, the interpretation of the law you are pushing, and the remedy you have requested. Anticipate questions and have possible answers ready.

### **Supreme Court Justice:**

**Written Work:** You must prepare the following items prior to your hearing of the cases.

- A statement of the Constitutional and factual questions that are the center of your case.
- A listing of questions for both sides. These need to be of both factual and legal/Constitutional natures. These questions should be designed to push each side to make their best argument for their case.

**Oral Arguments:** This is where the case will be presented to you and where you will be able to dissect each side's ideas to help you reach a decision.

- When you listen to the presentation of each side, you must utilize your questions to prompt them to "make" their case to you – convincing you of the soundness of their arguments.
- You will need to be ready to expand your questions on the fly and to push for information you need to help you make a decision.

### **Petitioner/Respondent Goals:**

#### **Research to find:**

- Background facts for the case-history up to this point.
- Constitutional issues involved.
- Your position on these issues.

**Put all research you have compiled together to complete a written brief.**

### **Supreme Court Justices Goals:**

**Deliberations:** After oral arguments have concluded, the Chief Justice and Associate Justices will deliberate. The Chief Justice should lead the discussion. Once a decision has been reached, the justices will return to the courtroom. The Chief Justice will render their decision, along with a brief explanation for their decision.

## KGS Rocks the Vote!

### Voting in KGS

Voting is an important and solemn duty of citizenship in Keystone and in America. The majority of voting in KGS will be electronic voting via Google forms. Instruction on voting will be given in your cities on the first night.

Keep your voter registration card and present it when you go to vote. **You will not be allowed to vote without a voter registration card.**

Voting the best candidate in your opinion to hold office will benefit you and the state.

Running for election is a privilege and bad behavior will result in your candidacy being rejected (along with other potential consequences depending on the infraction).

Election results will be announce when they are available and posted to the website as well as potentially social media.



# Election Boards

There will be an Election Board in each County that will assist county and state elections. Citizens will volunteer for the following positions. Acceptance of these positions does not keep citizens from running for any position.

The Election Board will consist of a Judge of Elections, a Clerk, a Watcher, and a Constable (2 from each Political Party).

## **Job Descriptions:**

### **Constable:**

- Opens and closes the polls
- Police the Polling area to make sure there are no violations of campaigning rules (no campaigning or signs in or near the Polling area)

### **Watcher:**

- Watches and ensures that there is a fair election
- Privacy for the voters when they cast their ballots

**Clerk:** Will enter their initials and the ballot number in the appropriate boxes on the voter's registration sheet

**Judge:** Will check the voter's credentials and have the voters sign in on an election sign in sheet that includes the type of election, the date the city (if applicable), the county, and a list of the citizen's names

At least one of the Mentors, Senior Counselors, or Junior Counselors will oversee the entire process from start to finish on a computer to certify the legitimacy of the election.

All voting will be completed on laptops and will be tallied accordingly.

In the event of a tie vote – at Keystone Girls State, we try to follow the same procedures as the Commonwealth of Pennsylvania pertaining to elections and results. In the event of a tied election, Pennsylvania requires that a “game of chance” determine who will fill the seat. Keystone Girls State will follow this process (i.e. drawing a short straw).

## **Petitioning**

If you choose to run for an Elected Position on the county or state level, you will need to complete a Petition and acquire the required number of signatures to start campaigning for the primary elections; then return the completed Petition to the Voting Instructor to have your name placed on the ballot.

**For County Offices:** You will need to acquire 7 signatures of registered voters in the state of Keystone from the same political party and county.

**For State Offices:** You will need to acquire 9 signatures of registered voters in the state of Keystone from the same political party.

**Please watch for the deadline to submit the petitions, as it is imperative to submit them in a timely manner to have the ballots prepared for the elections. Thank you!**

# Declaration of Candidacy Petition for County/State Office

I, the undersigned, being a qualified elector for the city of \_\_\_\_\_, State of Keystone, hereby declare myself to be a candidate for the office of \_\_\_\_\_, for a term of Years, to be voted for at the election to be held on the \_\_\_\_\_ day of June 2025 and hereby certify that my address is \_\_\_\_\_ (room number).

Signed \_\_\_\_\_ (Name)

## Petition

We, the undersigned, do hereby join in a petition for the nomination of \_\_\_\_\_, whose residence is \_\_\_\_\_ (room number), City of \_\_\_\_\_, for the Office of \_\_\_\_\_, for the term of \_\_\_\_\_ years, to be voted at the primary County election to be held in the City of \_\_\_\_\_ on the 23rd day of June 2025 and do further certify that we are qualified electors and are not at this time the signers of any other petitions nominating any other candidate for the above-named office, or in case there are several positions to be filled in the above-named office, that we have not signed more petitions than there are positions to be filled in the above-named office.

## Signatures

Candidates must obtain seven (7) signatures if running for a County office and nine (9) signatures if running for a State office.

No props may be used at any time during the city speeches.

Citizens may sign one (1) petition for Mayor and (3) for Council women.

#1 \_\_\_\_\_  
#2 \_\_\_\_\_  
#3 \_\_\_\_\_  
#4 \_\_\_\_\_  
#5 \_\_\_\_\_  
#6 \_\_\_\_\_  
#7 \_\_\_\_\_  
#8 \_\_\_\_\_  
#9 \_\_\_\_\_

# Flag Raising

**Day:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Welcome:** \_\_\_\_\_ (Name)

This role is to give greetings, say your name, the City you represent. Example: "Hello everyone, how are you this morning? My name is Sarah and I am Mayor of Smith City. Welcome to today's flag raising."

**American Flag:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Among the three citizens, you need to decide who is doing what part. One citizen needs to obtain the flag from the Auxiliary President. She will hold the striped end down. The second citizen will hold her hands underneath the flag while it is being unfolded to secure the process. The third citizen will remove the rope from the flagpole, start unfolding the flag till it is completely unfolded and clip the flag onto the rope and raise it.

**State Flag:** 1. \_\_\_\_\_

2. \_\_\_\_\_

Among the two citizens, you need to decide who is doing what part. One girl needs to obtain the flag from the Americanism Chairperson. She will hold one end of the flag and help unfold it. The second citizen will remove the rope from the flagpole, start unfolding the flag until the flag is completely unfolded and clip the flag onto the rope and raise it.

**Girls State Flag:** 1. \_\_\_\_\_

Among the two citizens, you need to decide who is doing what part. One girl needs to obtain the flag from the Americanism Chairperson. She will hold one end of the flag and help unfold it. The second citizen will remove the rope from the flagpole, start unfolding the flag until the flag is completely unfolded and clip the flag onto the rope and raise it.

**Inspirational Thought:** \_\_\_\_\_

You may choose any quote or thought that inspires you.

**Song:** \_\_\_\_\_

This role is to let everyone know what song we are singing and just start singing.

# Flag Lowering

**Day:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Welcome:** \_\_\_\_\_ **(Name)**

This role is to give greetings, say your name, the City you represent. Example: "Hello everyone, how are you this evening? My name is Sarah and I am Mayor of Smith City. Welcome to today's flag lowering ceremony."

**Girls State Flag:** 1. \_\_\_\_\_

2. \_\_\_\_\_

Among the two citizens, you need to decide who is doing what part. One citizen will remove the rope from the flagpole, start lowering the flag, unclip the flag, and help fold it. The second citizen will need to help guide the flag, fold the flag, and present it to the Girls State Chairperson.

**State Flag:** 1. \_\_\_\_\_

2. \_\_\_\_\_

Among the two citizens, you need to decide who is doing what part. One citizen will remove the rope from the flagpole, start lowering the flag, unclip the flag, and help fold it. The second citizen will need to help guide the flag, fold the flag, and present it to the Americanism Chairperson.

**American Flag:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Among the three citizens, you need to decide who is doing what part. One citizen will remove the rope from the flagpole, start lowering the flag, unclip the flag, and help fold the flag. The second citizen will hold her hands underneath the flag while it is being unfolded to help secure the process. needs to obtain the flag from the Auxiliary President. She will hold the striped end down. The third citizen will help guide the flag down, hold the striped end while folding the flag and present it to the Auxiliary President.

**Inspirational Thought:** \_\_\_\_\_

You may choose any quote or thought that inspires you.

**Song:** \_\_\_\_\_

This role is to let everyone know what song we are singing and just start singing.

# Flag: Advancement of the Colors

**Day:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Welcome:** \_\_\_\_\_

This role is to give greetings, say your name and the City you represent. Example: "Hello everyone, how is everyone today? My name is Sarah and I am the Mayor of Smith City. Welcome to today's opening ceremony."

**Advance the Colors: 1.** \_\_\_\_\_

**2.** \_\_\_\_\_

Among the two citizens, you need to decide who will carry the American flag and who will carry the Girls State flag. The American flag goes on the right side facing the stage and will cross closest to the stage. Keep the American flag higher than the Girls State flag. The Girls State flag goes in on the left-hand side of the stage facing the stage and will cross closest to the audience. Make sure the "Eagle" faces the audience when put in the holders. You will stand at attention during the ceremony. DO NOT salute the flag, sing, or talk.

**Prayer:** \_\_\_\_\_

You may choose any prayer you wish to share with the group.

**Pledge:** \_\_\_\_\_

State – "Please join me in reciting the Pledge of Allegiance" or start the Pledge.

**Star Spangled Banner:** \_\_\_\_\_

State – "Please join me in singing the National Anthem" or start the song.

**Inspirational Thought:** \_\_\_\_\_

You may choose any quote or thought that inspires you.

**Song:** \_\_\_\_\_

This role is to let everyone know what song we are singing and just start singing.



# Flag: Retirement of the Colors

**Day:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Welcome:** \_\_\_\_\_

This role is to give greetings, say your name and the City you represent. Example: "Hello everyone. How is everyone today? My name is Sarah and I am Mayor of Smith City. Welcome to today's closing ceremony."

**Song:** \_\_\_\_\_

This role is to let everyone know what song we are singing and just start singing.

**Inspirational Thought:** \_\_\_\_\_

You may choose any quote or thought that inspires you.

**Prayer:** \_\_\_\_\_

You may choose any prayer you wish to share with the group.

**Retire the Colors: 1.** \_\_\_\_\_

**2.** \_\_\_\_\_

Among the two citizens you should decide who will carry the American flag and the Girls State flag. The American flag goes out on the right-hand side facing the audience. Keep the American flag higher than the Girls State flag. The Girls State flag goes out on the left-hand side facing the audience. You stand at attention during the closing ceremony, DO NOT salute the flag, sing, or talk.

# ***Musical Selections***

## **GIRLS STATE SONG**

Words and music by  
Haroldene Ann Heeren, of Hemingford

Raise your voices, raise them high  
Sing to Girls State, and here's why  
Look to Girls State, and you'll find  
Tomorrow's leaders of mankind

(Chorus)

We are the future leaders,  
Leaders in a band  
And we come from Girls State  
The best state in the land.

*(VERSE II)*

Of our leaders, we will learn  
Cause someday, twill come our turn  
To fulfill their utmost plan  
A lasting peace for every man.

(Chorus)

We are the future leaders,  
Leaders in a band  
And we come from Girls State  
The best state in the land.  
We are up and coming  
Progressive , kind and strong  
And to our own Girls State  
We proudly sing this song.

## **PENNSYLVANIA**

By Eddie Khoury & Ronnie Bonner - 1990

Pennsylvania, Pennsylvania  
Mighty is your name.  
Steeped in glory and tradition,  
Object of acclaim,  
Where brave men fought the foe of  
freedom,  
Tyranny decried, 'Til the bell of  
independence filled the countryside

Pennsylvania, Pennsylvania,  
May your future be filled with honor  
Everlasting as your history.

Pennsylvania, Pennsylvania  
Blessed by God's own hand,  
Birthplace of a mighty nation,  
Keystone of the land.  
Where first our country's flag unfolded  
Freedom to proclaim,  
May the voices of tomorrow,  
Glorify your name.

Pennsylvania, Pennsylvania,  
May your future be filled with honor  
Everlasting as your history.

## ***The Star Spangled Banner***

By Francis Scott Key – 1814

Oh, say can you see by the dawn's early light  
proudly we hailed at the twilight's  
last gleaming?  
Whose broad stripes and bright stars thru  
perilous fight,  
O'er the ramparts we watched were so  
Gallantly streaming?  
And the rocket's red glare, the bombs

bursting in air,  
Gave proof thru the night, that our  
flag was still there.  
Oh, say does that Star-Spangled Banner  
yet wave  
O'er the land of the free and the  
Home of the brave?

## ***God Bless America***

By Irving Berlin

God Bless America  
Land that I love  
Stand beside her and guide her  
Thru the night with a light  
From above;  
From the mountains, to the prairies,  
To the oceans white with foam,  
God Bless America,  
My home sweet home.  
God Bless America,  
My home sweet home.

## ***America – My Country, 'tis of Thee'***

By Samuel F. Smith - 1832

My country, 'tis of Thee. What so  
Sweet Land of Liberty,  
Of thee I sing:  
Land where my father's died, The  
Land of the pilgrims' pride.  
From every mountainside,  
Let Freedom Ring.

## ***America, The Beautiful***

By Katherine Lee Bates - 1913

O beautiful for spacious skies,  
For amber waves of grain,  
For purple mountain majesties,  
Above the fruited plain!  
America! America! God shed his grace,  
On thee,  
And crown thy good with brotherhood  
From sea to shining sea!

## ***This Is My Country***

By Don Raye - 1940

This is my country! Land of my birth!  
This is my country! Grandest on earth!  
I pledge thee my allegiance,  
America the bold!  
For this is my country, to have and to hold  
This is my country! Land of my choice!  
This is my country! Hear my proud voice!  
I pledge thee my allegiance,  
America the bold!  
For this is my country, to have and to hold!

## **Policy on ALA Keystone Girls State Social Networking and Media Use**

The ALA Keystone Girls State program recognizes and supports participants' rights to freedom of speech, expression, and association, including the use of online social networks. In this context, however, each participant must remember that participating in the ALA Keystone Girls State program is a privilege, not a right. As a participant, you represent the American Legion Auxiliary and are expected to portray yourself, your school, and the American Legion Auxiliary in a positive manner at all times. Any online postings must therefore be consistent with federal and state laws, Shippensburg University rules, and the ALA Girls State rules, regulations, and policies (including the Guidelines listed below).

### **Guidelines:**

If you participate on a social networking site or use social media, you must keep the following guidelines in mind:

- Limit information about your whereabouts and plans in order to minimize the potential for dangerous situations to occur. Post about where you were, not where you are going.
- Everything you post is public information – any text or photo posted online is completely out of your control the moment it is posted. Information (including pictures, videos, comments, and other posts) may be accessible even after you remove it.
- Use caution when inviting someone to be a friend.
- Carefully consider how you want people to perceive you before you give them a chance to misinterpret your information posted, including pictures, videos, and comments.
- Similar to comments made in person, you should be respectful online. The ALA Keystone Girls State program will not tolerate disrespectful comments and behavior online, such as:
  - Derogatory, defamatory, or bigoted (including but not limited to statements or references that can be interpreted as racist, sexist, homophobic, or xenophobic) language or images;
  - Comments that create a serious danger of the safety of another person or that constitute a credible threat of physical or emotional injury to another person.

Please do not engage in disrespectful discourse, comments, or arguments online while you represent the ALA Keystone Girls State Program.

Respect yourself, respect others, and respect the ALA Keystone Girls State Program and its constituents.

### **Monitoring and Consequences**

- All social media posts including pictures, videos, and comments will be monitored by staff members.
- Any posts deemed unacceptable will result in a private meeting with the Chairwoman and Director, resulting in possible dismissal from the program. If you

are dismissed you will be responsible to reimburse your sponsor and will not be allowed to graduate from the program.

- Since no statutory immunities exist to shield users, the standard laws on defamation and infringement apply. If a user is found to have posted defamatory content, the user will be liable and defamation charges can be brought against the individual making the defamatory post.
- The First Amendment and state constitutional free-speech provisions often come into play in these types of defamation suits. Cases regarding user liability for material posted on social networking sites have dealt with students suffering criminal charges or adverse consequences as a result of allegedly defamatory, threatening, or indecent postings on social media.

I \_\_\_\_\_, have read the social media policy and agree to abide by the policy while I am a citizen of ALA Keystone Girls State. Signed on this date \_\_\_\_\_.

I \_\_\_\_\_, as the parent or legal guardian of ALA Keystone Girls State citizen \_\_\_\_\_, have read the social media policy and agree to be responsible in holding my dependent accountable for the social media policy while they are a citizen of ALA Keystone Girls State. Signed on this date \_\_\_\_\_.

## **Core Fundamental Beliefs**

ALA Keystone Girls State fundamental beliefs guide our way and we stand firm in our commitment to building a world where every delegate and volunteer can know and activate their limitless potential. We stand firmly against racism, discrimination, and inequality. We value the dignity and humanity of all people by being an inclusive, diverse, equitable, and accessible organization.

## **Inclusion Policy**

ALA Keystone Girls State accepts and values all qualified delegates, volunteers, and staff of various races, ethnicities, and gender. We also believe there are many other forms of diversity including thinking style, abilities and disabilities, culture and generation, social roles, sexual orientation, gender identity education, income, religion, and more. We are committed to inclusion and will make reasonable efforts to provide accessibility to qualifies delegates of all levels of ability and diversity.

## **Anti-Bullying Policy**

Bullying is when one or more people exclude, tease, taunt, gossip, physically hit, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way at the expense of someone else. Bullying can also happen virtually through cyberspace including email, text messaging, social media, and other less direct methods. This type of bullying can occur during or after the ALA Keystone Girls State session and can be especially hurtful when others are targeted with meanness or exclusion.

ALA Keystone Girls State feels bullying is absolutely inexcusable and will not be tolerated! There is a firm policy against all types of bullying. Our position on bullying is based on our goal of providing the most outstanding, unique, and coveted educational opportunity available to young women. Bullying may prevent the citizen from getting the most out of their ALA Keystone Girls State experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with all participants. Every person has the right to expect to have the best possible experience at ALA Keystone Girls State, and by working together as a team to identify and manage bullying, we can help ensure that all participants and staff have a great week. If you have any questions about these policies, we encourage you to discuss them with your city mentor.

## **Community Partnership**

Delegates, volunteers, and staff understand the importance of social responsibility and will be empowered to take part in civic engagement that will lead to positive change in our community. We will strive to set the example of diversity, equality, and inclusion while serving as a resource for other youth-based organizations in our community and world.

# Girls Nation Interest Form

Name: \_\_\_\_\_

What is your Keystone Girls State City Name: \_\_\_\_\_

What is your interest in representing Girls Nation in Washington D.C.

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Do you have experience in writing or presenting a bill? \_\_\_\_\_

Have you participated in a debate? \_\_\_\_\_

Have you participated in a mock trial? \_\_\_\_\_

Are you interested in a political science career? \_\_\_\_\_

Are you interested in a career in the justice system? \_\_\_\_\_

Are you applying to any military academies? \_\_\_\_\_

\*\*\* Girls Nation will be held July 19-26, 2025\*\*\*

\*\*\*Representatives must be available those dates\*\*\*

Please return this completed form to  
Karla Zaar, Director on  
June 24th before 12:00 P.M.

# *Service Project Items*

The service project for ALA Keystone Girls State in 2025 is helping to supply the Community Cares – Shippensburg Shelter with items. Please bring at least one item on the list to participate in the service project. Items will be collected Wednesday June 25<sup>th</sup> before the rally. Items include:

## **For the classrooms:**

Colored Pencils  
Crayons  
Expo Markers to be used on whiteboards  
Student Scissors  
Scotch Tape  
White Out  
Glue Sticks only  
Tissues

## **Clothing:**

Women's underwear size small to 3X  
Men's underwear size small thru 3X  
T-shirts for all sizes  
Spring coats

## **Household:**

Toilet Paper  
Toenail clippers  
Empty toiletries bottles  
Body wipes  
Body wash  
Slippers  
Flip flops  
Shampoo/Conditioner  
Razors  
Deodorant (Both Men & Women)  
Shaving Cream  
Hair brushes  
Lotions  
Blankets  
Towels  
Hand towels  
Wash Cloths

Sunscreen  
Paper towels  
Floor cleaner  
Dish detergent  
Drano  
Air Freshener  
33 Or 55-gallon garbage bags  
Cleaning/food disposable gloves  
Dish sponges  
Paper plates and paper bowls  
Coffee cups  
Stamps  
Batteries  
Ziploc bags (various sizes)  
Aluminum foil  
Flashlights  
Bug spray

## **For the Nurse's office:**

Underwear packs for kids, ages 4-12, boys and girls  
Sock packs for kids, ages 4-12, boys and girls



# 2025 KGS

## WHAT TO BRING

### NEED:

Bedding: Twin x-long sheets set

Pillow / pillowcases

Sleepwear

Towel and washcloth

Toiletries

Hangers (zero in the closet)

Alarm Clock

Electronic devices and chargers

Hand Soap for your sink

Shower caddy (zero shelves)

### \* OPTIONAL \* Items:

\* **Blanket**

\* **Desk/night light**

\* **Robe/cover**

\* **Shower shoes**

\* **Hair dryer, curling iron, etc.**

\* **Light Jacket/Sweater**

\* **Umbrella/poncho, (rain?)**

\* **Fan**

\* **Hand Towel(s)**

\* **Kleenex**

\* **Egg Crate Mattress Cover**

\* **Poster Board**