



The American Legion Evergreen Boys State
DEPARTMENT OF WASHINGTON
Evergreen Boys State
Personnel Duties and Responsibilities

District Chairmen

1. Prior to 1 August, ensure that Department Chairman has your correct contact information; Name, Address, Phone and/or Cell number, Email address.
2. Prior to 1 October contact each Post Commander and get contact information on each Post Boys State Chairman.
3. Ensure that Post Chairmen know and understand their duties
4. Attend District Conferences
5. Attend all Boys State related functions in District
6. Help funnel Boys State student applications to Post Chairmen
7. Assist Post Chairmen as required
8. Serve on Evergreen Boys State, Incorporated Board of Directors

Post Chairmen

1. During October/November, contact all High Schools in Post service area and ensure they are aware of Evergreen Boys State. Ensure that schools have flyers/materials and contact information.
2. Identify each High School contact person and inform District Chairman
(May be Principal, Counselor, Teacher, Librarian, Coach, etc.)
3. Arrange for someone to speak about Boys State at schools during fall or winter.
4. If necessary organize fund raiser to sponsor one or more students
5. Make delegate selection and submit forms and fees to Department no later than May 2
6. Promote/Share program information with other community organizations to build awareness and goodwill for the American Legion