

# American Legion Evergreen Boys State- Registration Process

## Initial Outreach:

- The Post obtains copies of the **Application form** and takes them to the local high school.
- The school teacher/advisor/counselor helps identify interested students and provides leads to the Post via completed forms.

## Student Selection:

- Interested students participate in an interview process with the Post.
- After interviews, the Post selects the students they wish to sponsor to attend EBS.

## Registration:

- Once selected, the Post *immediately* provides the chosen students with the **EBS Delegate Registration Checklist** which has the website link for EBS registration.
- The student uses the link to complete their registration form. (there is no parent signature on this form so no reason why they need to wait to submit it!)
- Upon successful submission of the registration form, the student will receive an email with a copy of their form and their Delegate ID.

## Confirming Sponsorship:

- The student shares their registration email and Delegate ID with the sponsoring Post.
- The Post uses the Delegate ID to fill out the **Sponsorship Agreement** form at <https://tinyurl.com/EBS-Sponsor>.

## Communication with the Student's Family:

- An automated email is sent to the student's family prompting them to complete and submit the necessary medical and permission forms.
- Another email follows with detailed instructions on the payment process. This email provides options for payment, either via check or Square.

## Payment Process:

- The student's family makes their portion of the payment as instructed in the email.
- The sponsoring Post submits their share of the payment per email instructions. They can opt to pay via Square or, if preferring to pay by check, they must use the Check Transmittal form. The check is sent to the Department of Washington.

## Dietary and Additional Arrangements:

- The student's family is responsible for filling out dietary restrictions form at <https://tinyurl.com/EBS-FOOD>.
- In June, Family Day breakfast tickets are made available for purchase. Both the student's family and the sponsoring Post can buy these tickets either via check or Square as per their preference.