



WYOMING BOYS' STATE

1320 HUGUR AVENUE | CHEYENNE, WY 82001 | 307-228-0515 | WYOBOYSSTATE.ORG

Boys' State Chairman Checklist

- Materials received from Boys' State, including the Post Chairman packet, marketing materials, press release, and blue registration cards.
- Contact the school guidance office and provide them with marketing materials (poster, postcards) to place in the school.
- Create an arrangement with school guidance office to collect applications as they are received.
Deadline: March 15
- Utilize previous year's delegates for recruiting of applicants for this year.
- Select the delegates your Post will send. **Recommended deadline: April 1**
- Provide each selected delegate with blue registration card, and inform them of the payment arrangement your Post has elected to utilize.
- Collect blue registration cards from delegates.
- Have Post Commander or Adjutant sign blue registration cards.
- Return blue registration cards, along with one check from the Post for \$300/per delegate to Department Headquarters, 1320 Hugur Ave, Cheyenne, WY 82001 **Deadline: April 15**
- Determine transportation arrangements for your Post.
- Have a Post meeting dinner with delegates and parents, and previous year's delegates.
- Stay in communication with delegates bi-weekly to ensure they still intend to attend the session.

