



# LOUISIANA GIRLS STATE COUNSELOR ROLES AND RESPONSIBILITIES

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## COUNSELOR RESPONSIBILITIES – CITY COUNSELORS

### 1. Before the Program

- Attend all required Zoom trainings (Happens monthly and schedule of trainings will be released in advance)
- Read through all materials provided in email attachments
  - Read and understand **ALL** of the pages in the counselor handbook
- Pack per the guidelines established in the “Packing List”
- Use information provided to establish contact with other counselors and plan carpooling
- Complete Counselor Medical Form in its entirety. Due prior to arriving on campus.
- Complete Counselor Safety Training and certification prior to arriving on campus.
- Complete Counselor Contract in its entirety.
- Notify Girls State Staff of any food allergies or medical conditions that are relevant
- Begin thinking about the personality of your city and possible appropriate “ice-breaker” activities.
- Review the material for all academics and spend extra time with assigned academic

### 2. Counselor School

- Arrive by the time deadline to SLU’s campus and check-in with Staff
- Pay attention to the presenter of each session, Take notes on all topics presented, ask questions for topics that are not clearly understood.
- At all times, be able to repeat/explain what is presented in a session.
- During breaks and at night, review sections of the counselor notebook for deeper understanding
- Learn how to walk in two by twos and how to teach citizens this skill
- Learn Girls State chants/songs (not required- strongly encouraged)
- Make sure you have everything you will need for the week

### 3. Registration

- Help set up registration location
- Alternately (with co-CC)
  - Provide an initial upbeat and enthusiastic atmosphere for citizens as they arrive.
  - Properly check-in citizens (as directed by Staff).
  - Complete any needed “Registration Updates” forms distributed by Staff.

### 4. General

- Conduct initial citizen briefing as outlined in Counselor Handbook
- Teach citizens chants and songs throughout the week.
- Complete citizen evaluations/potential counselor recommendations by the end of the week (or time designated by Staff)
- Teach citizens the basics of Girls State as it relates to lining up in formation, entering buildings, and meal rotation/cafeteria logistics.
- Run initial city elections per the official instructions
- Ensure that citizens are working on a city song and flag at designated times.
  - Ensure that candidates for office within the city are aware of the requirements to run for office and are



working on appropriate speeches. (Listening to speeches and giving feedback is encouraged)

- Complete outstanding award nominations
- Daily:
  - Be awake at an appropriate time each morning in advance of the MUSTER time
  - Make sure citizens are awake each morning
  - Make sure citizens are properly dressed with a LAGS t-shirt.
  - Take headcounts of citizens before leaving a new building or space
  - Lead chants and songs until citizens can do it on their own
  - Pay attention to and make note of citizens who are outstanding and could be a possibility for awards or a potential counselor
  - Monitor any problem citizens and report any concerns to Staff
- Nightly:
  - Be aware of where citizens are located at all times
  - Let citizens know where to find you and be available for questions
  - Do rounds in your area to check on citizens and their progress
  - Adhere and enforce Lights Out Time. Citizens AND counselors must be in their own rooms during this time.
  - Attend Counselor meetings as noted on the Master Schedule.
    - Submit problems via “Counselor Meeting Report” form BEFORE the counselor meeting.

#### 5. Counselor Meetings

- Take notes on any changes to the Day-by-Days
- Report on Problems
- Take general program notes as instructed by Staff
- Turn in necessary academic work to SCs

#### 6. Academics

- Be present in your academic session and answer questions while encouraging citizens to think critically and abstractly (challenging citizens to go beyond the norm for a creative, well-thought-out project).

#### 7. Parties

- Be awake and alert. Restrain yourself from helping citizens to “wheel and deal.” Help SPC enforce the time-limits on campaigning and polling periods.
- Report any voter fraud.

#### 8. Convocations

- Be awake and alert
  - Make sure citizens are awake and alert.
  - Take part in necessary portions of the program

#### 9. Departure

- Check citizen rooms for damage/abandoned property – report any to Parish Counselor ●
- Make sure citizens are ready to go and walking to the departure location on time
- Clean up any trash
- Pack up personal items
- Complete citizen evaluation/potential counselor recommendation forms
- Checkout by deadline noted by Staff.



## COUNSELOR RESPONSIBILITIES – PARISH COUNSELORS

### 1. Before the Program

- Attend required Zoom trainings
- Read through all materials provided in email attachments
  - Read ALL of the pages in the counselor handbook that are pointed out
- Pack per the guidelines established in the packing list
- Use information provided to establish contact with other counselors and plan carpooling
- Complete Counselor Medical Form in its entirety. Due prior to arriving on campus.
- Complete Counselor Safety Training and certification prior to arriving on campus.
- Notify Girls State Staff of any food allergies or medical conditions that are relevant
- Begin thinking about how you will lead your parish and possible appropriate “ice-breaker” activities.
- Review the material for all academics and spend extra time with assigned academic
- Confirm with Staff your arrival time to SELU’s campus

### 2. Counselor School

- Arrive by the time deadline to SELU’s campus and check-in with staff
- Pay attention to the presenter of each session, Take notes in the counselor handbook on all topics presented, and ask questions for topics that are not clearly understood..
- At all times, be able to repeat/explain what is presented in a session.
- Ask questions for topics that are not clearly understood
- During breaks and at night, review sections of the counselor handbook for deeper understanding
- Talk to your CCs, make them feel comfortable, establish a rapport, and explain as much as they need

### 3. Registration

- Help set up location
- Follow registration duties
- Fulfill other duties as deemed necessary by Staff

### 4. General

- Conduct initial citizen briefing as outlined in Counselor Handbook
- Ensure that CCs teach citizens the following:
  - the basics of Girls State as it relates to lining up, entering buildings, and eating meals – chants and songs related to LAGS
- Ensure that CCs have completed potential counselor recommendations by the end of the week
- Complete any potential counselor recommendations you may have for citizens in your parish or academic
- Run initial parish elections per the official instructions
- Ensure that citizens are working on parish farewell song
- Ensure that candidates for office within the parish are aware of the requirements to run for office and are working on appropriate speeches. (Listening to speeches and giving feedback is encouraged)
- Help CCs complete outstanding award nominations
- Ensure that election results are submitted
- Support CC’s as needed



- Daily:
  - Be awake at an appropriate time each morning in advance of the MUSTER time
  - Make sure CCs are awake each morning
  - Pay attention to and make note of citizens who are outstanding and could be a possibility for awards or a potential counselor
  - Follow the Girls State Logistics plan for meals
- Nightly:
  - Ensure citizens are being productive in the dorms
  - Be aware of where citizens are located at all times
  - Let citizens know where to find you and be available for questions
  - Make note of any physical damage inform your Senior Counselor of anything substantial –
  - Meet with CCs to go over plans for next day and field any problems that may come up

#### 5. Counselor Meetings

- Take notes on any changes to the Day-by-Days
- Report on People/Problems (if necessary)
- Take notes on any directives from Staff and SCs

#### 6. Academics

- Be available for questions from any citizen/CC regarding any project. Ensure that CCs collect materials from citizens for timely completion of projects.
- Assist SCs in selection of items to be heard in session. Collect items from citizens to be given to SCs and ensure legitimacy of bills/bills of information. Help facilitate discussion with citizens.
- Be awake and alert. Restrain yourself from helping citizens to “wheel and deal.” Help SPC enforce the time-limits for campaigning and polling periods.
- Listen to candidate speeches and provide feedback.

#### 7. Convocations

- Be awake and alert
  - Make sure citizens are awake and alert. Wake up any who are not
  - Take part in necessary portions of the program

#### 8. Departure

- Check citizen rooms for damage/abandoned property/trash – document any damage and inform Staff ●
- Make sure citizens are ready to go and walking to the departure location on time ● Clean up any trash
- Pack up personal items
- Complete and turn in recommendation forms and evaluations



# COUNSELOR RESPONSIBILITIES – SENIOR COUNSELORS

## 1. Before the Program

- Attend required Zoom trainings
- Work with Staff on various program objectives as assigned.
- Develop/progress academic content for the current year.
- Pack per the guidelines established in the packing list
- Read through all materials provided in emails
- Use information provided to establish contact with other counselors and plan carpooling ●
- Complete Counselor Medical Form in its entirety. Due prior to arriving on campus. ●
- Complete Counselor Safety Training and certification prior to arriving on campus.
- Complete Girls State Contact Form in its entirety
  - In addition, make Girls State Staff and PA's aware of any food allergies, or medical conditions that are relevant
- Become well versed in your specific academic, serve as academic leader to team to ensure counselors have well rounded knowledge of your academic, create notes about objectives to clarify, make deadlines to be set during the week, etc.
- Let the Staff know of any errors in your academics or changes that need to be made. Must be able to revamp and rethink the assigned academic.

## 2. Counselor School

- Arrive by the time deadline to SLU's campus and check-in with Staff
- Present sessions for relevant subject matter as designated
- Lead campus tours and interactive activities
- Work with Staff and SAs to accomplish all prep work for the program
- Teach counselors how to walk in two by twos and how to teach citizens this skill
- Teach counselors Girls State chants/songs
- Give briefing for your academic session and be prepared to answer questions

## 3. General

- Answer counselor questions on a variety of subjects
- React to any major changes or directives caused by or called for by staff
- Spot-check counselor mental health
- Attend all meals
- Provide oversight and support to assigned parishes

## 4. Administrative

- Attend counselor meetings as designated

## 5. Regular Operations:

- Lead daily logistics of counselors and citizens
  - Inspect areas that LAGS has used to ensure no damage has been done and cleanliness is maintained ●
- Nightly rounds to parish



## 6. Registration

- Help set up location on the day before program begins

- Report registration issues and/or problems to Staff members as they occur.
- Fulfill roles in the registration process as assigned by Staff

#### 7. Academics

- Ensure citizens are briefed on each respective academic
- Be present and available for questions. Check on the progress of citizens
- Ensure that the sessions run smoothly and according to the rules without encroaching on citizen independence
- Ensure CCs and PCs are aiding groups within the academic and performing the duties assigned. ● Establish deadlines for each portion of the project

#### 8. Convocations

- Ensure that counselors are awake and positioned correctly
- Help counselors ensure that citizens are awake
- Complete duties as assigned

#### 9. Departure

- Interface with parents at assigned locations and help direct them
- Ensure CCs are cleaning up rooms, packing, and getting recommendations done before checkout ● Ensure that all LAGS materials are packed and returned to the storage unit or other necessary places

#### Lagniappe:

- Be inquisitive about program processes and ask questions of staff about how and why things happen ● Take notes on things that are happening, changes in the schedule, and thoughts for the future ● Make real connections with City Counselors, Parish Counselors, Program Associates, and American Legion Auxiliary members
- Get to know the the campus well
- Observe the program as a whole
- Observe different Academics or responsibilities than your own
- Plan for your team