

## I. GENERAL INSTRUCTIONS

The master copies of the Boys State Nominee forms provided to each American Legion Post are to be used only for reproduction purposes. The post should use the masters to make the required number of forms for the Boys State interview process. Retain the master copies for future use until replaced by Department Headquarters.

## II. BOYS STATE NOMINEE QUESTIONNAIRE

1. Reproduce and distribute a BOYS STATE NOMINEE QUESTIONNAIRE to each nominee.
2. Instruct the nominee to complete the form and return it to a designated Legionnaire by an established suspense date.
3. Reproduce the completed questionnaires and provide each panel member a full set of forms at or prior to the interview. For example, if there are 3 panel members, three copies of each questionnaire will be required.

## III. BOYS STATE NOMINEE EVALUATION

1. Reproduce and provide a blank BOYS STATE NOMINEE EVALUATION form for each nominee to members of the interview panel. For example, if there are 10 nominees and three panel members, thirty evaluation forms will be required ( $10 \times 3 = 30$ ).
2. During the interview, the panel members will use the evaluation forms to score each nominee. Note that the maximum score allowed for each area evaluated is reflected next to the blank in which the panel member will record his/her score.
3. At the completion of each nominee's interview, the panel members will total the Selection Criteria and Nominee Evaluation scores for use on the BOYS STATE NOMINEE SCORE SHEET.

## IV. BOYS STATE NOMINEE SCORE SHEET

1. Reproduce and provide each interview panel member one copy of the BOYS STATE NOMINEE SCORE SHEET.
2. When the last nominee has been interviewed, each panel member will transfer the scores from the evaluation forms to the score sheet. Each nominee's selection and evaluation scores will be added together to determine a total score. When all total scores have been determined, the nominees are rank ordered in the last column with the highest total score first and the lowest total score last.
3. The nominee(s) receiving the highest score(s) are offered appointments to The American Legion Boys State, Department of Texas.