

TAR HEEL BOYS STATE

THE AMERICAN LEGION

2025 Application Process

1. The 2025 Application is to be completed all online. **No paper application will be available or accepted.**
2. Delegate goes to www.tarheelboysstate.org/apply If you have recruited a delegate, please ask them to list the Post Number under “Recommended by” on the application. This will make sure we get the application to you.
3. The link sends them to a Google Form for basic information (name, email, parent name, parent email).
4. DocuSign automatically sends the Delegate the application. Delegate completes the application and signs the delegate pledge.
5. DocuSign then automatically sends the application to the Parent. They complete the medical form, upload a health insurance card, and sign the acknowledgement and waivers.
6. Application is sent to THBS Staff for processing.
7. THBS Staff will forward application to appropriate Post by email. If a delegate indicates you sent them to the website to apply, we send the application directly to you. If a delegate does not indicate a post, we send to the closest geographic post to them. **If you are unable to operate using email/DocuSign, reach out to Program Director Dustin Pittman at 919-750-1330. I will mail you the application on paper for you to review.**
8. **Please reach out to the delegate within three weeks or let us know if you are not capable of doing this!** If you are not ready to interview, let them know your process and when the interviews will be held. These early applicants are applying to multiple summer programs and if we don't grab them someone else will.
9. Once you have interviewed the delegate and approve, email me (director@TarHeelBoysState.org) and I will send you a link on DocuSign to complete the Post portion of the application and sign. Mail your check for \$500 to Department. Check payable to NC Department of American Legion. On the Memo line “THBS - Delegate Name.”
 - The information for the local newspaper is optional. If you complete this, we will generate a full press release and email to you so that you can send to the local paper to advertise that you're sending a delegate to THBS.
 - Once the check is sent and DocuSign completed, your work is done. No need to do additional forms with the delegate - all will be handled through our staff with DocuSign.
10. We will send the delegate a formal acceptance letter and additional documents to complete, to include the T-Shirt Order form.