



Virginia House of Delegates

Page Program Application

2023 Session

HOUSE PAGE ONLINE APPLICATION INSTRUCTIONS

PLEASE READ CAREFULLY!

Online applications will be accepted August 1 – October 31, 2022.
ONLINE APPLICATIONS **WILL NOT BE ACCEPTED** AFTER 5PM (EST),
Monday, October 31st.

NO EXCEPTIONS! PAPER APPLICATIONS ARE NOT ACCEPTED!

I. General Information

To be eligible for consideration, an applicant must be 13 or 14 years of age by the start of session (January 11, 2023), reside in one of the 100 House of Delegates districts, and not have served as a Senate of Virginia Page or Messenger. If you apply, **DO NOT** plan vacations and activities during Page Orientation and the 2023 General Assembly session (January 8 – February 25, 2023, including holidays).

You are required to discuss the Page Program, time away from school, and assignment responsibilities (State Capitol and school) with your school officials **BEFORE** submitting an application.

II. Online Application: housepages.virginiageneralassembly.gov/login

Fill out accurately, completely, and attach all required documents in requested file formats.

You must also attach a recent, color, headshot photo (*Only image file formats [.jpg, .img, .png] are accepted*).

III. Essay

An original essay of no more than 300 words on why you wish to serve as a House of Delegates Page.
Only Microsoft Word or PDF formats are accepted. Attach to online application.

IV. School/Homeschool Authorization Form

Download and print, complete, sign, scan, and attach to online application.

V. Parental/Guardian Authorization Form

Download and print, complete, sign, scan, and attach to online application.

VI. Endorsement Letter from Your House of Delegates Member

You must request a written endorsement from your member of the Virginia House of Delegates. This may be received by the Speaker's Office under separate cover from your delegate. You will be notified upon receipt. This is the only paper document that can be received in the application process. Your delegate must email the endorsement to Lindsay Fisher in the Speaker's Office at LFisher@house.virginia.gov or be sent via regular mail to:

The Honorable C. Todd Gilbert, Speaker
Attn: House Page Program
Virginia House of Delegates Speaker's Office
P.O. Box 406
Richmond, VA 23218

Endorsements are due by October 31, 2022. An application is not complete until endorsement letter is received.

VII. Questions

If you have questions about the House Page Program application process, please contact the House Information and Communications Services Office at (804) 6981500.

For technical assistance with the online application, call House Information Systems at **804.698.1560**.

You will receive an acknowledgement upon receipt of your completed online application. Page appointments are usually made in November.

GENERAL INFORMATION



To be eligible for consideration, an applicant must be 13 or 14 years of age by the start of a regular session, reside in one of the 100 House of Delegates districts, and not have served as a Senate of Virginia Page or Messenger.

DO NOT APPLY if you are a member of a sports team or an organized activity that will require you to be absent.

The Speaker of the House appoints the House Pages after reviewing each application. The Speaker of the House strives to appoint a diverse group of students while maintaining a geographical balance.

ATTIRE AND APPEARANCE

All Pages are required to wear a standard cut (loose-fit) navy blue blazer at all times while on duty.

Girls must wear white, collared, button-down shirts; gray or plaid skirts (no shorter than one inch above the knee); loose-fit wool or wool blend gray dress slacks; and opaque black tights or black socks.

Boys must wear white, collared, button-down shirts; wool or wool blend gray dress slacks; black socks; and neck or bow ties.

All Pages must wear comfortable black dress shoes. Sneakers, tennis or deck shoes, and boots are not work attire. Casual clothes are allowed during Study Hall and leisure time.

CONDUCT

Pages are expected to conduct themselves in a manner that is representative of the House of Delegates at all times. Pages that do not follow instructions, rules, and regulations will be subject to suspension or dismissal from the program—and their school will be notified.

DUTIES

Page duties include running errands and performing general office tasks for the delegates and the House Clerk's Office staff. The Page workday begins at 8:30 a.m. and ends at 5:00 p.m. Pages may leave no earlier than 12:00 p.m. on Fridays. There is no weekend work.

HOUSING

Pages should be prepared to begin their stay at the Omni Hotel on Sunday, January 8, 2023.

The House Clerk's Office makes the reservations, roommate assignments, and provides chaperones during the stay at the Omni Hotel. **The Hotel room is paid by the House Clerk's Office.** Pages do not leave the hotel after 7:00 p.m. and the in-room curfew is 10:30 p.m. The Omni Hotel is within close walking distance to the State Capitol.

MEDICAL EMERGENCY

The House Clerk's Office has established an agreement with the Pediatrics Department of Virginia Commonwealth University Medical Center to provide emergency medical service for House Pages. **Parents or guardians are responsible for the cost of treatment and will be billed by VCU.** Pages are required to contact the hotel chaperones by 7:30 a.m. or the Page Coordinator by 8:30 a.m. if they are unable to report to work. If a Page is sick and unable to work, the parents or guardians will be notified to pick up their child.

ORIENTATION

An orientation will be held in the House of Delegates Chamber, Second Floor, State Capitol on Sunday, January 8, 2023, at 2:00 p.m. Pages and their parents or guardians **MUST** attend. Additional training for Pages will be provided January 6-7, prior to the beginning of the legislative session will begin January 8.

PAY

The salary is \$440 per week. The per diem is \$250 per week. Payroll and per diem checks are disbursed through direct deposit to a checking or savings account. This is a **MANDATORY** requirement for all House employees.

SCHOOLWORK

Pages and their parents or guardians are personally responsible for communicating, obtaining, completing, and submitting all school assignments in a manner satisfactory to their schools. Pages work Monday-Friday and may not have down time during the day to complete school assignments. Pages will have time to complete school assignments during Study Hall and on the weekends.

The House Clerk's Office Staff and Study Hall teachers are not responsible for printing or submitting any school assignments. No tests or examinations will be administered by the House Clerk's Office staff or Study Hall teachers.

STUDY HALL

Pages are required to attend a monitored two-hour Study Hall at the Omni Hotel, Monday through Thursday from 7:00 p.m. to 9:00 p.m. Certified teachers will supervise Study Hall and assist the Pages as needed with English, Math, and Social Studies school assignments. Only the Clerk of the House of Delegates can excuse a Page from Study Hall.

TRAVEL

All Pages are responsible for making weekend travel arrangements. Pages are not allowed to ride in vehicles driven by anyone other than a family member, a member of the General Assembly, legislative assistants, a member of the Capitol Police staff, or designated members of the House Clerk's staff, unless written authorization is received by the House Clerk's Office from their parents or guardians.

Parental/Guardian Authorization Form

PLEASE READ CAREFULLY BEFORE SIGNING.

_____ has permission to serve as a Page in the Virginia House of Delegates.
I understand that Pages are expected to behave in a polite, professional, and exemplary manner at all times and that I am totally responsible for my child's actions at all times.

Signature _____

Date _____

Name (please print) _____

Relationship _____

Email _____

Phone _____

Signature _____

Date _____

Name (please print) _____

Relationship _____

Email _____

Phone _____

Applicant Signature

If I am selected to be a Page, I agree to abide by all rules and instructions given to me as well as to conduct myself at all times in a polite, professional and exemplary manner that contributes to the vital work of the Virginia House of Delegates.

Signature (Page applicant) _____

Date _____

Name (please print) _____

Email _____

School/Homeschool Authorization Form

Students appointed as Pages are expected to work January 8 – Friday, February 24, and will be out of school the entire time. Absenteeism for Pages is addressed in 8VAC20-110-40 and 8VAC20-110-50 of the Virginia Administrative Code.

This authorization should not be given prior to the beginning of the school year during which the student would serve, if appointed.

_____ has my permission to serve as a Page in the Virginia House of Delegates. His/Her record so far indicates that he/she will be able to keep abreast of schoolwork while working as a Page. I understand that Pages are individually responsible for obtaining and completing their school assignments. I understand that work must be assigned, as Pages are required to attend a two-hour monitored Study Hall with tutors Monday through Thursday evenings. I also understand that:

The House Clerk's Staff and Study Hall teachers are not responsible for printing or submitting any school assignments, and no tests or examinations will be administered by the House of Delegates Clerk's staff or Study Hall teachers.

Signature _____

Date _____

Name (please print) _____

Title _____

Email _____

Daytime Phone _____

School Name _____

School Phone _____

School Address _____

City and Zip _____

Progress Report Contact _____

Progress Report Contact Phone _____

Progress Report Contact Email _____

Check box if student is homeschooled

**Applicant's teachers and guidance counselor must complete this form.
Make additional copies if needed and give your principal a completed copy.**

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Pages and their parents or guardians are personally responsible for communicating, obtaining, completing, and submitting all school assignments in a manner satisfactory to their schools. Pages work Monday-Friday and may not have down time during the day to complete school assignments.

This authorization should not be given prior to the beginning of the school year during which the student would serve, if appointed.

_____ has my permission to serve as a Page in the Virginia House of Delegates. His/Her record so far indicates that he/she will be able to keep abreast of schoolwork while working as a Page. I understand that Pages are individually responsible for obtaining and completing their school assignments. I understand that work must be assigned, as Pages are required to attend a two-hour monitored Study Hall with tutors Monday through Thursday evenings.

I also understand that:

The House Clerk's Staff and Study Hall teachers are not responsible for printing or submitting any school assignments, and no tests or examinations will be administered by the House of Delegates Clerk's staff or Study Hall teachers.

Should I receive indication _____'s schoolwork is suffering unduly during the Virginia General Assembly session, I will notify the principal.

Signature _____

Date _____

Name (please print) _____

Title _____

Email _____

Daytime Phone _____

Signature _____

Date _____

Name (please print) _____

Title _____

Email _____

Daytime Phone _____

Signature _____

Date _____

Name (please print) _____

Title _____

Email _____

Daytime Phone _____

Signature _____

Date _____

Name (please print) _____

Title _____

Email _____

Daytime Phone _____