



Virginia House of Delegates
Clerk's Office
G. Paul Nardo, Clerk
Post Office Box 406
Richmond, Virginia 23218

*Inquiries:
House Information and
Communication Services
804.698.1500*

2023 VIRGINIA HOUSE OF DELEGATES PAGE PROGRAM

Thank you for your interest in the House Page program, an immersive civics and leadership program for 13- and 14-year-old Virginians held at the State Capitol and General Assembly Buildings in Richmond, Virginia.

A successful candidate is committed to hard work, initiative, responsibility, and a positive attitude. The following information details the parameters of the 2023 House Page program, specifically completing the application and preparing supplemental materials; general overview of program features and logistics; maintaining and submitting schooling assignments and homework during the program; and additionally useful information.

How long is the House of Delegates Page Program?

For the 2023 Regular Session, House Pages follow the General Assembly session calendar, which meets for 46 days in odd-numbered years. This year's program will begin on Sunday, January 8, 2023, and conclude on Friday, February 24 (adjournment *sine die* is Saturday, February 25). The 2023 Session will convene at 12 noon on Wednesday, January 11, 2023.

House Pages begin their employment the Sunday before the General Assembly convenes. House Pages work 8:30 a.m. – 5:00 p.m. (lunch break provided), Monday – Friday, and leave at 12 noon on Fridays to travel home for the weekend. There is no weekend work.

Please keep in mind when applying to be a House Page that you should not plan vacations and activities during the General Assembly session (January – February 2023). House Pages are unable to participate in family travel, sports or organized activities that would require absence from the House Page Program while the legislature is in session.

What is the age to apply?

An applicant must be 13 or 14 years old by the start of the 2023 General Assembly Session, which will convene this year on Wednesday, January 11, 2023.

When is the online application available?

The online application for the 2023 House Page Program will be available on Monday, August 1, 2022, at 12 Noon at the following link:

housepages.virginiageneralassembly.gov/login

Applications must be completed and submitted no later than 5:00 p.m. on Monday, October 31, 2022.



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What are the online application requirements other than participation age?

Applicants must reside in one of the 100 House of Delegates Member districts and cannot have served previously as a House or Senate Page.

For an online application to be considered complete, it must include the following required documents in the requested file formats:

- A recent, color headshot photo (*only image formats [.jpg, .img, .png] are accepted*)
- 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*)
- A completed set of school / homeschool authorization forms, which you may download from the application portal. Please print and review, and attach the completed and signed forms to the online application
- A completed set of Parental / Guardian Authorization Forms which you may download from the application portal. Please print and review, and attach the completed and signed forms to the online application.
- An endorsement letter from your respective House of Delegates Member. If you are not familiar with your current representative, [with this online tool](#) you can check *Who's My Legislator*.

Please contact your respective House Member to coordinate this request in support of your application. It remains the applicant's responsibility to follow-up on this request and ensure its completion and submission. Lawmakers submit their letters directly to the Speaker's Office. Additional letters of recommendation beyond an endorsement letter from your House Member are not encouraged and will not be accepted with your application.

When coordinating the delivery of your letter, please ask your House Member to **email** the final copy to Lindsay Fisher in the House Speaker's Office:

Lindsay Fisher
LFisher@house.virginia.gov

It is the responsibility of the applicant to ensure their Member has submitted a letter to the Speaker's Office. Please note that without an endorsement letter an application is considered incomplete.



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Are the House and Senate Page Programs mutually exclusive?

Yes, both programs are maintained by separate state agencies, and the Senate Clerk's Office requires completion of a different application. Additionally, the selection process, program components and protocols for the Senate Page Program differ from those for the House of Delegates, and further information may be found [here](#).

How are Pages selected for the program?

After careful review of completed applications, the House Speaker's Office appoints House Pages while striving to select a diverse group of applicants who geographically represent the Commonwealth. The Speaker will appoint no more than 32 Pages, plus two Head Pages. Head Pages are individually selected by the Speaker from the previous year's Page Class (Class of 2022). Only Page alumni from the prior year's program are considered for Head Page positions.

The Speaker's Office traditionally receives approximately **250 applications for 32 available appointments**. Decisions for the 2023 Page Class will be made by early-December and communicated to applicants via email.

What does a typical workday look like for a House Page?

During typical session workdays, Page Teams work in either the House Chamber or throughout the Capitol complex. Pages deliver documents throughout the Capitol and perform errands for House Members and staff of the House of Delegates. Pages are also selected for assignments in specific House offices including the Speaker's Office, the House Clerk's Office, House Journal and Records, and various House Committees. Pages are trained for both on- and off-the-Floor working assignments during the first two days of their employment. Pages will receive a variety of work assignments throughout the program's duration and the expectation remains all work will be completed in a professional manner.

Where do Pages reside while participating in the program?

House Pages reside at the Omni Richmond Hotel (100 S 12th Street, Richmond, Virginia) under the supervision of Chaperones hired by the House during their session employment. Residency at the hotel is mandatory during the program and expenses are covered by the House Clerk's Office. Pages will receive more information on lodging, rules and supervision during orientation for appointed applicants.



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Are there any upfront costs?

Appointed Pages are responsible for purchasing their program uniform attire.

For daily work assignments, House Pages are required to wear a standard-cut navy-blue blazer while on-duty. More specifically:

Girls must wear white dress shirts, gray slacks, gray skirts, or blue/gray plaid skirts, and coordinating socks or tights. Neckties and bowties are optional.

Boys must wear white dress shirts, gray slacks, and neckties or bowties.

Comfortable, black dress shoes are required for ALL Pages, and a warm winter coat to go over the blazer is strongly recommended. Pages selected for the program will receive more detailed information on required attire. Please also note the Clerk's Office clothing assistance program is available and questions should be directed to **House Information and Communication Services:** (804) 698-1500.

What is the House Page Code of Conduct?

Each House Page is always held to a strict code of professional conduct, to include but not limited to:

- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Demonstrate respect to your Clerk's Office coworkers, supervisors, managers, and the general public / Capitol visitors.
- Support efforts that ensure a safe and healthy work environment.
- Comply with the letter and spirit of all state and agency policies and procedures.
- Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

Further details and expectations will be included in the *2023 Page Handbook*, discussed during orientation, and made accessible to you and your family for reference throughout session. Those who do not adhere to the above and other specified components of the Code of Conduct may be subject to suspension or dismissal from the program.



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Do Pages attend school during the program?

Enrolled Pages are excused from attending daily, in-person school days for the duration of the General Assembly session in Richmond. This extended absence is addressed in sections [8VAC20-110-40](#) and [8VAC20-110-50](#) of the Virginia Administrative Code outlining absenteeism and school-approved activities. Pages attend a mandatory evening Study Hall Monday through Thursday from 7:00 p.m. – 9:00 p.m. at the Omni Hotel with certified teachers.

If your school has questions pertaining to the way an extended absence of this length should be documented, please ask school administrators to contact the Superintendents of Public Instruction at the Virginia Department of Education:

*Superintendent of Public Instruction
James Monroe Building
101 North 14th Street Richmond, Virginia 23219
(804) 225-2057*

How do Pages receive school assignments when they are participating in the program?

Applicants are required to discuss the House Page Program, time away from school, and assignment responsibilities with your school officials before submitting an application. For many schools, your application can be an opportunity to become familiar with the House Page Program.

It is the responsibility of the student, parents or guardians, and teachers collectively to determine how the student will receive his or her schooling assignments each week during the Page program. The House Clerk's Office does not handle either the coordination or transfer of homework assignments or exams for Pages.

Failure to maintain academic requirements may result in suspension or dismissal from the House Page Program, so a proactive approach will result in a more positive experience for everyone. Students appointed to the program should have exceptional time management skills and be capable of doing a lot of independent study during their term of service as a House Page.

When do Pages have an opportunity to complete school assignments and exams?

House Pages attend a mandatory and monitored Study Hall from 7:00 p.m. to 9:00 p.m., Monday through Thursday. During this time period, they will have access to tutors who are experienced at teaching in many of the usual middle- and high-school courses (i.e., math, science, English, social studies). Please note that these tutors are simply *resources for* the Pages, and that no formal classes will be held during the program. Additionally, Study Hall teachers **do not** administer tests and exams, and it is the responsibility of the Page to establish the preferred method of taking tests with their



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schools. House Pages often have some down time during the day (usually during breaks, or when they are in-between jobs), and are encouraged to work on outstanding assignments during this time as well.

Is Study Hall ever cancelled?

The only time Study Hall would be cancelled is in the event of early dismissal due to significant inclement weather or a nighttime social event. On average, Pages can anticipate participating in five evening social events during the 2023 seven-week session.

What is the electronics usage policy?

In addition to a cell phone, a House Page is permitted to have one additional electronic device during the program which should be suitable for homework tasks. However, permitted use of any electronic device is a privilege that can be suspended. Proper use of technology is addressed in the *2023 Page Handbook* which will be discussed at-length during Page orientation.

What happens if a Page gets sick during the workday?

Pages who are sick should not be at work. Pages are required to contact their Chaperones by 7:30 a.m. or the Page Coordinator by 8:30 a.m. if they are feeling unwell and unable to report to work that day. They will be required to see a physician at the VCU Medical Center or be picked-up by their parent or guardian. If a physician confirms a Page is unable to work, arrangements to go home for the duration of the illness must be made promptly by the parent or guardian. Parents or guardians are solely responsible for any medical treatments and costs.

What are the current COVID prevention and control measures for Pages and others?

All persons working for the House – to include House Pages – are strongly encouraged to get vaccinated against COVID and, if vaccinated, get an available booster.

Practicing good health and safety (e.g., wearing face masks if needed, hand washing frequently, maintaining social distances as practical and self-monitoring for any illness) is strongly encouraged. The House Clerk's Office maintains a large supply of KN95 face masks that are widely available at no charge to any who may want or choose to use them for their own health protection and safety when in the Capitol, General Assembly Building or around Capitol Square.

Based on current CDC guidelines, face masks are now optional.



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How is the safety and security of Pages monitored while working and residing in Richmond?

While working at the Capitol, House Pages are under the protection of the Division of Capitol Police, who monitor the Capitol and General Assembly Buildings, Grounds, and other legislative office buildings. Capitol Police additionally help escort Pages from the Omni Hotel accommodations to the General Assembly Building each day. When Pages do leave the Capitol campus during the workday for assigned work errands to neighboring legislative or state government buildings, they're paired with a fellow Page. For offsite field trips and programming, Pages remain under the supervision of the Page Coordinators when traveling.

While at the Omni Hotel overnight, Pages are monitored by Hotel Chaperones and hotel security. Evening room checks performed by the Chaperones are required, and Chaperones remain on-call as needed.

If I have further questions?

Please email questions to the House Page program staff at HousePageSupervisor@house.virginia.gov