



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

Inquiries:
House of Delegates
Clerk's Office
804.698.1619

Virginia House of Delegates Page Program

FREQUENTLY ASKED QUESTIONS

Thank you for your interest in the House Page Program.

This long-running (since 1847) and popular program for Virginia youth (ages 13- and 14-years old) is held each winter at the historic Virginia State Capitol and General Assembly Building in Richmond, Virginia. The House Page Program equips students for actively engaged citizenship, focuses on the lawmaking process, and benefits participants (and our democracy) by strengthening leadership traits and developing workplace skills. A successful candidate possesses drive and self-initiative, is committed to listening to and working with others, and clearly demonstrates a positive attitude in all activities.



Below are answers to "*Frequently Asked Questions*" about the House Page Program. This includes completing the application and preparing required supplemental materials, understanding the program's core components, maintaining and submitting schooling assignments and homework throughout the program, and understanding more of what's involved for potential future House Pages and Page Parents.

How long is the House of Delegates Page Program?



It runs for seven (7) weeks in odd-numbered years and for nine (9) weeks in even-numbered years. The House Page Program begins on the Sunday before the House convenes with orientation and training over the next few days, the House convenes on the second Wednesday in January each year.

Those applying to be a House Page should not plan vacations and expect to take part in other activities during the General Assembly Session.

For example, House Pages are unable to participate in family travel, sports or organized activities that would require absence from the House Page Program while the state legislature is in session during the typical Monday-through-Friday work week.

What is the age to apply?

Applicants must be 13- or 14-years old by the first day of the Regular Session of the Virginia General Assembly, which convenes on the second Wednesday in January each year.

When will the application open and close?

The House Page Program application is an online-only process.

The application for the House Page Program is available on the [Capitol Classroom section of the Virginia General Assembly website](#). Here, the application opening date and submission deadline can be found.





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What are the requirements other than the age for participation?

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 (*entered into the online application*).
- A completed set of school/homeschool authorization forms, which you may download from the application portal. Please print, review, and attach the signed forms to the online application.
- A completed set of parental/guardian authorization forms which you may download from the application portal. Please print, review, and attach the signed forms to the online application.



In addition to your application and the above required documents, prospective Pages also must submit a letter of recommendation or "endorsement letter" from a Delegate to the Speakers Office.

Please contact a Member of the Virginia House of Delegates to coordinate getting an endorsement letter in support of your application. It remains the applicant's responsibility to follow up

on this request and ensure its completion and submission. Additional letters of recommendation beyond an endorsement letter from a House Member are not encouraged and will not be accepted with your application.

When coordinating the delivery of your letter, please ask the Delegate to **email** the final copy to **Kathy Nguyen** in the House Speaker's Office at krnguyen@house.virginia.gov.

If you are unfamiliar with your current elected Delegate, you can find out on the General Assembly's website by checking "*Who's My Legislator*" and/or using this [online tool](#).



Again, it is the responsibility of all applicants to ensure their/a Delegate 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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Is there a House Page Code of Conduct?

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

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

Further details and expectations will be included in the *House Page Handbook*, discussed during orientation for successful applicants 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.

Are the House and Senate Page programs organized and run separately?

Yes. Both programs are organized and run by two different and distinct state agencies. The Senate Clerk's Office requires completion of a different application. Additionally, the selection process, program components and other protocols for the Senate Page Program differ from those for the House of Delegates. Further information on the Senate Page Program may be found [here](#).

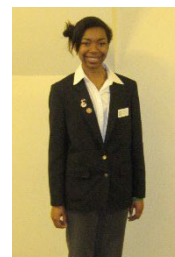
Are there any upfront costs to the program?



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, below the knee gray skirts, or below the knee 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 House Clerk's Office maintains a small closet of gently used articles of the Page uniform that are available on a first-come, first-served basis.





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How are House Pages selected?



Applications are sent to the House Speaker's Office, who works in close conjunction with the House Clerk's Office which administers the program. After careful review of all completed and submitted applications, the Speaker of the House of Delegates appoints House Pages and strives to select and assemble a diverse group of young students from across the Commonwealth. Typically, the Speaker appoints no more than 32 Pages, plus two Head Pages who also are selected by the Speaker from the previous year's Page Class. Only Page alumni from the prior year's program are considered for Head Page positions.

The Speaker traditionally receives approximately 250 applications for 32 available appointments. Appointments are typically made by early-December and communicated to applicants via email.

What does a typical workday/work week look like for a House Page?



Pages will arrive each morning in the General Assembly Building Page Room by 8:30 AM and return to their hotel at 5:00 PM except on Friday when they leave for home at 12:00 PM.

On a typical workday, Page work assignments will include delivering documents to offices throughout the Capitol, General Assembly Building and around Capitol Square; performing office errands on behalf of the Delegates and other House staff; working in various staff sections within the House Clerk's Office; and completing a wide variety of needed tasks to ensure the smooth running of

House committee meetings and daily Floor Sessions in the House Chamber. Pages are trained for these duties and responsibilities during the first two days of their employment before Session starts.

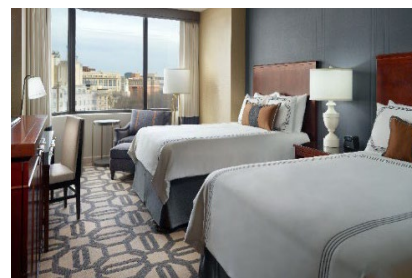
Pages will receive a variety of work assignments throughout the program's duration. Pages are expected to complete all work assignments in a courteous and professional manner. During any week of Session, Pages will participate in ongoing training programs, curriculum module presentations featuring guest speakers, and on- and off-campus field trips. While at their daily work assignments and activities, Pages remain under the direct supervision of the Page Coordinators, who report to the Clerk of the House.

Where do Pages reside while participating in the program?

During their session employment by the House Clerk's Office, House Pages reside at the Omni Richmond Hotel (100 S 12th Street, Richmond, Virginia) under the supervision of Page Chaperones hired by the Clerk of the House.

Residency at the hotel is mandatory during the program and lodging expenses are covered by the House Clerk's Office.

Pages will receive more information on lodging, rules, and supervision during orientation.





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If I live near or in Richmond, am I allowed to commute?

No. There is mandatory residency during the program at the Omni Hotel near the Virginia State Capitol and General Assembly Building.

Do Pages attend school during the program?

No. Pages are excused from attending daily, in-person school days at their school 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 PM until 9:00 PM at the Omni Hotel with certified teachers. Also, Pages may do homework during the day during "down times."



Once accepted to the program, a letter will be sent from the Clerk of the House directly to your school's teachers and/or administrators explaining the extensive nature of the House Page Program. That letter will highlight the Page program's core curriculum and work duties and respectfully request that local educators at the Page's school take that into consideration as they assign homework and projects, etc.

If your school has any questions following your acceptance letter pertaining to the way an extended absence of this length should be documented, school administrators may contact the Superintendent 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 House Page Program?

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

It is the responsibility of the student, parents or guardians, and teachers collectively to determine how the Page will receive his or her schooling assignments each week during the 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 along with clear and consistent communication 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.



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



House Pages attend a mandatory and monitored Study Hall from 7:00 PM to 9:00 PM, Monday through Thursday. During this time, 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 Page 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 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 school assignments during these periods.

Is Study Hall ever cancelled?

Normally, no. The only time Study Hall would be cancelled is in the event of early dismissal due to significant inclement weather or an evening social event. Pages also can anticipate several evening social events and/or field trips.

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 *Page Handbook*, which will be discussed at-length during Page orientation for those chosen as House Pages.



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 Hotel Chaperones by 7:30 AM or the Page Coordinator by 8:30 AM if they are feeling unwell and unable to report to work that day.

Parents/guardians of a sick Page will be notified immediately by the Hotel Chaperones or the Page Coordinators. Sick Pages will be required to see a physician at the VCU Medical Center or be picked-up by their parent or guardian. If the child's parent or guardian is unable to pick up their child, a Page Coordinator will accompany the child to the VCU Medical Center, near the Capitol. 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.



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

While working at the Capitol, House Pages (like everyone else working in or visiting Capitol Square) are under the protection of the Division of Capitol Police, who monitor the State Capitol and General Assembly Building, grounds, and other nearby state office buildings.

More specifically, Capitol Police officers each day will help escort Pages to and from the Omni Hotel accommodations to the General Assembly Building. Also, when Pages do leave the Capitol campus during the workday for assigned work errands to neighboring legislative or state government buildings, they're always required to be paired with a fellow House Page. For offsite field trips and programming, Pages remain under the supervision of the House Page Coordinators when traveling.

While at the Omni Hotel overnight, Pages are monitored by Hotel Chaperones and hotel security. Evening room checks each night before lights out are performed and required by the Hotel Chaperones. Also, they remain on-call at the Omni Hotel until all Pages report to their duties at the GAB or Capitol.



What does the curriculum look like for the House Page Program?

The House Page Program Curriculum is rigorous yet reasonable and relatable to middle-school students.

It is designed to help Pages become more actively engaged citizens, expand their knowledge about Virginia's legislative process, enhance their personal and professional development, and better enable them to explore future educational and work opportunities in today's fast-paced and ever-changing world.

More specifically, the program's curriculum modules – on Professional Etiquette, Money and Time Management, Goal Setting, Relationship Building and Leading Others, Career Planning, Public Service Engagement, and Understanding the Legislative Process – provide the core focus for House Pages' learning activities throughout the Session.

These activities, along with Pages' daily work experiences, presentations about the history of the Capitol, communication skills development, the Page Debate participation, and interaction with guest speakers and Delegates, will expand a Page's knowledge about the National Historic Landmark that is the State Capitol and help them really understand how the legislature works.





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What is the House of Delegates Page Debate?

The Page Debate is a long-standing and popular tradition of the House of Delegates Page Program. Pages work hard throughout the length of the program to develop ideas for legislation and draft bills that are presented to their fellow Pages as well as discussed in front of their parents, staff, and Delegates during a capstone mock floor debate in the historic House Chamber. The curriculum taught throughout the program helps Pages hone the skills necessary to prepare for and succeed in the Page Debate.

Are House Pages paid for their work during the General Assembly Session?

Yes, House Pages receive two types of payment throughout the General Assembly Session.

The first is a weekly session expense payment, which is intended to cover meals and any other incidental expenses that Pages may incur during the week. No taxes are withheld from session expense payments.

The second type of payment that House Pages receive is a regular wage payment for the work they perform during the session. These payments are made on a bi-weekly basis and taxes are withheld from these payments according to tax forms submitted to the House Finance Office.

Both types of payments are deposited directly into each House Page's bank account throughout the session.

If I have further questions?

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

