VIRGINIA HOUSE OF DELEGATES

Page Program 2019

M. Kirkland Cox
Speaker of the House of Delegates

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Clerk of the House of Delegates
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Acknowledgment of Receipt and Acceptance of Job Responsibilities

I hereby acknowledge receipt of the Virginia House of Delegates Page Program Handbook. Also, I understand that it is my continuing responsibility as a House Page to read and know its contents. I further understand and agree that the Page Program Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Moreover, I understand that I am responsible for maintaining my schoolwork and for behaving in an exemplary manner. If I do not adhere to the guidelines and policies established for Pages in this Handbook or additional guidelines and policies set forth by the House of Delegates Clerk’s Office, I recognize that I will be subject to disciplinary actions up to and including suspension and/or termination from the House Page Program.

Confidentiality Policy and Page Pledge to adhere to House Page Program Policies

Pages may not disclose confidential information to anyone who is not employed by the Virginia House of Delegates or to other persons employed by the Virginia House of Delegates who do not need to know such information to assist in rendering services.

Any Page who discloses confidential Virginia House of Delegates information will be subject to disciplinary action (including possible termination), even if he or she does not actually benefit from the disclosure of such information.

Finally, I acknowledge that I have received and reviewed the Virginia House of Delegates Page Program Handbook. I also pledge not to disclose confidential information and to adhere to all policies by the House Clerk’s Office. Print, sign, and return with Additional Forms paperwork.

Page Signature ______________________________________________________
Page Print Name ______________________________________________________
Date ______________________

Parent or Guardian Signature __________________________________________
Parent or Guardian Print Name __________________________________________
Date ______________________

Parent or Guardian Signature __________________________________________
Parent or Guardian Print Name __________________________________________
Date ______________________

G. Paul Nardo,
Clerk of the House of Delegates
Page Program Handbook Introduction

Welcome to the Virginia House of Delegates Page Program! As a non-partisan member of the House Clerk’s Office Staff, you are an integral part of an organization with a nearly 400-year old tradition of providing services to the legislators and those they represent. It is our hope that you will put your expertise to good use every day as we work together to serve the members of the House and all citizens of the Commonwealth.

This handbook has been prepared to acquaint you with the policies, procedures, day to day operations, and requirements of the House Clerk’s Office and House Page Program. You will find information on personnel policies, pay, rules you are expected to follow, duties, lodging, uniforms, and other matters of importance.

Please Note: Because all employees serve at will, an employee has the right to terminate his employment at any time, and the House Clerk reserves the same right as the head of this legislative branch agency. Failure to comply with House Clerk’s Office and House Page Program policies and procedures may result in disciplinary action and/or termination of employment.

Read this handbook carefully and refer to it as needed.

If there is ever a question, the answer or person to contact should be readily accessible. Please refer to the Personnel List and Contact Information if you need help.

Icons used in this handbook:

$ = Expenses and payroll: Items you should expect to need money for and payroll information.

= What to bring/pack: Items you should expect to need while staying during the General Assembly Session. Also includes items you should not bring. Refer to the WHAT TO BRING/PACK section of this handbook.

= Information: Where to find information in this handbook.

Your first official day is Sunday, January 6, 2019. Page Orientation will start Sunday, January 6, 2019, at 2:00 PM in the House of Delegates Chamber located on the second floor of the Virginia State Capitol. You will move-in to the Omni Richmond Hotel AFTER Page Orientation.

Pages, Parents and/or guardians are required to attend the Page Orientation.
Personnel List and Contact Information

G. Paul Nardo  
Clerk of the Virginia House of Delegates

John “Jay” Pearson, Jr.  
House Information & Communications Services (ICS) Director  
804–698-1500  
jpearson@house.virginia.gov

James Tucker, II  
Page Coordinator  
804-698-1660 (Page Room)  
housepagesupervisor@house.virginia.gov

Diane K. Lankey  
Assistant Page Coordinator  
804-698-1660 (Page Room)  
housepagesupervisor@house.virginia.gov

Anna Hanback  
Human Resources Director  
804-698-1504  
ahanback@house.virginia.gov

Blain Grimsley  
Payroll Technician  
804-698-1503  
bgrimsley@house.virginia.gov

Alvin Allen, Janice Allen  
Page Hotel Chaperones  
804-344-7000 (Omni Richmond Hotel)

Russell Mollenauer  
Page Tutor, Science and Math  
804-350-8979  
mrmoathome@yahoo.com

Leigh A. Nagosky  
Page Tutor, English and History  
804-310-6691  
lnagosky@gmail.com

Annie MacKimmie  
Page Tutor, Math  
540-272-8732  
annie.mackimmie@stewardschool.org

Hunter White  
Page Tutor, Math  
804-314-9016  
hwhite@nkcps.k12.va.us
Page Standards of Conduct

It is the policy of the Commonwealth of Virginia to promote the well-being of its employees by maintaining high standards of work performance and professional conduct.

You are employed to fulfill certain job duties and expectations that support the mission and values of our agency and are expected to conduct yourself in a manner deserving of public trust. The following list is not all-inclusive, but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

Pages who contribute to the success of the legislative agency’s mission:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, and customers.
- Use state equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Communicate work-related issues with your supervisors and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the agency.
- Comply with the letter and spirit of all state and agency policies and procedures.
- Work cooperatively to achieve work unit and agency goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

A. Corrective and Disciplinary Actions

The House Clerk’s Office disciplinary system typically involves the use of increasingly significant measures to provide feedback to Pages so that they may correct conduct or performance problems. It is designed to encourage Pages to become fully contributing members of the organization and to enable agencies to fairly, and with reliable documentation, terminate Pages who are unable or unwilling to improve their conduct and/or job performance.

Counseling

Counseling is typically the first level of corrective action, but is not a required precursor to the issuance of Written Notices. Counseling may be an informal (verbal) or formal (written) communication which conveys that a Page’s conduct or performance was improper and must be corrected. Pages are not permitted to have legal representation in counseling sessions.
Page Standards of Conduct

Written Notices
When counseling has failed to correct misconduct or performance problems, or when an employee commits a more serious offense, management should address the matter by issuing a Written Notice. A Written Notice may be accompanied by additional actions including suspension; or termination. Management should issue Written Notices as soon as reasonably possible after becoming aware of misconduct or unacceptable performance.

Disciplinary Suspensions
All disciplinary suspensions are without pay and the Page will be sent home for a period of time to be determined by the House Clerk.

Due Process
Prior to the issuance of any Written Notices, suspensions or terminations, the agency Human Resource Director will review the documentation for the recommended actions in coordination with Page Program supervisors and the House Clerk to determine if the action is appropriate for the offense; and what the final recommendation for corrective action should be.

B. Examples of Offenses

<table>
<thead>
<tr>
<th>Offense Level</th>
<th>Types of Offenses Not intended to be all inclusive.</th>
<th>Normal Disciplinary Action</th>
</tr>
</thead>
</table>
| I             | This level generally includes offenses that have a relatively minor impact on agency business operations and housing, but still require management intervention.  
Examples: Tardiness; poor attendance; abuse of state time; loss of state issued property; use of obscene language; disruptive behavior; unsatisfactory work performance. | First Offense:  
Typically, counseling is appropriate although an agency has the discretion to issue a Counseling Note that will be placed in the Page’s employee file. |
| II            | This level generally includes acts of misconduct of a more serious nature that significantly impact agency operations and housing.  
Examples: Failure to follow supervisor’s instructions or comply with written policy; violating safety rules (where no threat of bodily harm exists), leaving work without permission; failure to report to work without proper notice; unauthorized use or misuse of state property; misuse of electronic devices including cellphones. | First Offense:  
Written Notice. In addition to the Written Notice, the agency has the option of suspending the Page without pay.  
Second Offense:  
Discharge. |
| III           | This level generally includes acts of misconduct of a most serious nature that severely impact agency operations and housing.  
Examples:  
Absence from work without authorization; falsification of records and/or misuse or unauthorized use of state records; willfully or recklessly damaging state records/property; theft or unauthorized removal of state records/property; gambling on state property or during work hours; physical violence; threatening others; violating safety rules (where threat of bodily harm exists); sleeping during work hours; unauthorized possession of weapons. | First Offense:  
Written Notice and discharge. |
HOUSING

Guidelines for Residing at the Omni Hotel

Study Hall
Guidelines for Residing at the Omni Hotel

The House Clerk’s office makes and pays for the hotel reservations for Pages at the Omni Richmond Hotel. The Pages and their families are responsible for incidental charges and any damage to their hotel room.

The Omni Richmond Hotel is located at 100 South 12th Street, Richmond, VA 23219, (804) 344-7000, approximately three blocks from Capitol Square. All House Pages reside at the Omni Hotel. http://www.omnihotels.com/FindAHotel/Richmond.aspx

Pages begin their stay on Sunday, January 6, 2019. House Pages check-in at the Omni Hotel after the Page Orientation Program.

There will be an Omni Hotel Orientation and dinner on Sunday evening, January 6, 2019 for the House Pages and is conducted by our hotel chaperones. Parents and/or guardians do not attend the Omni Hotel Orientation.

The House Clerk’s office makes the hotel roommate assignments. The Clerk must authorize any roommate change. Roommates are housed in a double room. In order to provide a safe hotel environment, the hotel chaperones will not allow any Page to spend the night alone. If a roommate is absent from the hotel, arrangements will be made by the hotel chaperones to provide a temporary roommate. This may require a Page to move to another room. If this occurs, parents or guardians will be notified.

- Be respectful of your roommate. Talk to each other and work out a plan for getting up on time, sharing a bathroom, neatness, noise, and going to bed.

- It is your responsibility to get up early enough to shower, dress, have breakfast, and report to work by 8:30 AM. You must use the Buddy System when walking to/from the Omni Hotel. You are not allowed to walk to/from the Omni Hotel alone.

- Due to the age of Pages, you do not have access to the hotel gym. Also, no jogging/exercising outside of the Omni Hotel.

- Keep your keycard with you at all times. Do not rely on your roommate to have their keycard for your use. If you require a replacement, you and your roommate must go to the Omni Front Desk together as both cards need to be replaced. Per the Omni, family members will not be issued a keycard.

- Always lock your door. Do not let the door slam. Be aware that there are other guests in the hotel and be considerate of them.

- Keep your valuables in a secure location in your room. Do not leave valuables in sight. Put valuables in the hotel safe or leave at home. Neither Omni Hotel nor the House Clerk’s Office will assume responsibility for loss or theft.

- Audio and gaming equipment are not allowed as the noise may disturb other hotel guests. Each room has an alarm clock, radio, and television. Food and beverages from the hotel room mini bar will be removed.
• Keep your room neat. Put clothing in drawers, the closet, or a laundry bag.

• Keep all food in containers or Ziploc bags. Before you leave your room and before room check, dispose of all empty and half empty containers. Also, be mindful of any food allergies that you and/or your roommate/fellow Pages may have.

• Your room will be checked each day for neatness and sanitary conditions. **You and your roommate will be held responsible for any damages to your room.**

• Remember the Buddy System. Except for visiting on your floor, **always** walk in pairs. Lower your voice when walking in the hotel. No playing with the elevators.

• No boys in the girls’ rooms and no girls in the boys’ rooms. Only the Pages assigned to a room may stay in that room. No boyfriend/girlfriend visiting in the hotel. **No visitors allowed,** including family, unless permission is granted by the hotel chaperones.

• Unless stipulated by the House Clerk’s Office, you may have dinner at any restaurant within a **two-block radius of the Omni Hotel.** You are responsible for meal, tax, and gratuity payments. **You are not allowed to travel alone or dine alone!**

If you are going to dinner with someone other than a House Page, you must have your parents/guardians email the House ICS Office. Families taking their Page or allowing their Page to go to dinner with another family must also notify the House ICS Office via email by 2:00 PM the day of the dinner.

• In order to be present at Study Hall, dinner must be completed **before 7:00 PM.**

• Study Hall is **mandatory.** Roll call is taken at 7:00 PM. **Do not be late!** The House Clerk and your school will be notified if you are late to Study Hall.

• The hotel pool may be available on selected evenings to the Pages from 9:00 PM to 10:00 PM. A **Pool Waiver Form** must be completed and submitted to the House ICS Office to use the hotel pool (This form is part of your Additional Forms paperwork).

• Room check begins at 10:15 PM and lights out at 11:00 PM. No room to room phone calls and/or cell phone calls/texting will be allowed after 10:30 PM.

• On Thursday evenings, pack up for the weekend and pay any incidental hotel charges.

• A small storage room is available for Friday mornings. You will be notified in advance if you need to empty your room due to weekend hotel reservations. Remember, you are in a hotel not an apartment!

• Returning Sunday check-in begins at 4:00 PM. If you are unable to check in to the hotel on Sunday evenings by 8:00 PM, please call the hotel chaperones to advise them of your anticipated time of arrival (See the **Personnel List and Contact Information** in this handbook).

The House Clerk reserves the right to implement additional guidelines. Violation may result in suspension or termination from the Page Program.
Study Hall

You must address not attending school during the 2019 General Assembly Session with your appropriate school administration and faculty.

You must establish a communication procedure with the school so that they will assist you in maintaining coursework, tests and exams, and academic standing.

Study Hall tutors will not administer tests and exams.

- There will be a mandatory two-hour Study Hall at the Omni Richmond Hotel, Monday through Thursday evenings from 7:00 PM to 9:00 PM. Roll call is taken at 7:00 PM. Do not be late!

- Certified teachers will supervise the Study Hall and assist as needed, but Pages will not receive classroom instruction. The teachers are certified in English, Math, Science, and History & Social Science.

- As you need to go in pairs, restroom breaks are kept to a minimum. Use the restroom before or after Study Hall.

- When leaving Study Hall for your room, keep your voice low.

- If Pages do not have homework, appropriate study and reading materials should be brought to Study Hall.

- Remember: attendance at Study Hall is mandatory. Excused absences must be obtained from the House ICS Office. After Study Hall, all Pages are required to remain inside the Omni Hotel.

The House Clerk reserves the right to implement additional guidelines. Violation may result in suspension or termination from the Page Program.
RESPONSIBILITIES AND ETIQUETTE

House of Delegates Page Work Responsibilities

- Cellphone Use
- Computer Use
- General Work Guidelines
- Salary and Expenses
- Sickness
- Travel
- Work Hours

A Day in the Life of a House of Delegates Page

House of Delegates Chamber Etiquette
House of Delegates Page Work Responsibilities

Pages are appointed by the Speaker of the House to assist the members, House Clerk’s Office staff, and other legislative staff in the daily duties required for the operation of the House of Delegates during the General Assembly Session.

These duties include, but are not limited to distributing legislation and legislative documents, assisting committee clerks, processing video clips, delivering calendars, answering phones, conducting online research, assisting visitors, and performing general office errands.

These duties will be explained in more detail at the Page Orientation on Sunday, January 6, 2019, at 2:00 PM in the House Chamber located on the second floor of the Virginia State Capitol.

Pages will train for work duties Monday, January 7 – Tuesday, January 8, 2019; and as needed during the course of the legislative session.

Cellphone Use

Cellphone use by Pages will NOT be allowed during work hours, unless permission by a House Page Room Coordinator has been granted. Failure to comply with this policy and improper use of a cellphone or other electronic devices (see Computer Use) while employed by the House of Delegates may result in necessary and appropriate disciplinary action and/or termination of employment.

Computer Use

• **Personal Devices:** Software loaded on your device must remain solely on your device. Devices include, but are not limited to laptops, tablets, e-readers, and cellphones. During work hours, Pages may use their personal devices with permission from a House Page Room Coordinator and their job site supervisor. See above for Cellphone Use policy.

• **Information Access Policy:** Our agency maintains public and private information on our computer system. Any information or software stored on any computer system maintained by this agency is subject to all laws regarding access, disclosure, and copyright protection. As employees of the Commonwealth, you serve the public and are accountable for your actions regarding software or information access.

• House of Delegates computers are subject to the Freedom of Information Act. Staff must use discretion to assure that all software used is legal. The House Clerk may at any time ask Information Systems to explore suspected unauthorized use.

General Work Guidelines

• Please ask questions, we are happy to help you!

• Remember to wear your blazer, name badge, and photo ID badge at all times. Loss, damage, or sharing of photo ID badge may require a replacement fee ($15) and necessary and appropriate disciplinary action and/or termination of employment.
• Accept an item only from your supervisor or Capitol Police, unless you have been sent to pick up that item by your supervisor.

• If you are on an errand and are asked to do something by someone other than your supervisor, politely explain that you are already on an assigned errand and request that the person call the Page Room (x1660) for assistance.

• Take an item for the Senate directly to the Senate Page Room. Do not accept an item from a Senate Page, please direct them to the House Page Room.

• You are to complete any errand or task to which you were assigned in a timely manner. Do not pass your job to anyone else. **Do not make social stops while on an errand.**

• When delivering messages to a member’s office, deliver it to the member’s Legislative or Administrative Assistant. Only enter a member’s office if you have been invited to do so.

• As a Page, you serve all members of the House and Senate equally with no regard to party affiliation. Therefore, the House Clerk’s Office applies a strict prohibition against staff participation in partisan political activity. This applies during and outside of work hours.

• Do not participate in rallies or protests even if you are not on duty.

• As people are working, please keep voices low while walking through the hallways.

• Notify the House Page Room Coordinators immediately if you experience any problems.

**Salary and Expenses**

• Base pay is $145 (before taxes) per week (and deposited semi-monthly). **The first wage pay will be direct deposited on Friday, February 1, 2019.** (See the wage and expense pay dates in the CALENDAR section).

• Three deductions from your pay are required by law: Federal Income tax, State Income tax, and Social Security tax.

• The House of Delegates will cover housing expenses. All Pages will receive an expense allowance of $125 per week (may be prorated depending on start and end dates) for meals and other incidental expenses. The expense allowance will be direct deposited on a weekly basis. **The first expense allowance will be direct deposited on Friday, January 11, 2019.**

• Please bring sufficient funds to last until these dates. It is not recommended for Pages to carry large amounts or denominations of cash. A Page and their family may consider using their own credit, debit, or reloadable card for use during their time in Richmond during the General Assembly Session.
Sickness

- **Two sick days will be allowed during Session.** Parents or guardians and Pages are solely responsible for any medical treatments and costs. The purpose of the Medical Forms is that in the event of an emergency, when a parent or legal guardian cannot be contacted promptly, appropriate action may be taken.

- Pages are required to contact hotel chaperones by 7:30 AM or the Page Coordinator by 8:30 AM if they are unable to report to work. They will be required to see a physician at 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 (See the Personnel List and Contact Information in the PAGE PROGRAM HANDBOOK section).

Travel

- All Pages are responsible for making weekend travel arrangements. Pages are not allowed to ride in automobiles driven by anyone other than a family member, a member of the General Assembly, a member of the Capitol Police staff, or designated members of the House Clerk’s staff, unless written authorization is received by the House ICS Office from their parents or guardians (See the Personnel List and Contact Information in the PAGE PROGRAM HANDBOOK section).

Work Hours

- Work hours are Monday through Thursday 8:30 AM to 5:00 PM, and Friday from 8:30 AM to 12:00 PM. Calendar runs may begin at 8:00 AM. You are expected to be at work at the designated arrival time. Also, you are expected to communicate with your immediate supervisor if you are not able to be at work on time or if you will be absent.

- **Friday, February 22, 2019 work hours will be 8:30 AM to 5:00 PM. You will stay at the Omni Hotel this night.**

- **The only weekend work is the last Saturday of Session, February 23, 2019. Generally, this is an 8:30 AM to 12:00 PM work day.**

- During your stay in Richmond, participation in non-work related extracurricular activities will not be permitted at any time.
A Day in the Life of a House of Delegates Page

• Your workday will begin at 8:30 AM. It is your responsibility to get up early enough to shower, dress, have breakfast, and report to the House Page Room in the Pocahontas Building by 8:30 AM. Those scheduled for Calendar runs may need to report by 8:00 AM.

• You will sign in with a Page Room Coordinator, store your belongings (including cell phone!) in an assigned locker, and wait for your assignment. Every day will be a little different and the assignments you work on will vary.

• Pages are appointed to assist the Speaker of the House, Members of the House of Delegates, House Clerk’s staff, and other legislative staff in the daily duties required for the operation of the House of Delegates. These duties include, but are not limited to distributing legislation and legislative documents, assisting the committee clerks, processing video, delivering calendars, and performing general office errands.

• Lunch break: You may bring your own or purchase from Meriwether’s Café in the State Capitol (Extension). You may only have lunch in the Pocahontas Building or the State Capitol.

• You are NOT allowed to leave Capitol Square during work hours; nor are you allowed to have visitors without written notification and approval by the ICS Office.

• Your workday will end at 5:00 PM. In order to be present for Study Hall, Pages should eat dinner between 5:00 PM and 7:00 PM. Study Hall is mandatory and begins promptly at 7:00 PM.

• After Study Hall, Pages will have free time to socialize, call home, or participate in other House of Delegates Page Program scheduled activities. Room check begins at 10:15 PM and lights are to be out by 11:00 PM (See the Guidelines for Residing at the Omni Hotel in the HOUSING section).

• As Session progresses, the office locations will become more familiar, the assignments easier, and the friendships stronger. Still, remember to ask if you have questions — someone will always take the time to help.
House of Delegates Chamber Etiquette

- **Smile, you're on camera!** The House of Delegates Chamber is broadcast live to television stations and streamed live on the internet during the legislative session. All daily legislative sessions are also video/audio archived.

- Always approach a Delegate’s desk from the rear of the Chamber and return the same way.

- **Never** walk across the front of the Chamber.

- Do not walk between the Speaker of the House and a Delegate when they are addressing one another.

- If a Delegate from a row in which you need to go is addressing the House, wait at the rear of the Chamber until the Delegate finishes speaking.

- If you are making a delivery on the floor and a Delegate behind you stands to speak, you must kneel out of the line of sight until the Delegate finishes speaking.

- Always act in a professional manner. No gum. No sleeping. No waving to the camera. Remember, you are on camera! Remember, we have viewing feeds in our offices and we can see and hear you — so can the public!
WHAT TO BRING/PACK

Guidelines
- Guidelines for Packing and Uniform Checklist

What to Bring
- Casual clothes and shoes for hotel and evening field trips
- Warm coat (fits over blazer), umbrella, and rain and/or snow boots
- Undergarments, pajamas, and robe
- Toothbrush, toothpaste, shampoo, other grooming items
- Swimsuit and cover-up
- Batteries, storage card, flash drive, power and USB cords, cell phone, and chargers
- Static guard or similar product, stain stick, small sewing kit
- Textbooks and materials, laptop, netbook, or tablet with charger, pleasure reading, backpack, headphones or earbuds
- Small, travel-sized first-aid kit
- Laundry bag, plastic bags, lunch bag

What to Leave at Home
- Valuables or Large Jewelry
- External Audio, Video, and Gaming Equipment
  (or similar accessories that could disturb others)
Guidelines for Packing

As you pack to come to Richmond, here are a few guidelines to help:

- **Boys**: Slacks should be worn with a belt. The length of slacks should be just touching your shoes in front.

- **Girls**: Skirts are to be **no shorter than the knee**. Long skirts make walking difficult and even dangerous, so the best length is from the knee to mid-calf. The length of slacks should be just touching your shoes in front.

- **Boys and girls**: Black dress shoes should lace or buckle and be traditional. Buy your shoes early enough to break them in. You are going to be doing a lot of walking. **No exterior brand labels** (Ex: TOMS). **No ballet or slip on shoes!**

- Hair should be natural color, neatly trimmed, and out of your eyes.

- For around the hotel, you may wear whatever you find comfortable.

- Each hotel room is equipped with a hairdryer, yet you can bring your own.

- You may have laundry and dry cleaning dropped off and picked up at the Pocahontas Building. It is usually returned within a couple of days so plan in advance. The cost and payment arrangements are posted in the House Page Room. **Note**: This service is less expensive than using the hotel services.

- If you bring snacks, be sure they are in a container with a lid or in a Ziploc bag. Be mindful of food allergies.

- Everything you bring has to be taken back home. Keep this in mind when you are packing. Bring less rather than more. You will have less to keep up with and there is less chance that you will lose something. A good rule of thumb is to bring what you will need for one week at a time and take it home each weekend.

- CVS Pharmacy is located on Main Street between 10th and 11th Streets.

- **7-11** is located on the corner of Main and 10th Streets.

- Starbucks is located inside the Omni Hotel.

- Wells Fargo Bank is located in the lobby of the Omni Hotel. SunTrust Bank is located at 10th and Main Streets. Bank of America is located at 12th and Main Streets.
Uniform Checklist

**Navy Blazer**
- girls: 2 side pockets, one left breast pocket
- boys: 2 side pockets, one left breast pocket

**Shirts**
- girls: white, long sleeved, button-down Oxford or dress shirt
- boys: white, long sleeved, button-down Oxford or dress shirt

**Slacks and/or Skirts**
- girls: solid charcoal gray or plaid knee-length skirts and/or charcoal gray wool or wool-blend loose-fit slacks (no khakis)
- boys: Charcoal gray dress slacks (no khakis)

**Ties and Bow Ties**
- girls: optional
- boys: at least 2

**Tights and/or Socks**
- girls: black opaque tights, and/or black or gray trouser socks
- boys: black or gray dress socks

**Shoes**
- girls: black, laced or buckled, dress shoes, suitable for walking
- boys: black, laced or buckled, dress shoes, suitable for walking
Uniform

Please spend only what you are able to afford.
Uniform stores, mass and online retailers, borrowing from a friend or family member, and consignment and thrift stores are a few options for locating the uniform requirements.

Image examples are on the next page.

- Pages are required to wear a standard cut navy blue blazer at all times during work hours. It is recommended that girls wear a boy’s cut blazer. Girl’s cut blazers tend to be too short, too fitted, and too “fashion styled” for work at the General Assembly.

- Dress for girls must be white, long sleeved, button-down Oxford or dress shirts with charcoal gray or plaid skirts, or wool or wool blend charcoal gray loose-fit slacks (no khakis). **Hint:** If you can tell the shape of your legs, your pants are too tight. Skirts are to be no shorter than the knee. Long skirts make walking difficult and even dangerous, so the best length is from the knee to mid-calf. Feel free to wear ties or bow-ties 😊

- Dress for boys must be white, long sleeved, button-down Oxford or dress shirts, ties, and charcoal gray dress slacks. No khaki pants.

- Nothing you bring to Richmond is more important than what you will wear on your feet. You will do a lot of walking on marble surfaces and stairs. **Comfortable dress shoes are recommended.** If you need to purchase new shoes, do so well in advance so they will be broken in before you arrive. Rubber soles really help absorb the shock of hard floors, and soft leather cuts down on blisters. **Sneakers, boots, tennis shoes, ballet style, and slip-ons are not permitted as work attire.**

- **Jewelry must be simple and modest.** Girls may wear small stud earrings or small hoops (close to ear lobes), but no large hoops or dangling earrings. A watch may be worn. Do not wear anything you would be upset to lose.

- Nail polish is to be solid (no designs), clear, blush, navy, or gray. No sparkle polish. Feel free to bring a clear nail polish/top coat in case you get a run in your tights.

- Hair must be neatly trimmed. Girls may utilize headbands (navy, gray, match hair color), braids, and pony tails.

- If you wear make-up, it is to be minimal and natural looking.

- Medical alert accessories are allowed.

- A warm overcoat, rain and/or snow boots, and an umbrella are also recommended. Casual clothes are allowed after work hours, during Study Hall, and leisure time.

- The reason for the strict dress code is that Pages are serving in a professional environment and need to be easily identifiable. Please note that a Page who dresses inappropriately will be escorted back to the Omni Hotel to change.
Uniform Examples

- Oxford dress shirt and tie
- Standard boys-cut
- Standard cut
- Dress slacks
- Dress slacks (Loose fit)
- Solid gray skirt
- Plaid skirt
- Black opaque
- Shoes with strap
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### Wage Pay Dates

**Days Worked**
- January 6 - 19, 2019
- January 21 – February 3, 2019
- February 4 – 17, 2019
- February 18 – February 22, 2019

**Pay Date**
- February 1, 2019
- February 15, 2019
- March 1, 2019 (Mailed)
- March 15, 2019 (Mailed)