

ADDITIONAL FORMS INSTRUCTIONS

DUE DATE: FRIDAY, DECEMBER 15, 2023

Please go through each of the **SEVEN** required additional forms carefully. Read all instructions and information and kindly complete all necessary fields on each form. Before submitting, make a copy to keep for your records.

Email (preferred) a completed set of forms and documents (scanned as one PDF, if possible) to:
HousePageSupervisor@house.virginia.gov

OR mail a completed set of forms and documents to:
Virginia House of Delegates Clerk's Office
Attn: G. Paul Nardo
VA House of Delegates
P.O. Box 406
Richmond, VA 23218

QUESTIONS? Please contact:
The House Clerks Office
804.698.1619
HousePageSupervisor@house.virginia.gov

VIRGINIA HOUSE OF DELEGATES

2024 PAGE PROGRAM HANDBOOK

Acknowledgment of Receipt and Acceptance of Job Responsibilities

I understand that it is my continuing responsibility as a House Page to read and understand this Handbook's contents. I further understand and agree that this Page Handbook is not an employment contract for any specific period of employment or long-term employment. I also understand and agree that I am responsible for maintaining my schoolwork during the program's duration in accordance with my school / schooling program, and behaving at all times in an exemplary manner. If I do not adhere to the 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 – such as conversations overheard among colleagues or House Members or working papers handled within job / task assignments – 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 hereby acknowledge that I have received and reviewed the Virginia House of Delegates 2024 Page Program Handbook. I pledge not to disclose confidential information and to adhere to all policies of the House Clerk's Office. I also agree to behave in an exemplary manner at all times as a House Page, whether working at the Capitol during the day, staying at the Omni Hotel at nights or participating in any activities.

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 _____

This form – and all others required to be completed – are listed at the end of this Page Handbook.

TECHNOLOGY USE GUIDELINES

- As directed by the Page Coordinators, Pages will be permitted to use cell phones, laptops, iPads, Apple watches, and other electronic devices **only** in the Page Room. Special instructions will be given by the Page Coordinators on the use of headphones/audio listening devices in the Page Room. **Pages are NOT permitted to use electronic devices to watch movies, TV programs, play games, listen to music, watch music videos, or engage in emailing / text messaging UNLESS it is school related.**
- **Please check with the Page Coordinators first if you are uncertain about whether an activity requiring the use of your device is acceptable.** The Page Coordinators and Head Pages will monitor the use of all electronic devices both inside and outside the Page Room.
- Pages are **NOT permitted** to use electronic devices including but not limited to cell phones, laptops, iPads, and audio listening devices **outside the Page Room**, unless otherwise approved by the Page Coordinators or a House Clerk’s Office section supervisor where a Page is assigned.
- While serving as Pages during the **2024 General Assembly Session**, Pages will **NOT** make inappropriate, demeaning, derogatory, or threatening comments about fellow Pages, staff members, work colleagues, or Delegates on **ANY form of social media** including but not limited to Facebook, Instagram, Twitter, WhatsApp, school messaging boards, text/messaging services, or text threads/internet chat rooms. Bullying of any kind will not be tolerated in any regard – especially via electronic means – and will be strictly dealt with, including termination from the program.
- In accordance with the Clerk’s Office Mission Statement and anticipated consummate good conduct of the Page class in accordance with its values, please note that you remain a Page – and House employee – *throughout* the Page program’s duration. Consequently, your conduct both on and away from Capitol Square, during the workday and after-hours, and in-person or online should reflect these exemplary, professional, and respectful standards.
- Pages who violate any one of these guidelines will be subject to disciplinary action including loss of electronic device privileges, suspension and/or removal from the Page Program.

Page Signature _____

Page Print Name _____

Date _____

Parent or Guardian Signature _____

Parent or Guardian Print Name _____

This form – and all others required to be completed – are listed at the end of this Page Handbook.

The House Clerk reserves the right to modify the above stated guidelines and/or implement additional guidelines as necessary.

HOUSE CLERK'S OFFICE

HOTEL GYM AND POOL USE CONSENT FORM

2024

I/We, the parent(s) or guardian(s) of _____ (print name),
a Page working in the House Clerk's Office for the Virginia House of Delegates, do hereby consent
to our child's use of the gym and swimming pool facilities at the Omni Richmond Hotel during the
period of his/her service as a House Page.

I/We also do hereby waive any and all claims of liability or responsibility on the part of the
supervisory personnel provided by the House of Delegates if/when our child chooses to use the
gym and swimming pool facilities.

Parent or Guardian Signature

Date

HOUSE CLERK'S OFFICE

CURRENT SCHOOL COURSES FORM

2024

PAGE'S NAME (print): _____

Please list below the courses that you are enrolled in currently at your school:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

This information is being requested to help the certified teachers whom the House Clerk's Office hires as tutors be aware of the depth and breadth of each Page's academic coursework at school.

Parent or Guardian Signature

Date

HOUSE CLERK'S OFFICE

TRANSPORTATION AUTHORIZATION FORM

2024

PAGE'S NAME (print): _____

Please list below the names of those persons authorized to transport your child each week to and from home to Capitol Square and/or the Omni Richmond Hotel. You may edit this form as needed during the legislative session.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____

This information is being requested to ensure only those you authorize may transport your child and to better enable the House Clerk's Office to protect the safety of all Pages.

Parent or Guardian Signature

Date

HOUSE CLERK'S OFFICE

PERMISSION FOR MEDIA USAGE FORM

2024

PAGE'S NAME (print): _____

I am the legal parent/guardian of the child named above and my decision is indicated by my check mark and signature below:

I **DO** give permission to authorize and give my full consent to the House Page Program, administered by the House Clerk's Office for the Virginia House of Delegates, to copyright, publish and/or use my child's likeness, name, voice, or words in any and all photographs, video, film and other media, and in any form, in which he/she appears. Further, I agree that the House Page Program may transfer, use or cause to be used, these photographs, videotapes, film, or other media for any exhibitions, public displays, publications, commercials, art and advertising purposes and television programs without limitations or reservations.

I **DO NOT** give permission to authorize the House Page Program, administered by the House Clerk's Office for the Virginia House of Delegates, to copyright, publish and/or use my child's likeness, name, voice, or words in any and all photographs, video, film and other media, and in any form, in which he/she appears. Further, I do not give permission that the House Page Program may transfer, use or cause to be used, these photographs, videotapes, film, or other media for any exhibitions, public displays, publications, commercials, art and advertising purposes and television programs without limitations or reservations.

This information will better enable the House Clerk's Office to protect the safety of your child and all Pages. In addition, it is the policy of the House Clerk's Office that any media interviews of Pages must first be arranged in advance of the interview by contacting this Office. Decisions by the House Clerk's Office will be based upon your check mark above and signature below.

Parent or Guardian Signature

Date

2024 ROOMMATE AGREEMENT FORM

Page's Name: _____

Roommate's Name: _____

- I agree to eat only food that belongs to me or food that is offered with permission.
- I agree to wear only my own clothes/accessories or those that are offered with permission.
- I agree to get permission from my roommate before inviting others into the room.
- I agree to keep my area clean and orderly.
- I agree to respect my roommate's sleeping hours and be considerate regarding noise/music and light use.
- I agree to work with my roommate to reach a compromise regarding shower times, waking hours and personal space while staying in the hotel.

Page's Signature

Date