



# Application *for* admission



Senate  
Page  
Program

A legislative service  
and leadership development program

# APPLICATION INSTRUCTIONS

**I. General Information.** If you apply for the Senate Page Program, you should not plan vacations and activities during the legislative session and your school break may occur during this time. **You must discuss this application with your family, your principal, and your teachers before it is submitted. This is a once-in-a-lifetime opportunity, and it is a full commitment to the seven-week legislative session.**

This application is for admission to the class of 2023. It is not transferable to subsequent years. **Prior to starting this application, prospective applicants and parents must read the online FAQ guides.** The FAQ guides are available online at <https://capclass.viriniageneralassembly.gov/PagePrograms/PagePrograms.html>

**II. Complete application sections 1—6.** Fill out each section accurately, legibly, and completely. Please type or print neatly.

**III. Compile attachments A—F.** Attach these to the back of sections 1—6 with a staple.

**IV. Submit two copies of your completed application.**

**Original copy:** Mail your original application, sections 1—6 with attachments A—F, to the following:

Senate Clerk’s Office  
P.O. Box 396  
Richmond, VA 23218

*\*If necessary, the original can be e-mailed to [pageapplication@senate.virginia.gov](mailto:pageapplication@senate.virginia.gov).*

**Duplicate copy:** In addition, please mail a copy of your application and attachments A-F to the state Senator representing your place of residence. The duplicate copy should be mailed to your state Senator’s district office address. Your state Senator is not one of the two United States Senators in Washington, D.C.

To locate a district office mailing address for your state Senator, use the “Who’s My Legislator” search function at <https://whosmy.viriniageneralassembly.gov/>

**Applications should be submitted no later than 5:00 p.m. Monday, October 17, 2022.**

Applications that are postmarked October 17 will be considered on time; however, make every attempt to avoid a last-minute submission. In addition, we strongly recommend you retain a copy at home for your records.

**Questions?** Please e-mail your questions to [pageinfo@senate.virginia.gov](mailto:pageinfo@senate.virginia.gov). Selections are typically finalized in **mid-December** for the following year. However, the selection process may extend beyond that timeframe. Your patience is appreciated.

## SECTION 1 OF 6

## APPLICANT INFORMATION

Check one: Miss Mr.

Name \_\_\_\_\_  
Last First Middle

Preferred Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Your age on January 11, 2023—  
month/day/year (first day of Session)

\_\_\_\_\_  
Mailing Address 1 City

\_\_\_\_\_  
Mailing Address 2 Virginia Zip Code

( ) - ( ) -

Daytime Phone Home Cell Evening Phone Home Cell

\_\_\_\_\_@\_\_\_\_\_.com

E-mail

Have you also applied to be a House Page this year? Yes No

Have you served as a House Page in the House of Delegates? Yes No

If yes, in what year? \_\_\_\_\_

## SECTION 2 OF 6

## APPLICANT DISTRICT INFORMATION

Not sure who represents you? <https://whosmy.viriniageneralassembly.gov/>

\_\_\_\_\_  
Senator's First Name

\_\_\_\_\_  
Delegate's First Name

\_\_\_\_\_  
Senator's Last Name

\_\_\_\_\_  
Delegate's Last Name

## SECTION 3 OF 6

## SCHOOL INFORMATION

\_\_\_\_\_  
School Name  Check if you are a homeschooled student

\_\_\_\_\_  
Grade in which you will be enrolled for 2022-23. Most recent Grade Point Average

*Additional information is needed on the School Endorsement Form.*

**SECTION 4 OF 6**

**LEGACY INFORMATION**

List members of your family, if any, who served as a Senate Page/Messenger or House Page.

\_\_\_\_\_ Senate House \_\_\_\_\_  
Last Name First Name Year

\_\_\_\_\_ Senate House \_\_\_\_\_  
Last Name First Name Year

\_\_\_\_\_ Senate House \_\_\_\_\_  
Last Name First Name Year

**SECTION 5 OF 6**

**PARENT(S) OR LEGAL GUARDIAN(S) INFO.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

Mother Father Legal Guardian

Mother Father Legal Guardian

\_\_\_\_\_  
Mailing Address 1

\_\_\_\_\_  
Mailing Address 1

\_\_\_\_\_  
Mailing Address 2

\_\_\_\_\_  
Mailing Address 2

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_ \_\_\_\_\_  
State Zip Code

\_\_\_\_\_ \_\_\_\_\_  
State Zip Code

( ) - \_\_\_\_\_

Daytime Home Work Cell  
Phone

( ) - \_\_\_\_\_

Daytime Home Work Cell  
Phone

( ) - \_\_\_\_\_

Evening Home Work Cell  
Phone

( ) - \_\_\_\_\_

Evening Home Work Cell  
Phone

\_\_\_\_\_@\_\_\_\_\_.com

E-mail

\_\_\_\_\_@\_\_\_\_\_.com

E-mail

Check One: Applicant lives with: Both parents Mother Father Legal Guardian

**Community Service and Volunteering (limit 6)**


**Extracurricular Activities (limit 6)**


**School Clubs (limit 6)**


**Recognition, Honors and Awards (limit 6)**


## ATTACHMENT A:

## SHORT ANSWER QUESTION

Limit your response to no more than 200 words.

List three leadership qualities that you think a Senate Page must have to be successful. If you are selected, how would you apply those in your day-to-day responsibilities?

**Attach** your short answer to **both** copies of your application. Your response should be typed.

## ATTACHMENT B:

## PRIMARY ESSAY

Choose one of the two essay options. Each essay must be no more than 300 words.

**Option 1:** Think about what it means to be a Virginian. If you were in a leadership capacity and had to speak with someone who is unfamiliar with the Commonwealth, what are three things you would tell them about Virginia and why? What is one thing you would change?

**Option 2:** Leaders typically make difficult decisions and balance a multitude of responsibility. One challenge a leader may face is making a decision for which the outcome will not be satisfactory to everyone. Identify the characteristics you think a strong leader must possess and explain how you would apply those standards in an attempt to compromise.

**Attach** your essay to **both** copies of your application. Your response should be typed.

## ATTACHMENT C:

## LETTERS OF RECOMMENDATION

**Attach** two letters of recommendation to **both** copies of your application. The person from whom letters are received should sign the letter and include contact information. **Please refer to FAQ #3 guidelines for letters of recommendations in the Parent and Applicant FAQ document** available online at

<https://capclass.viriniageneralassembly.gov/PagePrograms/PagePrograms.html>

## ATTACHMENT D:

## SCHOOL ENDORSEMENT FORM

**Attach** a completed School Endorsement Form to **both** copies of your application. The form is at the end of this application.

## ATTACHMENT E:

## PHOTOGRAPH

**Attach** a color, forward-facing headshot to **both** copies of your application. A headshot is a picture of you, from the shoulders up, taken by someone else. A selfie is not an acceptable headshot.

Please **complete and attach** this page to both copies of your application.

Signature of Applicant	Name of Applicant (please print)	Date month/date/year
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Signature of Parent or Guardian	Name of Parent or Guardian (please print)	Date month/date/year
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Signature of Parent or Guardian	Name of Parent or Guardian (please print)	Date month/date/year
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***For SCO use only***

- District appointment by Senator \_\_\_\_\_
- Leadership appointment by Senator \_\_\_\_\_
- Discretionary appointment by the Clerk of the Senate

# School Endorsement Form

## 2023 Session



SECTION 1 OF 3

APPLICANT INFORMATION

Name \_\_\_\_\_  
Last First Middle

I (the applicant) understand a copy of my fall semester grades will be required if I receive admission to the program. Further, I understand the offer of admission will be revoked if I do not have an A/B average.  Yes  No

SECTION 2 OF 3

PUBLIC OR PRIVATE SCHOOL STUDENTS

In conjunction with my parents or legal guardians, I (the applicant) discussed my application for admission to the program with my principal, guidance counselor and teachers.  Yes  No

My principal, guidance counselor and the teachers from whom I (the applicant) would receive school assignments during the legislative session dates understand this is a session-long commitment. I have their full support.  Yes  No

School Information:

Full Name of School \_\_\_\_\_ Locality \_\_\_\_\_  
School Web Address \_\_\_\_\_ Main Phone Number ( ) - \_\_\_\_\_

**Applicant:** In addition to obtaining signatures from the following, please provide them with a copy of page 9.

**To those signing this form:** Your signature below confirms the applicant has a history of maintaining an A/B average throughout the previous year and is on track to have an A/B average at the end of the first grade reporting period. A signature also indicates a commitment to the success of this student, if they are selected to serve as a Senate Page.

School or  
Guidance  
Counselor:

Print Last Name \_\_\_\_\_ Print First Name \_\_\_\_\_ Signature \_\_\_\_\_

Principal or  
Head of  
School:

Print Last Name \_\_\_\_\_ Print First Name \_\_\_\_\_ Signature \_\_\_\_\_

SECTION 3 OF 3

HOMESCHOOL STUDENTS

Head of  
Homeschool:

Print Last Name \_\_\_\_\_ Print First Name \_\_\_\_\_ Signature \_\_\_\_\_



# School Endorsement Form

## 2023 Session



***Please, do not return this page with your completed school endorsement form.***

*It is the responsibility of all applicants to discuss their application with school administrators, guidance counselors and instructors. Admission to the Senate Page Program and service as a Senate Page requires a significant, session-long commitment.*

*The information below will provide an overview to those who are unfamiliar with the Senate Page experience.*

### IMPORTANT INFORMATION

#### **Detailed Program Overview:**

Additional details, including resource guides, are available in the “Capitol Classroom” section of the Virginia General Assembly website: <https://virginiagenerassembly.gov>

#### **Admission:**

Applicants who receive admission to the program must have a full endorsement from their school. This program requires a significant commitment, including the coordination of school assignments while the student is working on Capitol Square in Richmond, Virginia.

#### **Program Schedule:**

The legislature convenes for 46 calendar days in odd-numbered years and 60-calendar days in even-numbered years, beginning on the second Wednesday in January of each year.

#### **Absenteeism from School:**

If admitted for the 2023 legislative session, the applicant will be **absent** January 9 – February 24. **Students are excused from school for the duration of their service to the legislature.** See Virginia Administrative Code: [8VAC20-110-40](#) and [8VAC20-110-50](#).

#### **School Assignments:**

It is the responsibility of Senate Pages and Senate Page parents to coordinate with school personnel about the manner in which assignments will be completed. Please consider the following:

**Duties:** A Senate Page works Monday – Thursday, 8:15 a.m. – 5:00 p.m. and Friday 8:30 a.m. – Noon.

**Study Hall:** Monday – Thursday, 7:00 p.m. – 9:00 p.m., staffed by Richmond-area tutors.

**School Assignments:** Due to the nature of program requirements, **it will be impossible for a Senate Page to complete the same level of work as students in a classroom. Assignments should be marked and/or divided into “priority” and “other” stacks on a weekly basis.**

**Testing:** We strongly recommend test taking be scheduled on a Friday afternoon at school. Our staff will administer tests, if necessary, per the guidelines in our handbook and online FAQ guides.

**Coordinating Responsibility:** The parents of a Senate Page should schedule a meeting with the appropriate school personnel to determine a course of action for handling schoolwork. **Personnel with the Senate Clerk’s Office are not responsible for coordinating assignments, administering SOL tests, etc.**