

APPLICANT AND PARENT FAQ



Senate Page
Leadership
Program

FAQ #1

Q: What is the manner in which a Senate Page is appointed?

A: Pursuant to the Rules of the Senate adopted on January 13, 2016, the members of the Senate elect twenty Pages. In addition, six Pages are appointed by the leadership of the Senate to serve during a legislative session. The Clerk of the Senate may appoint additional Pages.

FAQ #2

Q: What requirements does an applicant need to meet?

A: Senate Pages cannot be less than 13 or more than 14 years of age at the time of election or appointment (second Wednesday in January of each year). They are selected for a term of one session and are not eligible for reelection or reappointment. In order to provide this opportunity for as many young people as possible, persons who have served as a page in the House of Delegates are not eligible to serve as a Senate Page.

Applicants should have an A or B average in school at the time of appointment. This average demonstrates an ability to manage a challenging workload. The school endorsement form must be signed by the appropriate persons and included with your completed application. Students admitted to the program will be required to submit their latest report card or transcript with employment forms. The Senate Clerk's Office reserves the right to rescind offers of admission to the program upon receipt of academic standing records.

FAQ #3

Q: How does the selection process work?

A: The review process for admission to the Senate Page Leadership Program typically takes one and a half months to complete. All applicants will be notified by mail, typically by mid-December. Those who receive admission to the program will be issued a handbook, employment forms and other important information.

Those who receive admission to the program will attend a mandatory Orientation program with their parents. Orientation is typically a four hour session.

The manner in which applicants are selected to the House Page Program is very different. If you have questions about becoming a House Page, please contact the House Clerk's Office by calling (804) 698-1500.

FAQ #4

Q: How many applications does the Senate receive and how many applicants receive admission?

A: The Senate receives approximately 200 applications for 36 - 40 positions each year. The application opens on August 1 and closes in mid-October of each year.

FAQ #5

Q: Are there any upfront costs?

A: Applicants who receive admission to the program will be required to submit a \$50.00 activity fee at orientation. They are also responsible for purchasing uniform attire and a binder for program materials.

FAQ #6

Q: Are parents required to attend orientation with their Senate Page?

A: Attendance is mandatory for the page class and parents/legal guardians.

FAQ #7

Q: In what manner does a Senate Page dress for work?

A: Senate Pages are required to wear a standard-cut, wool or polyester, navy blue blazer at all times while on duty. Girls must wear white blouses or turtlenecks, gray slacks, and coordinating socks. Boys must wear white shirts, gray slacks, and ties that coordinate with gray and navy. Comfortable, black walking shoes and a warm coat to go over the blazer are required. Hair must be neatly groomed and should not cover the name badge. Bangs must be trimmed above the eyebrows. A Senate Page must also adhere to a strict business casual dress code outside of work hours.

FAQ #8

Q: What is the code of conduct?

A: Each Senate Page is held to a **strict code of professional conduct at all times**, and details will be covered during orientation and training. Those who do not follow the program handbook shall be subject to suspension or dismissal from the program. Upon suspension or dismissal from the program, their school will be notified.

FAQ #9

Q: What are some responsibilities of a Senate Page?

A: Duties: Senate Pages work 8:30 a.m. - 5:00 p.m. Monday - Thursday and 8:30 a.m. - Noon on Friday. Pages are expected to work the entire session. Each Senate Page will be tasked with various job assignments such as staffing committee meetings (in a backup clerk capacity), answering telephone calls, providing basic concierge services and speaking to the public or visiting delegations about their experience and role in the legislative process. **Please do not apply if you are a member of a sports team or organized activity from which you cannot be excused during the legislative session. Pages will not be excused for sports team games/championships, band concerts, or other organized activity's function. Consider all activities and personal/team commitments carefully before applying to the Senate Page Leadership Program.**

FAQ #10

Q: What is a typical day-in-the-life?

A: It is important to recognize a day in the legislature is constantly changing, regardless of a set schedule. A typical day-in-the-life of a Senate Page will resemble the following:

Sunday

- 4:00 p.m.: The designated hotel opens for Senate Page arrival
- 9:30 p.m.: Deadline to report to the designated hotel for the week
- 10:30 p.m.: Curfew/lights out

Monday - Thursday

- 6:30 a.m.: Wake up/breakfast/report to work
- 8:15 a.m.: Roll call and morning class
- 8:30 a.m.: Teams report to work areas (*note: teams rotate work areas each week*)
Depending on the team to which a Senate Page is assigned, a day may include the following: filing bill copies, answering telephones, assisting visitors, working a Senate floor session, visiting a historical site and/or attending a program class.
- 5:00 p.m.: Three team system ends/dismissal
- 5:15 p.m.: Dinner
- 7:00 p.m.: Mandatory study hall
- 9:00 p.m.: Social time begins/pack for the weekend trip home on Thursday night
- 10:30 p.m.: Social time ends/curfew/lights out

Friday

- 6:30 a.m.: Wake up/breakfast/report to work
- 8:15 a.m.: Roll call and morning class

FAQ #10 Continued

8:30 a.m.: Teams report to work areas (*note: teams rotate work areas each week*)
Noon: Dismiss for the weekend/return home

FAQ #11

Q: Is the hotel residency requirement mandatory?

A: Yes. Hotel residency is required for all program participants beginning on Sunday evening. The entire class will check out for the week on Friday mornings. Housing arrangements are made for Senate Pages at a hotel within walking distance of the Capitol. The Senate Clerk's Office makes the reservations, roommate assignments, and provides a couple to chaperone. The cost of the hotel room is billed to the Senate Clerk's Office.

FAQ #12

Q: How much is a Senate Page paid?

The salary is \$145.00 per week. Chapter 879 of the 2008 Acts of the General Assembly directs the Commonwealth of Virginia to disburse payroll and per diem checks through direct deposit to a checking or savings account. This is a mandatory requirement for all persons on state payrolls. Pages also receive a weekly per diem in the amount of \$125.00.

FAQ #13

Q: How are school assignments handled and is study hall mandatory?

A: It is extremely important to discuss the program expectations with your school before applying! Senate Pages and their parents are responsible for obtaining their schoolwork and making sure it is returned to their school. Please refer to the Teacher and Applicant FAQ for more detailed information.

Senate Pages are required to attend a monitored study hall on Monday through Thursday nights from 7:00 p.m. to 9:00 p.m. These sessions are held at the assigned hotel. Only the Clerk of the Senate can excuse a Page from study hall. Schoolwork assignments are to be obtained by the Page from his/her teachers. The Senate tutors do not make school/homework assignments. They are available to assist the students with the assignments from their schools.

FAQ #14

Q: Who is responsible for transportation arrangements each week?

A: Transportation arrangements to and from the Richmond are the responsibility of each page family. Once the Senate and House class lists are finalized, a copy will be furnished to parents for the purposes of arranging carpools. Senate Pages are not allowed to ride in motor vehicles driven by anyone other than a member of his/her family, a Senator or Delegate, or a member of the Clerk's staff unless written authorization from a parent or guardian is on file in the Senate Clerk's Office.

FAQ #15

Q: What happens if a Senate Page gets sick?

A: The Senate Clerk's Office has an agreement with the Pediatrics Department of Virginia Commonwealth University Medical Center to provide emergency medical service for Senate Pages. Parents are responsible for the cost of treatment and will be billed by VCU. Parents will be required to submit completed medical forms and insurance information to have on file during session.

FAQ #16

Q: Is a Senate Page allowed to have a personal cell phone?

A: Cell phones must be turned in during work hours and at the beginning of study hall (to be returned each morning).

FAQ #17

Q: If I have further questions?

A: Please call (804) 698-7410 or e-mail pageinfo@senate.virginia.gov

FAQ #18

Q: When does the legislature convene and adjourn?

A: By order of the Constitution of Virginia, the legislature convenes on the second Wednesday in January each year for **46 calendar days in odd-numbered years** and **60 calendar days in even-numbered years**.