

## PURPOSE

The North Carolina House of Representatives Page Program affords youth of the State the opportunity to see firsthand how laws are made by participating in the legislative process. Young people help in Representatives' offices, in committee meetings, and during daily Sessions for one-week terms while the General Assembly is in session. Representatives are encouraged to sponsor students from a variety of backgrounds.

## PARTICIPANT REQUIREMENTS

House Pages **must** be high school students between the ages of 15 and 18 (or currently in the Ninth Grade), sponsored by a Member of the North Carolina House of Representatives, and in good academic standing at their schools. If Pages are appointed to serve during the school year, the principal must grant prior approval and Pages are to keep up with assignments during the week served. While on duty, Pages are required to be respectful to each other, members of the legislature, staff, and all others with whom they come in contact. Pages are also expected to adhere to all other requirements of the program as outlined in this application and the rules that are sent upon acceptance, as well as any specific instructions given by the House Page Supervisor.

## APPLICATION PROCEDURES

A student may write or telephone the Representative of his or her choice (preferably in the district in which the student lives) and request sponsorship to serve as a Page. ***After the attached application is filled out completely, it should be returned to the sponsoring Representative for his or her signature.*** The application must be complete, including a recent wallet-size color photograph; Social Security number; signature of custodial parent or guardian; and all other information requested. Incomplete applications will be returned to the applicant for completion prior to consideration for appointment.

**Applications should be mailed to the student's Representative, North Carolina General Assembly, 16 W. Jones Street, Raleigh, North Carolina 27601-1096.** If you have any questions about the House Page Program, please call the House Page Supervisor, Bonnie Trivette, at 919-733-5701 or the House Principal Clerk's office at (919) 733-7760.

## APPOINTMENT PROCEDURES

Appointments are made on a first-come, first-served basis. If selected to serve as a Page, the student will be notified of the appointment date and sent additional information by mail. The information will include a list of host families, detailed information about expectations and requirements, a map of the downtown government complex in Raleigh and an acceptance **postcard to return prior to the date appointed to serve.** **ALL Pages upon arrival for service must provide signed copies of the Rules form, applicable Health Consent form and liability waiver statement form.** The *host family permission form* is required only of Pages staying with a House Page Program host family. **Due to the uncertain date of adjournment, Pages may be appointed but will not serve if the General Assembly adjourns prior to the Page's appointment date.**

## WORK SCHEDULE

Pages report to the House Page Office, Room 1329 of the Legislative Building, 16 West Jones Street, on Monday of the week they are appointed to serve. Registration begins at 1:30 p.m. and ends at 2:00 p.m. Orientation will begin promptly at 2:00 p.m. Pages will be on duty Monday evening no later than 9:00 p.m., Tuesday and Wednesday from 8:00 a.m. to 5:00 p.m. and Thursday from 8:00 a.m. to 3:00 p.m. During weeks with holidays, Pages will be notified the week prior to serving only **if** there is a change in the regular schedule.

## COMPENSATION

Pages are paid \$150 per week. A check will be mailed to the Page according to the General Assembly's payroll schedule, usually within two weeks following the time served. A Social Security number must be furnished in order to receive compensation. In lieu of payment, Pages may receive 30 hours of community service in accordance with their school's community service policy. **It is the responsibility of the Page to contact their school to confirm the House Page Program is eligible.**

## DRESS CODE

Appropriate business attire is required of all Legislative Pages. Young men are required to wear dress shirt, slacks, jackets, ties and comfortable dress shoes at all times they are on duty. Young women are expected to wear dresses, pantsuits, dress slacks or skirts with blouses with appropriate undergarments. **Mini-skirts (hemlines shorter than two inches above the knee), mini-dresses, halter tops, halter dresses, sundresses, sheer and tight-fitted clothing, low-cut tops and crop tops are not acceptable. No Page is allowed to wear jeans or shorts (including Bermuda and city shorts) of any kind.** Pages need to wear comfortable shoes; however, tennis shoes (athletic shoes) and thong sandals (flip-flops) are not acceptable. Flat shoes are preferred. **Pages who do not comply will not be allowed to participate, their parents will be called and they will be sent home immediately!**

## ACCOMMODATIONS

*It is the responsibility of the Page's parent or guardian to make lodging arrangements prior to coming to Raleigh.* Each year several local families are screened and selected to host Pages in their homes. Host families provide breakfast, dinner and transportation to and from the Legislative Building at a cost of **\$100 cash** per week. Payment for lodging is expected upon arrival. The General Assembly cannot guarantee there will always be space available with a host family. ***If a Page decides to reschedule or cancel his or her appointment and has made accommodations with a host family, it is the responsibility of the Page's parent or guardian to notify the host family of the change to allow them to provide lodging for additional Pages.*** It is acceptable for Pages to stay with relatives or family friends if they choose.

## MISCELLANEOUS

Pages should bring money for Monday night's meal and lunch each day, as well as for miscellaneous expenses. They should not bring large sums of money. **The General Assembly will not be responsible for the loss or theft of personal property during the Pages' stay in Raleigh.**

The General Assembly is unable to provide parking for commuting Pages. Pages may park in nearby visitor parking lots for a fee of \$2 per hour or a maximum of \$16 per day.