

GEORGIA SENATE PAGE PROGRAM



2017 Welcome Packet



Dear Senate Pages,

I would like to take this opportunity to personally welcome you to the State Capitol and the Senate Page Program. You are now a part of the political process, experiencing firsthand what goes into enacting laws that govern our society. It is so important to engage with your state government; after all, this Capitol is your Capitol.

I firmly believe that life is not about one's self, but instead service to others. As a part of this program, you're proudly serving every person who calls this great state home. Although you will have to wait until 18 years of age to cast your first ballot, it is clear to me that all of you realize the importance of fulfilling your civic duty by taking an active role in your government from a young age.

I hope each of you enjoy your time working under the Gold Dome and take in all of the excitement that comes with any day of the legislative session. We handle a wide range of issues, all of which have the potential to affect the lives of 10 million Georgians. This is a very serious but exhilarating process that I'm thrilled you have chosen to take part in — your contribution to your state will not go unnoticed.

Sincerely,

A handwritten signature in black ink that reads "Casey Cagle". The signature is written in a cursive, flowing style.

Lt. Governor Casey Cagle



Welcome Packet

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Dear Senate Pages,

It is my privilege, as President Pro Tempore, to welcome you to the Georgia Senate and to congratulate you on your appointment as a Senate page! When I was in the 8th grade, I served as a page. The opportunity gave me a firsthand look at the inner workings of the General Assembly, as I watched Senators debate and vote on pending legislation. Paging was the beginning of my interest in government and an adult life that has been filled with public service. I hope you will find your own page experience equally as rewarding.

Sincerely,

A handwritten signature in black ink, appearing to read "David Shafer".

Senate President Pro Tempore David Shafer

GEORGIA SENATE PAGE PROGRAM

Welcome to the Georgia Senate Page Program! We hope this experience will be a great one that you'll always remember. As a Senate Page, you will serve the Senators by delivering important information and messages to them in the Senate chamber during the legislative session day.

The Page Program provides students like you a first-hand opportunity to observe and participate in your state government. While paging, you will work for the full legislative day and at day's end you will receive a certificate of service and \$10.00 honorarium pay.

**YOU MUST BE AT LEAST 12 YEARS OLD TO PARTICIPATE IN THIS PROGRAM.
THERE ARE NO EXCEPTIONS.**

The Page Desk is located on the 3rd floor of the State Capitol, directly across from the Senate chamber. The Page Director will be there to assist you. Please arrive at the Page Desk at the time designated to complete Page Orientation. Start times for Page Orientation varies, and is based on the time the Senate convenes each legislative day. Please see page 5 for more details. This orientation will give you a general overview of your duties as a page. You should be neatly dressed and wear comfortable shoes.

Your service as a page is counted as a day "present" in school. Georgia law provides that, "Children who serve as pages of the General Assembly during the school year, either at regular or special sessions, shall be credited as present by their school in which enrolled in the same manner as an educational field trip, and such participation as a Page shall not be counted as an absence, either excused or unexcused." (O.C.G.A §20-2-692) The certificate of service you receive upon check-out can be shown to school officials to prevent being marked absent.

Please read through this packet carefully to ensure your trip to the Senate goes smoothly. If you have questions that we haven't answered here, please don't hesitate to contact your sponsoring Senator's office and the Senator's staff will be happy to assist you. Enjoy your experience and thank you for your service to the Georgia Senate!



GEORGIA SENATE PAGE PROGRAM

The Day Before You Serve

You should call the automated Page Information Line at (404) 657-7004 after 5:00 P.M. the day before you are scheduled to serve to confirm that the Senate will be in session and find out when you will need to report for duty. The Senate convening time determines the time you will need to report for service.

As a general rule, the Senate convenes at 10:00 A.M., but convening times vary on occasion.

After confirming the Senate convening time for your service date, you will need to report to the Page Director at the Senate Page Desk (outside the Senate chamber on the 3rd Floor of the State Capitol) for Page Orientation at one of the following times:

Senate Convening Time	Page Report Time
9:00 AM	8:00 AM
10:00 AM	9:00 AM
1:00 PM	12:00 PM

It is important that you call the Page Information Line the night before you are scheduled to serve to verify your exact start time.



Age Requirement & Rules of Operation

**YOU MUST BE AT LEAST 12 YEARS OF AGE TO SERVE AS A PAGE.
THERE ARE NO EXCEPTIONS TO THIS RULE.**

If your parents or guardians want to stay at the Capitol while you are serving, seating is available in the Senate gallery on the 4th floor to watch the legislative session. As an alternative to sitting in the gallery, there are many attractions to visit near the Capitol.

The Georgia Senate welcomes young men and women with physical disabilities who wish to page. Please notify your sponsoring Senator's office upon registration if you will require special accommodations during your time at the Capitol.

No flash photography is permitted in the Senate chamber while the Senate is in session. You may not chew gum or eat candy while performing your duties as a page.

You are not allowed to use your cell phone, iPod/MP3 player, CD player, portable game system, or any other form of electronic device while performing duties as a page. This includes making posts to social media.

Please do not bring items of value with you to be left at the page desk while paging. The page staff has no place to store or secure any personal items or valuables.

Dress Code

While serving as a page, you will need to dress appropriately. Dress code that is "business" or "business casual" is required.

Young men should wear dress pants and a dress shirt. Young ladies should wear a dress shirt with dress pants or a knee-length (or longer) skirt; work-appropriate dresses are also acceptable. *You may not wear jeans, shorts, sweatshirts, t-shirts, skirts shorter than knee-length, or any shirt that exposes the midriff.* If you think it may not be acceptable, it probably isn't! You will be on your feet and moving around most of the day, so please wear comfortable shoes.



GEORGIA SENATE PAGE PROGRAM

Arrival

It is very important for you to arrive at or before the designated times for check-in and Page Orientation. When you arrive, you will need to be able to tell the Page Director the name of the Senator who is sponsoring you. Although you are sponsored by either the Lieutenant Governor or one sponsoring Senator, you will be working for the Senate as a whole.

Your official duty as a page begins with Page Orientation, which is conducted by the Page Director, and is completed upon adjournment of that day's session. Adjournment time varies daily and may be as early as 11:00 A.M. or as late as 6:00 P.M. Please be sure you have a phone number to contact a parent or guardian once session is over.

Sign Out & Departure

Upon adjournment of the Senate, see the Page Director to sign out on the page payroll sheet. Once you sign out, you will be presented with a certificate of service and a \$10 honorarium. If you have to leave before the Senate adjourns, you are still required to sign out with the Page Director.

In the first 20 days of the legislative session (Jan-Feb), the Senate will often adjourn before noon so that Senate committees can meet. On these early adjournment days, you and your parents should determine if you will be dropped off, or if someone will remain at the Capitol with you while you're paging. Please discuss with your parents which option is best for you on your service date.

Lunch & Snack

You are on your own for lunch unless your sponsoring Senator takes you to lunch. You are welcome to bring your lunch with you, and should check with your sponsoring Senator's office about storage options.

There is a snack bar on the first floor of the Capitol. A cafeteria is across the street in the Sloppey Floyd (Twin Towers) Building, and on the 6th floor of the Coverdell Legislative Office Building (CLOB).

MESSAGE FOR

SENATOR _____ LOCATION _____
section/row/seat

DATE _____

TIME _____

NAME _____

WITH _____

IS WAITING IN THE HALL TO SEE YOU.
 HOW SOON WILL YOU BE AVAILABLE?
 NEEDS A RESPONSE.

GEORGIA SENATE PAGE PROGRAM



Pictures With Your Sponsors

You will have an opportunity to have your picture made with the Lieutenant Governor and your sponsoring Senator. The Page Director will instruct you on when to take the picture with your sponsoring Senator. Pictures are generally taken right before lunch (depending on the daily schedule), so please do not leave for lunch without checking with the Page Director. A copy of your picture(s) will be mailed to you as soon as it is processed.

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		1/4/2016										
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MAIN HALLWAY ENTRANCE												
SENATE CHAMBER SEATING CHART												

Certificate & Honorarium

Upon adjournment of the Senate, you will sign out with the Page Director, and receive a certificate recognizing your service to the Georgia Senate. If you have to leave before the Senate adjourns, you are still required to sign out with the Page Director.

Once you sign out with the Page Desk, you will be paid a \$10.00 honorarium for your service as a page.



Maps, Directions & Places to Stay

From the South:

Take I-75/85 North to Exit 245 (Capitol Avenue). At the bottom of the exit ramp, continue straight through the stop sign. At the first traffic light, turn left onto Hank Aaron Drive. The Capitol will be approximately one mile down on the left.

From the North:

Take I-75/85 South to Exit 248A (Martin Luther King Jr. Drive). Bear right onto Martin Luther King Jr. Drive. The Capitol will be on the left.

From the East:

Take I-20 West to Exit 58A (Capitol Avenue). Turn right on Capitol Avenue. The Capitol will be approximately one mile down on the left.

From the West:

Take I-20 East to Exit 56B (Winsor St./Spring St./Stadium). At the third light, turn left onto Central Avenue. Go to Mitchell Street and turn right. The Capitol will be two blocks down on the left.

Parking:

Public parking is available around Capitol Hill. Cash and credit card payments are accepted at these locations:

<p>Archives Surface Lot/Fraser Street Surface Lot <i>(operated by Elite Parking)</i> 359 Fraser Street, Atlanta, GA</p>	<p>Capitol Lot Daily <i>(operated by Elite Parking)</i> 218 Capitol Avenue, Atlanta, GA Located on Capitol Avenue near the State Capitol.</p>
<p>Pete Hackney <i>(operated by the Georgia Building Authority)</i> 162 Jesse Hill Jr., Drive, Atlanta, GA Located at the corner of Jesse Hill Jr. Drive and Decatur Street.</p>	<p>Memorial Lot <i>(operated by Elite Parking)</i> 80 Memorial Dr, S.W., Atlanta, GA</p>
<p>Steve Polk Plaza <i>(operated by Elite Parking)</i> 65 Martin Luther King, Jr. Drive, Atlanta, GA Located near Underground Atlanta & Georgia Railroad Freight Depot.</p>	

Click [here](#) to view the Capitol Hill parking map

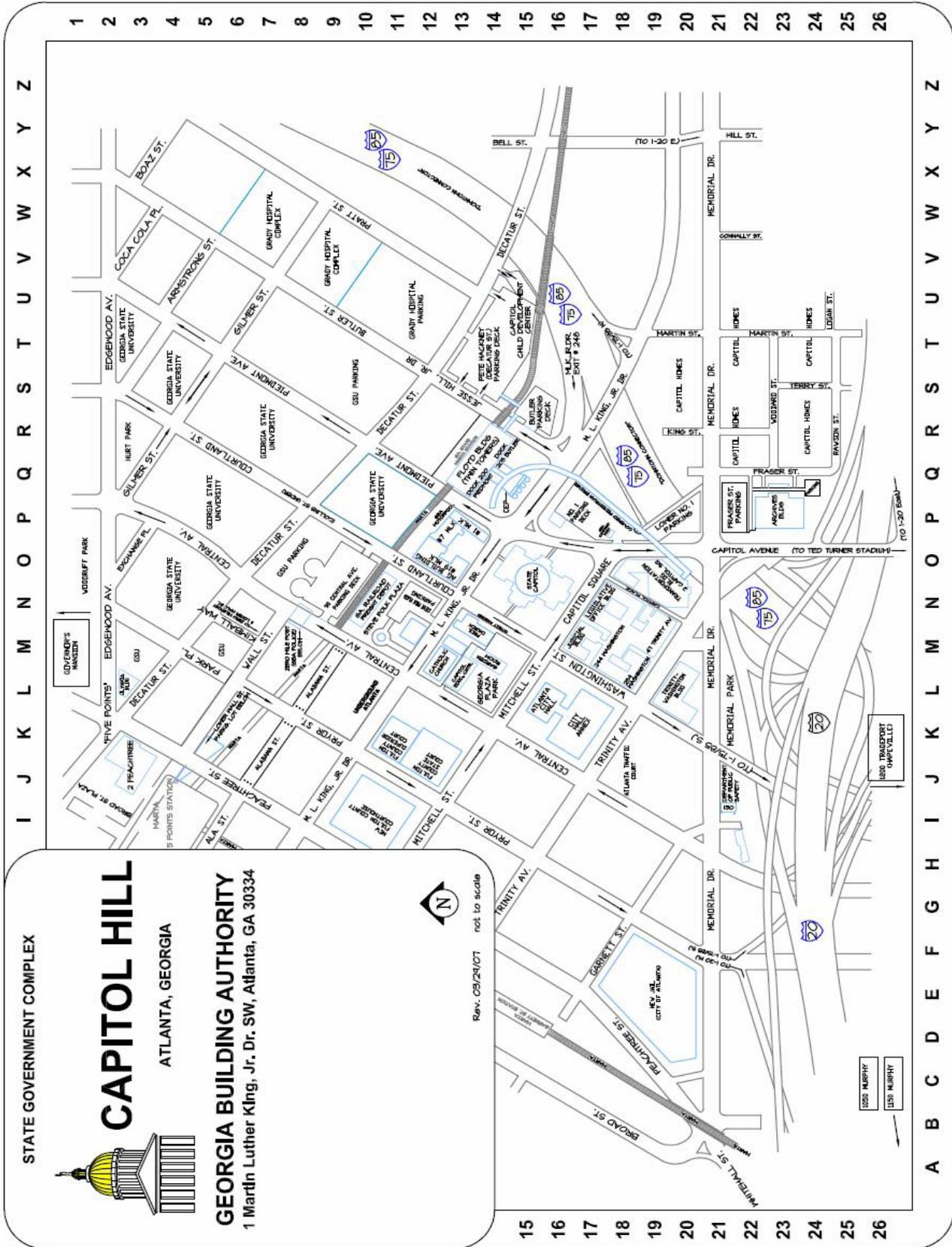
Click [here](#) to view of list of places to stay near the Capitol

Online mapping:

If you want to go online and search for directions from your house or hotel to the Capitol, the street address you will want to use for the Capitol is:

18 Capitol Square SW Atlanta, Georgia 30334

GEORGIA SENATE PAGE PROGRAM



Page Program Staff and Contact Information

The Senate page program coordinators work directly with your Senator and their staff. On the day you are scheduled to page they will be your main point of contact.

Nancy Ray, Director

Ellen Womack, Assistant Director

Phone: 404-657-7004

PageDeskSen@legis.ga.gov

