



**Iowa**  
**Legislative**  
**Page Program**

**Application Package**  
**2017 Legislative Session**

**Internet Site: <http://www.legis.iowa.gov>**

**Deadline - Friday, October 7, 2016**

## **GENERAL**

Each year the Iowa Senate and the Iowa House of Representatives employ ambitious high school juniors and seniors of high academic standing to serve as Pages for the legislative session. To be eligible, applicants must be 16 years old by January 9, 2017. Pages will be allowed to participate in their official school functions and social activities whenever possible. Most Pages will begin work on January 9, 2017, and work the entire legislative session, which should be finished around the end of April 2017.

Serving as a Page in a professional working environment will contribute to the participant's confidence and self-esteem. Because Pages learn to accept a large degree of personal responsibility for their work, the Page experience helps prepare them for the future demands of their academic and professional careers. They will learn to respond to organizational priorities and directives and to uphold the standards of confidentiality and professional service. Pages learn the inside workings of government and lawmaking.

Pages also develop meaningful friendships with others and a sense of belonging to a time-honored tradition of public service. They meet and relate to a large group of people from around the state and begin learning how to make good personal decisions as they manage their finances, transportation, work demands, housing, and new friendships.

Pages will be expected to exercise extreme discretion throughout their stay in Des Moines. This includes being pleasant, courteous, and helpful to all persons. Adherence to all legislative policies and procedures is expected, including strict adherence to policies regarding gifts, sales of goods and services, sexual harassment, and substance abuse. **The use of drugs or alcohol may result in immediate dismissal.**

Pages report to work each morning at 8:00 a.m., unless a specific duty requires otherwise, and remain until 4:30 p.m. or the Legislature adjourns for the day.

The Legislature often does not work on Fridays during the early part of the legislative session and Pages would work for only four days during these weeks. Pages are paid for a minimum of 40 hours per week (whether or not they are required to work a full week) unless they are unavailable for work and not otherwise eligible for pay as provided in these guidelines.

### **Duties of a Senate Page**

On a rotating basis, Pages are assigned to chamber benches for general assignments, and to the bill room, journal office, sergeant-at-arms desk, Senate telephone switchboard, and to assist the President and Secretary of the Senate in the well. General-duty Pages respond to requests from Senators and staff at their desks in the chamber, assist Senators and staff in committee meetings, and sometimes assist with the handling of Senate materials and supplies. Pages stationed at the switchboard take notices of incoming telephone calls to Senators. Bill room Pages assist in filing and distributing bills, calendars, and journals. Well Pages assist the President and Secretary of the Senate during debate. Page scheduling and work assignments are supervised directly by the sergeant-at-arms.

### **Duties of a House of Representatives Page**

Pages provide invaluable assistance to Representatives and House staff by assisting with the switchboard, delivering messages, running errands, and distributing bills and amendments. Pages respond to individual requests from Representatives and staff. Pages also staff committee meetings and help the chairperson by handling materials needed during the meetings. Some Pages will be chosen to work directly for the Speaker of the House, the Republican and Democratic leaders, and the office of the Chief Clerk. **House Pages have the option to work for half of the legislative session.**

## **UNIFORMS and SALARY**

All Pages wear a uniform provided to them by the chamber they are employed with, as follows: Senate Pages wear a maroon blazer and beige dress slacks, and House of Representatives Pages wear a navy blazer and gray dress slacks. Females may choose skirts if they desire. Comfortable black, dress-type shoes and white shirts or blouses are also required for both male and female Pages. An appropriate tie is required for male Senate Pages.

Pages will receive \$8.96 per hour for 40 hours per week. Pay periods are every two weeks.

While not covered by state health and life insurance benefits, Pages are covered under the Workers' Compensation Law for any injuries that may occur on the job.

Unexcused absences will not be tolerated and may result in immediate dismissal. Pay will not be granted for unexcused absences.

## **HOUSING and TRANSPORTATION**

**ALL LIVING ARRANGEMENTS ARE UNSUPERVISED.** It is suggested that, if possible, housing be arranged with family members, family friends, church members, or other groups with whom the Page or Page's family members have known associations. Parents and guardians are asked to carefully consider this aspect of the program and not recommend students whom they believe should live and work in a supervised environment.

We urge parents and Pages to discuss how close to the Capitol Building Pages need to live and to investigate the types of tenants some housing arrangements attract and to plan accordingly. Various hotels and apartment buildings are available; however, it is becoming difficult to arrange for housing in Des Moines due to the short length of time Pages are here. Many apartment managers are reluctant to rent to groups of unsupervised high school students.

**PAGES MUST ARRANGE THEIR OWN TRANSPORTATION.** Although Pages are not required to drive their own cars to and from the Capitol, public transportation is only available in the evening on an hourly basis until 9:30 p.m. and the Legislature may work later than 9:30 p.m.

## **SCHOOLING**

All individuals selected must make their own arrangements with school officials for fulfilling all high school requirements. Tutoring is not furnished. Students have often received assignments by correspondence or have returned home on weekends to attend classes or tutoring sessions. Many schools grant credit for a student's work in the Legislature. It is strongly recommended that Pages take only one or two courses for the semester they work as Pages in Des Moines. For most Pages it would be difficult to keep up with a greater workload. Please be certain that the implications of missing a semester of school have been thoroughly discussed with the appropriate school counselor, and that the school is willing to assist in whatever manner is necessary to maintain a Page's coursework and grade-point average.

## **APPLICATION PROCEDURE**

All parts of the application must be returned ***no later than October 7, 2016***. You may send the package to either the Senate or the House of Representatives. On the first page of the application, check each chamber (including the one you are responding to) that you would like a copy of the application package given to. Also listed is a phone number for more information from each agency.

**Secretary of the Senate's Office, Iowa Senate, Statehouse, Des Moines, IA 50319**

**(515) 281-5307**

**Chief Clerk's Office, Iowa House of Representatives, Statehouse, Des Moines, IA 50319**

**(515) 281-5381**

A checklist of all items that should be returned is included, as well as hints on preparing the application package.

**Persons no longer able or wishing to be a Page at any time after submitting an application are requested to notify the proper chamber(s) immediately.**

After the applications have been screened, some applicants will be invited to the Capitol Building in Des Moines for a personal interview. Pages are selected on a nonpartisan basis according to their apparent ability to perform the responsibilities assigned. No application will be automatically rejected, but it is likely that applicants who have maintained a high grade point average, and have participated in extracurricular, community, recreational, and governmental activities, will be selected.

The Senate and House of Representatives select Pages through separate interview processes.

## **HINTS ON PREPARING THE APPLICATION PACKAGE**

### **Personal Information Form**

Your cumulative high school grade point average must be converted to a 4.0 scale if your school does not use a four-point scale as the basis for issuing grades.

It is requested that you be as detailed as possible in describing the employment, school, government, and community activities in which you have engaged. Your list of government activities may include local, state, and national political campaign work. It may also include student government or mock government experience. ***Please list your political activities in a manner that will not identify your political party.***

The written statement you are asked to provide should state the reasons you would like to work as a Page and the benefits you expect to derive from the work. ***Bear in mind that it is from this written statement and your application form that interviewers formulate an initial impression of you.***

### **Additional Letters of Recommendation (maximum of three)**

At least one additional letter of recommendation from nonrelatives must be submitted with your application package. The additional letter(s) should preferably be a reference letter from your most recent employer, past or current teacher, extracurricular teacher, project leader, or other nonrelative. The reference letter should comment on your work ethic, work habits, attitude, ability to follow instructions, people skills, punctuality, dependability, relationships with fellow workers or students, etc.

### **School Resume Form and Letter of Recommendation**

Please be sure that the cumulative high school grade point average provided is on a 4.0 scale. This form must be signed by your school principal, counselor, or superintendent, and a general letter of recommendation from your school principal, counselor, or superintendent must be attached to the form.

### **Parental Consent Form and Letter**

Make sure the parental consent form is completed and that your parent's letter is attached.

## **Schedule for Page Selection**

October 7 ..... Applications due  
October 24 through October 28 ..... Interviews

*Applicants will be notified of the exact date and time of the interview.*

As soon as all interviews have been completed and decisions made, Pages who have been selected will be notified by telephone or email.

# **CHECKLIST FOR COMPLETED APPLICATION PACKAGE**

### **Personal Information Form** (Included in this booklet)

- Form completed
- Written statement (reasons for wanting to become a Page)
- Additional letter or letters of recommendation from nonrelatives (please submit no more than three with your application package)

### **School Resume Form** (Included in this booklet)

- Form completed and signed by principal, counselor, or superintendent
- Letter of general recommendation from principal, counselor, or superintendent (please attach to form)
- Transcript (please attach to form)

### **Parental Consent Form** (Included in this booklet)

- Form completed
- Parent's letter (please attach to form)
- Parental signature(s)

### **THE APPLICATION PACKAGE SHOULD BE DELIVERED TO ONE OF THE FOLLOWING:**

**Secretary of the Senate's Office**  
Iowa Senate  
Statehouse  
Des Moines, IA 50319  
(515) 281-5307

**Chief Clerk's Office**  
Iowa House of Representatives  
Statehouse  
Des Moines, IA 50319  
(515) 281-5381

# IOWA LEGISLATIVE PAGE APPLICATION

Eighty-seventh General Assembly – 2017 Session

Application Deadline - October 7, 2016

## PERSONAL INFORMATION FORM

(APPLICANT, please print or type the information required below)

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip)

Home Telephone \_\_\_\_/\_\_\_\_/\_\_\_\_ Cellular Telephone \_\_\_\_/\_\_\_\_/\_\_\_\_

Email Address \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ (must be 16 by January 9, 2017)

Name and Phone Number of High School \_\_\_\_\_

Grade in High School (as of September 2016)      **Junior**      **Senior**  
(please circle one)

Cumulative High School Grade Point (through June 2016) \_\_\_\_\_  
(on a 4.0 scale)

\* \* \* \* \*

Name of your State Senator \_\_\_\_\_

Name of your State Representative \_\_\_\_\_

Congressional district in which you reside (Circle one) 1st 2nd 3rd 4th

Did you apply to be a Page last year? (Circle one) Yes No

### Where would you like to apply to serve as a Page?

A copy of this application will be provided to each selected Chamber. Send your application only once.

<b>Senate</b> <input type="checkbox"/> Full Session	<b>House</b> (For the House select only one of the three options) <input type="checkbox"/> Full Session or <input type="checkbox"/> First Half or <input type="checkbox"/> Second Half
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*"I understand that inappropriate behavior on my part while serving as a Page may result in my immediate dismissal from the program. I agree not to use illegal drugs, alcohol, or tobacco products during my employment as a Page."*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**State the type, length, and responsibilities of your employment experiences**  
(please indicate whether year-round or summer only - you may attach additional pages)

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**List high school activities in which you have participated**  
(please include the length of time involved - you may attach additional pages)

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**List community activities in which you have participated and the extent to which you were involved**  
(you may attach additional pages)

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**List government-oriented activities and the extent to which you have participated**  
(please do not mention political parties or particular candidates - you may attach additional pages)

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**List your hobbies and recreational activities** (you may attach additional pages)

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**Attach a typed written statement of about 200 words to this application form stating reasons you would like to become a Page.**

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## SCHOOL OFFICIAL'S RESUME OF APPLICANT

(SCHOOL OFFICIAL, please print or type the information required below)

Today's Date \_\_\_\_\_ Date of 1st Semester Final Exams \_\_\_\_\_

Applicant's Name \_\_\_\_\_

High School Attended \_\_\_\_\_

School Address \_\_\_\_\_

\_\_\_\_\_  
(City) (County) (Zip)

School Telephone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Grade in High School as of September 2016 (please circle one) **Junior** **Senior**

Cumulative High School Grade Point (through June 2016) \_\_\_\_\_  
(on a 4.0 scale)

Courses applicant is taking during the 2016 fall semester

\_\_\_\_\_  
\_\_\_\_\_

Courses applicant will be taking during the 2017 spring semester if selected as a Page (if none, enter "NONE")

\_\_\_\_\_  
\_\_\_\_\_

**Please enclose a transcript of the applicant's high school grades with this form.**

On an attached letter, please give a general recommendation regarding the applicant's ability to perform the work of a Page and to educationally benefit from the experience. Also, please comment on the applicant's demonstrated maturity and the ability to deal with an unsupervised living situation in Des Moines.

I, \_\_\_\_\_, certify that the transcript enclosed is a correct record of the applicant's grades and that the applicant has permission of the school to be absent for all of the 2017 spring semester, if necessary, and that the school will assist the applicant in any reasonable manner to complete required course work.

\_\_\_\_\_  
(Signature) (Title)

**IOWA LEGISLATIVE PAGE APPLICATION**  
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**PARENTAL CONSENT FORM**

(PARENT OR GUARDIAN OF PAGE APPLICANT, please print or type the information required below)

Name of Page applicant \_\_\_\_\_

Name(s) of parent or guardian \_\_\_\_\_

Parent's (or guardian's) home telephone number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home address of parent or guardian \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip)

Father's (or guardian's) business or cellular telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip)

Mother's (or guardian's) business or cellular telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Business address \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip)

Physician's or alternate adult's name \_\_\_\_\_

telephone \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip)

**I have carefully reviewed the information provided in the attached booklet.**

I consent to my daughter/son serving as a Legislative Page during the next regular session of the Iowa General Assembly. I understand that, if selected, time will be lost from school.

**I further understand that it is the Page's responsibility to make arrangements for housing and that these arrangements are not supervised and the hiring legislative chamber is not responsible in any way for the Pages when they are not officially engaged in legislative business. I understand that my daughter/son will be responsible for transportation to and from work, which may include evenings after midnight.**

On an attached letter, please comment on your daughter's/son's ability to perform the work of a Page and her/his ability to live in Des Moines in unsupervised housing. Please describe the type of arrangements you might anticipate using for housing.

\_\_\_\_\_  
Parent's (or guardian's) signature

\_\_\_\_\_  
Relation to Page applicant

\_\_\_\_\_  
Parent's (or guardian's) signature

\_\_\_\_\_  
Relation to Page applicant

\_\_\_\_\_  
Date