

## HOUSE LEGISLATIVE PAGE INFORMATION

**Please note: Page application form begins on page 3.**

The Legislative Page Program in the Idaho House of Representatives is for high school seniors between the ages of 17 and 19 only. Students apply in the summer and fall for placement in the upcoming winter session. The applications are reviewed in early December and accepted applicants will be notified by mail.

### LEGISLATIVE SESSION

The regular legislative session convenes on the Monday closest to the 9<sup>th</sup> of January and continues until *sine die* adjournment, sometime in mid to late March. The regular session is divided into two sections; the first half is January to the middle of February; and the second half is from the middle of February through *sine die*, most likely the end of March, with each group serving five to six weeks.

Legislative Pages must have special written permission from their school administrator to be excused from classes. A letter of approval must be sent to the House with the Page's completed application, along with the name of the school principal.

### COMPLETION OF TERM

Each Page is expected to complete the length of time stated in the "Letter of Acceptance," usually six weeks. Only illness or family emergency are valid reasons for starting late or needing an early release from this commitment. Please take care of routine medical and dental needs before you start your commitment to the House. Regular work hours are Monday through Friday, 8 a.m. to 5 p.m. Those who work for committees that have early morning meetings may be required to come in at 7:30 a.m.

The House works on both President's Day and Human Rights Day and most likely will be in session during the traditional spring break from school. Don't plan on participating in team sports, plays, musical groups, etc., that will require practices after 5 p.m., particularly during the second half of the session. As the end of the session draws near, we often work after regular hours. **Please do not plan trips or vacations at any time during your six-week term of service as a Page.**

### HOUSING

Arrangements and expenses for housing and transportation are the responsibility of the student and his/her parents. Options for housing might include friends, family, members of your religious affiliation, or home school groups.

### SALARY

Pages currently receive \$11.00 per hour and are paid every two weeks (every other Friday). Under the present biweekly payroll system, the first salary check is not received until three to four weeks after the session has started and the last salary check is received two weeks after employment ends. The usual deductions of federal and state tax and FICA will be withheld from your salary.

## **HOMEWORK GUIDANCE**

Arrangements for excused absences, class assignments, and any scholastic assistance such as tutoring are the sole responsibility of the students. Adequate time will be given to complete schoolwork and tests. School work is to be completed and sent back to your schools. Teachers may email tests and assignments as needed to the Sergeant at Arms, who will proctor exams that are sent from the schools.

## **RESPONSIBILITIES**

Pages perform a variety of duties under the supervision of the Sergeant at Arms. Duties include aiding Committee Secretaries in setting up and taking down meetings, delivering messages, running errands, making copies, and assisting the Legislators and staff.

## **DRESS CODE**

The House of Representatives has a strictly enforced dress code for both the members and staff. The same adherence to the code is expected of House Pages. Violation of the dress code will result in the Page being sent home for the day, thus missing pay for that day. Attire should be in a manner fitting decorum of the Idaho House of Representatives.

Pages are required to wear a navy-blue sweater vest that is provided by the House. This vest must always be worn while the Page is on duty.

Girls are expected to wear a white blouse, white turtleneck, or white sweater, with black, gray, navy, or khaki skirts or black, gray, navy, or khaki long pants. Shorts, "low rider" slacks or skirts, tight fitting skirts, and low-cut necklines are not permitted. A skirt must be no more than two inches above the knee when seated.

Boys are expected to wear a white shirt and necktie, with black, gray, navy, or khaki slacks. A short-sleeved white shirt can be worn; if a long-sleeved shirt is worn, the sleeves must be rolled down and buttoned at the cuff. The top button of the shirt must be buttoned with the tie pulled up tight.

Because of the nature of the work, good walking shoes appropriate for business attire should be worn. High heeled shoes may not be over two inches and flip flop sandals are not allowed. No visible tattoos or body or facial piercing jewelry will be allowed including tongue piercing studs. Pierced earrings for girls are allowed if there are few and conservative in nature.

## **USE OF TOBACCO, ALCOHOL, AND DRUGS**

In compliance with Idaho State law, the House of Representatives has a ZERO tolerance policy regarding the use of tobacco, alcohol, and drugs for House Pages. Therefore, while serving in the Idaho State Legislature, a violation of this policy will result in immediate dismissal.

If you wish additional information, or if you have any questions, please feel free to call the Speaker of the House's office in Boise at (208) 332-1111, or the Sergeant at Arm's office at (208) 332-1150.

# IDAHO HOUSE OF REPRESENTATIVES

## PAGE ENDORSEMENT APPLICATION

NAME: \_\_\_\_\_ DATE of BIRTH: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

LEGISLATIVE DISTRICT NO. \_\_\_\_\_ COUNTY: \_\_\_\_\_

PARENTS' NAMES: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP

EMAIL ADDRESS: \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ PHONE: \_\_\_\_\_

GRADUATION DATE \_\_\_\_\_

**NOTE: You must be currently enrolled as a SENIOR with a maximum age of 19 and minimum age of 17.**

Are you related to any person currently serving in the Legislature? \_\_\_\_\_ If so, whom? \_\_\_\_\_

Did you work on any campaign in the last election? \_\_\_\_\_

**Work Experience:** Give name of employer beginning with the most recent. If you have ever been employed by the State of Idaho or an Idaho city or county, you must list that employment. Attach a sheet if you need more space.

From	To	Name of Employer and Address	Position Held	Reason for Leaving

If selected, which six weeks session would you prefer? 1st \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Either \_\_\_\_\_  
(The session convenes Monday, January 8<sup>th</sup>, 2024)

PLEASE PRINT: \_\_\_\_\_

**Please tell us how you would like your name to appear on your name tag:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Sponsored by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*It is recommended that you contact one of your State Representatives to be your sponsor.**

**Return application as early as possible, but no later than NOV. 24<sup>th</sup>, 2023, to:**

Idaho House of Representatives or [jwall@house.idaho.gov](mailto:jwall@house.idaho.gov)  
ATTN: Jeff Wall  
Room E 303  
PO Box 83720  
Boise, ID 83720-0038

Phone: (208) 332-1111

Fax: (208) 334-2491

**NOTE:** Please attach a letter of permission from your high school principal. This letter will verify that you are excused from class attendance while serving as a Page. Also, please attach a letter stating why you are interested in serving as a page, listing your qualifications and committees you are interested in assisting.