

Would you like to be a Page?

Page Date: _____

KANSAS LEGISLATURE

Rules and Other Information for Pages

Dear Page:

Congratulations on your selection as a page in the Kansas Legislature. You should have a very rewarding and educational experience as you observe firsthand the processes involved in the enactment of laws which govern our State. You will contribute by relieving the legislators of many routine duties which would otherwise require their time and effort. If you have never served as a page before, you may have some questions concerning your duties. Listed below are some rules and other information which will give you a better understanding of what will be expected of you and what you can expect in return.

1. You must be sponsored by a Senator to serve as a page in the Senate. You must be sponsored by a Representative to serve as a page in the House of Representatives. Although the lawmakers would like to sponsor all who ask to be a page, they are limited by rules and available space to a monthly quota. Under this system a member uses one of his quota once he has scheduled a page for a particular day. For this reason, you should make every effort to report on the day(s) you have been assigned.
2. Senate Rule 66 states that "Appointments shall be restricted to boys and girls of junior high or high school age." Similar restrictions also apply to the House of Representatives. This means that pages should be 12 years of age or older.
3. Your school has been given a CD-ROM called Kansas Lawmaker. Please ask your teacher if you may check it out and work through it before you come to serve as a page. It will give you a good understanding of what you will see when you are here.
4. Your parents will be responsible for your transportation, meals and lodging expenses while you are in Topeka. They also will be responsible for your supervision when you are not on duty. You should know how to locate them in case of illness, injury or early release from your page duties.

The enclosed pass will allow you to park in State Parking Lot #1 on the date authorized. This lot is located between 10th/12th Streets and Harrison/Jackson Streets. You will be allowed to park in

the non-designated spaces by displaying the pass on the inside corner of the lower left windshield (driver's side). This pass is not valid for parking in designated spaces (visitors, car pools, etc.). The parking regulations are strictly enforced and all violators will be ticketed.

5. Since you will be serving in a public arena and will have your picture taken with your sponsor in the Governor's Office, we ask that you dress appropriately. Tan, navy or black slacks with collared shirts and skirts or dresses of a moderate length are suggested. Jeans, shorts, T-shirts and short skirts appear unprofessional and would be inappropriate in a legislative setting. You will be walking up and down five flights of stairs. Use of the elevators is not allowed. Be sure to wear comfortable shoes (tennis shoes are fine for stair safety and comfort). Please do not wear sandals or highly heeled shoes. If you are not appropriately dressed, you may not be assigned to Chamber work on the day(s) you page.
6. The Legislative Chambers are located on the third floor of the Capitol. The House Chamber is in the west wing. The Senate Chamber is in the east wing.
7. The page supervisor is located on the fourth floor, 425-S, outside the House Gallery. The telephone number is (785) 296-7343 during the session. You should report between 8:00 a.m. and 8:15 a.m. on the date you are scheduled to page.
8. You will be asked to fill out an application form when you arrive. This form is used to enter your name on the legislative payroll, so you will want to be sure it is filled out correctly and legibly. You must list your full first, middle and last names (no nicknames please) and the address to which your paycheck is to be mailed.
9. Instructions from the page supervisor will start at 8:30 a.m. At that time you will be given your page button and necessary supplies. After instructions you will be sworn in as a legislative employee.
10. At some time during the day, you will have an opportunity to thank your sponsor. Generally, this is done when he or she signs your page application.
11. Ordinarily the pages' work day ends at 3:45 p.m. The page supervisor will advise you when you can leave. You should arrange with your parent or guardian to be picked up as soon as you are excused.
12. Pages receive \$3.00 per day. Your check should arrive within three weeks after you return home. You will also receive a Certificate of Recognition signed by your Representative or Senator as a memento of your service to the Legislature.
13. **IT IS IMPORTANT THAT YOU CHECK OUT WITH THE PAGE SUPERVISOR BEFORE LEAVING FOR THE DAY.**

We will need to know the following information on the day you page.

Date Serving: _____

Sponsored by a Senator (Sen.) or Representative (Rep.) Circle correct answer.

Print the following:

Name (No Nicknames): _____
Full First Name Full Middle Name Last Name

Mailing Address: _____
House Number and Street or Route/Box Number

City State Zip Code

On the day you page, you will be asked to sign an original application and obtain the signature of your sponsor.