

# SENATE PAGE GUIDELINES

## Page Day (Monday, Tuesday or Thursday)

Parents/Chaperones must accompany pages to the page office/classroom for check in and return to the page office/classroom for check out. Pages may not drive themselves unless they have the Consent Form signed by their parent, releasing the page to SELF. Parents/Chaperones are welcome to stay for all or part of the day, however it is not required. If parents/chaperones decide to stay, they are encouraged to wear comfortable shoes as there is a lot of walking. Adults may join the tour and may watch the students participate in the mock bill activity from the 4<sup>th</sup> floor senate gallery. Pages are escorted to lunch at 11:15 in the cafeteria across from the page office/classroom or their parent/chaperone may take them to lunch. At 12:45 all pages return to the page office/classroom to review senate chamber rules. Pages are then escorted to the senate chamber to meet their Senator. Parents/Chaperones who wish to observe, may watch session from the gallery on the 4<sup>th</sup> floor or outside the senate chamber on the 3<sup>rd</sup> floor. Parents/chaperones are not allowed in the Senate Chamber. We return to the page office/classroom at 3 p.m. for thank you notes and begin checkout at 3:15 p.m.

### Page Day Schedule (subject to change)

8:00-8:30	Registration, Room E032, Government Center South
8:30-9:00	Welcome, Introductions, Schedule Review
9:10-9:50	Page State House Tour
10:00-10:15	Pages will meet their senator's intern; parent's may explore the State House or proceed to the senate gallery to observe the Mock Bill Activity
10:15-11:00	Mock Bill Activity
11:15-12:45	Supervised Lunch in Government Center South Cafeteria (lunch may be purchased or brought from home), unless 18 years old and/or signed out by a parent/leader/chaperone
12:45-1:00	Prepare for Legislative Session
1:00-3:00	Proceed to Senate chamber, deliver thank you letters, photo cards and certificates to senators desks, meet senator and have photo taken, observe session. Parents/Chaperones must remain in the senate gallery on 4 <sup>th</sup> floor of State House
3:00-3:30	Return to Page Office/Classroom; write Thank You letter to their Senator; Dismissal

### Page Group Day Information (Wednesday)

1. Group days must be set up with the Page Program Director; they are only held on Wednesdays. Eligible ages are 12-18. The Group Chaperone must fill out all participant names on an excel spreadsheet provided by the page and must be returned to the Page Office Director. Necessary forms will be emailed to the chaperone. They are responsible for distribution of the forms to their group of pages. The Photograph Form and Contact Form must be signed and turned in the day the group pages. If a page drives themselves, the Page Release Consent form must also be turned in and the form should read: signed out to SELF.
2. Chaperones do not need to stay with students. If they choose to stay, they must sit in the gallery during the mock bill activity. Unfortunately, we do not allow children (chaperone's children) that are not part of the group and are registered to attend. During the page photo session with their senator, chaperones must stay in the Page Office/Classroom.
3. Lunch will take place in the cafeteria across from the Page Office/Classroom with the chaperone. The chaperone is responsible for all lunch arrangement/plans. Remember when ordering food from outside, Security must be notified so you will want to make arrangements.
4. Starting and ending times of the day are flexible but need to be set up in advance so speakers, tour and itinerary can be set up.
5. Session is not held on Wednesday's. Senators are in committee meetings and their schedules can be hectic. Some of the senators will not be able to meet their pages. We will make sure that every page has a photo taken with one of the senators or the group speaker.
6. Group days will include: tour, mock bill activity, one or two speakers, observing committee meetings, games, and photo with senator or speaker.

# SENATE PAGE GUIDELINES

## PLEASE READ BOTH SIDES OF ALL ENCLOSED DOCUMENTS

Your senator has placed a great deal of confidence in you by sponsoring you to serve as an Indiana State Senate Page. It is your responsibility to conduct yourself in a mature and responsible manner.

**PLEASE BRING COMPLETED PHOTOGRAPH AND CONTACT FORMS, RELEASE FORM (IF NEEDED)**

**WEATHER CANCELLATIONS: Check the website at <http://www.indianasenatepage.com/weather/>**

## REGISTRATION AND DISMISSAL

Please report to the Page Office between 8:00 a.m.-8:30 a.m. The Page Office is located in room E032 of the Government Center South Building. We are located near the cafeteria.

Pages under 18 years old will **only** be released from room E032 at 3:30 p.m., to their own parent or legal guardian. **AUTHORIZED ADULTS ARE REQUIRED TO MEET THE STUDENTS IN ROOM E032 AT DISMISSAL AND SIGN THE PAGES OUT.**

With a **page release consent form**, signed by their own parent or legal guardian, carpooling pages may be released from room E032 to an alternate adult who is 18 years of age or older. If the page is legally permitted to drive, the parent or legal guardian may authorize the student to be released to **"SELF"** with the proper release form. **ONLY pages 18 and older may sign themselves out (unless a release form has been signed by the parent.)**

## WHAT TO WEAR

Appropriate attire is **VERY** important!

### LADIES Suggested Dress Options:

A skirt or dress (no shorter than fingertip length and **must have sleeves**), dress slacks, blouse or sweater set. If you wear leggings, you must have fingertip length top. Wear comfortable, yet appropriate shoes. You do a great deal of walking. Jeans, halter/tank tops/sleeveless/ low cut/midriff showing tops, miniskirts/dresses, t-shirts, sweat suits, flip flops are not permitted.

### GENTLEMEN Suggested Dress Options:

A suit or dress slacks with belt, a collared shirt, or a sweater or sport coat with collared shirt. Ties are recommended but optional. Wear comfortable, yet appropriate shoes. Jeans, low slung pants, t-shirts, sweat suits, flip flops are not permitted.

## LUNCH SUPERVISION

Lunch is **not** provided. Students **18 years and older** may sign themselves out and leave the State House for lunch.

Students **under** 18 years of age may leave the building for lunch **only if** they are signed out and escorted by their own parent(s) or legal guardian(s) or a release form has been signed for a chaperone or other adult to accompany them. Parents with the pages may access the Circle Center Mall or several nearby restaurants as well as the government cafeteria.

Students' lunchtime is supervised by a staff member in the government cafeteria. Lunch is scheduled between 11:15 a.m. and 12:45 p.m.

Parents and guardians are welcome to accompany their pages with the group to the cafeteria. The cafeteria offers food at moderate prices (\$7 and up) or you may bring a sack lunch.

### **REMEMBER TO BRING LUNCH OR LUNCH MONEY**

## HOTEL OPTIONS

**Courtyard by Marriott** - 320 N. Senate Ave., 317-684-7733  
**Hampton Inn** - 105 S. Meridian, 317-261-1200  
**Hilton Hotel** - 120 W. Market Street, 800-444-2326  
**Hyatt Regency** - One S. Capitol, 317-632-1234  
**Residence Inn** - 350 W. New York St., 317-822-0840  
**The Westin** - 50 S. Capitol Ave., 317-262-8100  
**Fairfield Inn** - 501 W. Washington St., 855-873-6565  
**Embassy Suites** - 110 W. Washington St., 317-236-1800  
**The Marriott** - 350 W. Maryland St., 855-866-1535

## PARKING

We cannot provide parking spaces for your visit to the State House. State parking garages and lots on campus are reserved for state employee use only during business hours and should not be used by parents or students participating in the Senate page program. There are limited electronic parking meters around the building. As a courtesy, we have listed parking facilities close to the capitol:

**Circle Centre Parking Garage** (30 W. Georgia)  
(Cheapest parking and you can walk through the walk-way to the Westin and cut across street to the Government South building)  
**Court Street Garage** - 33 N. Capitol

Reviewed: 11/21/2022