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# GEORGIA SENATE PAGE PROGRAM

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WELCOME PACKET



Senate Pages:

Welcome to the Georgia Capitol and the Georgia Senate! We are excited to have you serve as a Senate Page. Throughout the day, you will get to meet your Senator along with other legislative leaders and state employees.

While serving as a page, you will learn more about the legislative process, see floor votes and assist legislators by passing along messages from key stakeholders outside of the Chamber. You will hear discussion on a variety of issues and will see passionate speeches from different members on policy issues impacting your local communities.



We hope that the experience today provides insight to what it means to have a role in public service and inspires you to get involved in the future whether that means running for office, working for a state agency or volunteering. Public service and involving yourself in the political process will enable you to make the positive change you want to see in your community, state and nation.

I hope today is informative and engaging but also fun! Please take time to enjoy the Capitol Museum on the fourth floor and the beautiful grounds outside. We look forward to having you back in the Senate.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Jones".

Lt. Governor Burt Jones



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Dear Senate Pages:

Welcome to the Georgia General Assembly! As President Pro Tempore of the Senate, I would like to congratulate you on your appointment as a Senate Page and thank you for assisting the Senate in our legislative service to the State of Georgia. While you are here, you will gain valuable knowledge and insight about the legislative process first-hand.

On behalf of the Georgia Senate, we hope your time here will help you understand the role of public service. Senate Pages play a valuable role in the day-to-day operations of the Georgia Senate. For many, this experience has inspired young men and women into pursuing a future role in public service, whether that is one day running for elected office or choosing a career that allows them to serve their state and country.

We are excited to have you here with us today. Your willingness to help us during the legislative session is honorable. I truly wish that you find this experience rewarding, educational and, most of all fun! I look forward to seeing you around the Capitol!

Sincerely,

A handwritten signature in black ink that reads "John F. Kennedy".

Senator John F. Kennedy, President Pro Tempore

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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!



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## THE DAY BEFORE YOU SERVE

The Senate convening time determines the time you will need to report for service.

You can check the Senate website at <https://www.legis.ga.gov/schedule/senate> after 5:00 PM on the day before your service date.

The screenshot displays the Georgia General Assembly website. At the top, the logo for the Georgia General Assembly is visible. A search bar for legislation is present. The navigation menu includes links for Legislation & Laws, House of Representatives, Senate, Committees, and Intern Program. The 'Senate' link is circled in orange, with a large orange arrow pointing to it. Below the navigation bar, the 'Senate Schedule' link is also circled in orange. The page content shows a 'Show Meetings By:' dropdown menu set to 'Upcoming' and a filter for 'Senate' selected among 'All' and 'House' options.

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 Senate Page Desk (outside the Senate chamber on the 3rd Floor of the State Capitol) an hour and a half before the time the Senate is scheduled to convene. For example, if the Senate is scheduled to convene at 10 AM, please report at 8:30 AM.***

It is important that you check the Senate website the night before you are scheduled to serve to verify your exact start time.



# GEORGIA SENATE PAGE PROGRAM

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## 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 individuals with 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, 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 for Pages is "business" or "business casual".

Pages should wear dress pants and a dress shirt, 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. You will be on your feet and moving around most of the day, so please wear comfortable shoes.

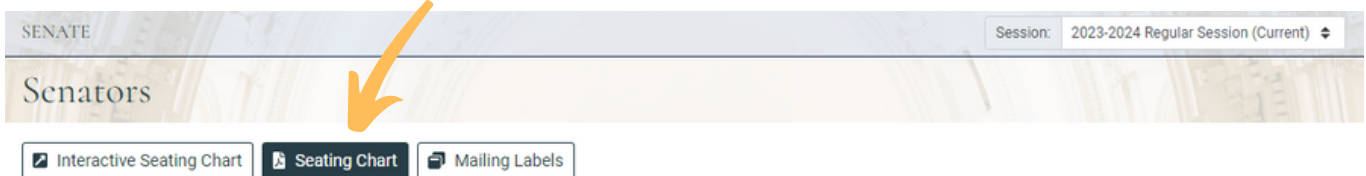
# GEORGIA SENATE PAGE PROGRAM

## 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. Parents are welcome to stay and observe from the Senate gallery.

You may want to take some time to familiarize yourself with the seating chart for senators in the Chamber. If you would like to review the seating chart, [click here to be taken to the Senate website](#). Click the "Seating Chart" icon at the top of the page.



## PICTURES WITH YOUR SPONSORS

You will have an opportunity to have your picture taken 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. In order to view the pictures with your sponsor, please visit the Georgia Senate Photo Gallery on SmugMug, click on 2024, and navigate to the date you served as a page: <http://georgiasenatephoto.smugmug.com/>

Prints can be ordered directly on SmugMug. If you would like a signed print, please contact your Senate sponsor's office.



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## LUNCH & SNACK

We do not know from day to day what time the Senate will adjourn or if they will choose to take a break for lunch. 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 Sloppy Floyd (Twin Towers) Building, and Café 244 is located on the 1st floor of the 244 Washington Street building.

The menus and hours for these cafeterias can be found on GBA's website here:

<https://gba.georgia.gov/cafeterias>

## 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.

## 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.



# GEORGIA SENATE PAGE PROGRAM

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## MAPS & DIRECTIONS

### 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.

## A TIP FOR GPS NAVIGATION

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:

**206 Washington Street SW Atlanta, Georgia 30334**

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## PARKING

Public parking is available around Capitol Hill. Please allow yourself extra time to find parking and check in at the Capitol.

Cash and credit card payments are accepted at these locations:

Capitol Lot Daily (operated by Elite Parking)  
218 Capitol Avenue, Atlanta, GA  
Located on Capitol Avenue near the State Capitol

Pete Hackney (operated by the Georgia Building Authority)  
162 Jesse Hill Jr. Drive, Atlanta, GA  
Located at the corner of Jesse Hill and Decatur St.

Memorial Lot (operated by Elite Parking)  
80 Memorial Drive SW, Atlanta, GA

Steve Polk Plaza (operated by Elite Parking)  
65 Martin Luther King Jr. Drive, Atlanta, GA  
Located near Underground Atlanta & Georgia Railroad Freight Depot

## PARKING MAP



**STATE GOVERNMENT COMPLEX  
CAPITOL HILL  
Parking Map**

**GEORGIA BUILDING AUTHORITY**

- PT** 2 Peachtree
- CT** 90 Central
- AC** Agriculture Courtyard
- AB** Agriculture Building
- BD** Butler Deck
- HE** Health Deck
- JB** Judicial Building
- PP** Plaza Park
- PH** Pete Hackney
- SD** South Deck
- SP** Steve Polk
- TW** Trinity Washington

-  Underground Parking
-  Multi-Level Deck Parking
-  Surface Lot/Courtyard Parking
-  Public Parking
-  Electric Vehicle Charging Stations
-  Bicycle Racks
  - 1 MLK/GBA (Piedmont Ave)
  - 2 Peachtree Building (Inside-Main Level)
  - Butler Deck (Inside-Level 1)
  - Coverdell Legislative Office Bldg./CLOB (Capitol Sq)
  - Floyd Building/Twin Towers (Piedmont Ave)
  - Judicial Building (Capitol Sq)
  - South Deck (Inside-Level 2)
  - TW Building (Trinity Ave)

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## 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.

Kim Campbell, [kim.campbell@senate.ga.gov](mailto:kim.campbell@senate.ga.gov)  
Illana Burkhart, [illana.burkhart@senate.ga.gov](mailto:illana.burkhart@senate.ga.gov)

Phone: 404-657-7004