2024 SENATE PAGE PROGRAM Appointment Process

GENERAL STEPS IN THE PAGE APPLICATION PROCESS

- Step 1: A student who is currently in the tenth, eleventh or twelfth grade contacts their Senator to express interest in serving as a Senate Page and requests sponsorship.
- Step 2: A Senator begins the formal application process for the interested student by initiating the application through the Member Dashboard (enters student's correct e-mail address).
- Step 3: The student receives an automatically generated e-mail with a unique link to their application.
- Step 4: The student and their parent or guardian complete and submit the application (including essay question and recent color photo).
- Step 5: The Senator receives an e-mail notifying them that the completed application is ready for review on the Member Dashboard.
- Step 6: The Senator reviews and approves the student's application on the Dashboard.
- Step 7: The Senate Page Coordinator receives the completed application for processing.
- Step 8: The President Pro Tempore appoints the Page.
- Step 9: An appointment letter is mailed to the student and the sponsoring Senator is notified of the appointment and service week. The appointment packet contains detailed information about serving as a Page.

INSTRUCTIONS

SENDING AN APPLICATION

- 1. A student who is currently in the tenth, eleventh or twelfth grade contacts their Senator to express interest in serving as a Senate Page and requests sponsorship.
- 2. A Senator decides to initiate the formal application process for the interested student by taking the following steps:
 - a. Using the Member Dashboard, the Senator (or LA) opens the "Member Actions" tab.
 - b. Under the "Page Applicants" section, click "Manage."
 - c. Click the blue "Initiate application" button located on the right side of the screen.
 - d. A box will appear asking for the page applicant's e-mail address. Please note that entering the correct e-mail address is very important. Once the e-mail address is (carefully) entered, click "ok." This action will automatically generate and send a link to the interested student with the full application. This uniquely linked application will be valid for 30 days.

RECEIVING AND REVIEWING AN APPLICATION

- 1. Once an application has been completed and submitted by the interested student to the Senator, an e-mail will be sent to the member to alert the Senator that a new application is available for review on the Member Dashboard.
- 2. Through the "Page Applicants" tab on the Member Dashboard, Senators may review submitted applications by clicking on the "Pending" section.

APPROVING AND SUBMITTING AN APPLICATION

- 1. If a Senator would like to select an interested student's application for official submission to the page program, the member can simply check the "Approve" box next to the applicant's name. A text box will appear to confirm the action. Click "Approve" to confirm the submission.
- 2. Once approved, the page is considered officially sponsored by the Senator. The application will then be sent to the Senate Page Supervisor for processing.