

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.