

# Legislative Page Program

## Frequently Asked Questions



**1. What information should be included in the cover letter submitted with my application and how long should it be?**

Tell us about yourself, why you are applying, why you should be selected, and what you hope to gain from serving as a page. A one-page cover letter is acceptable.

**2. The application requests reference letters, to whom should these letters be addressed?**

If you are applying to serve in the Senate, your reference letters should be addressed to the President Pro Tempore, the appointing authority in the Senate.

If you are applying to serve in the House, your reference letters should be addressed to the Speaker, the presiding officer and appointing authority in the House of Representatives.

**3. Is it acceptable to send my application to Pierre so my sponsor may sign the application when my sponsor comes to Pierre?**

No, if your application lacks your sponsor's signature, the application will be returned to you. Only signed applications will be considered. Writing on your application that an individual "has agreed to be my sponsor" is insufficient. Your sponsor may be a legislator in your district or from another district. To find your sponsor go to [www.sdlegislature.gov/legislators/findmylegislators](http://www.sdlegislature.gov/legislators/findmylegislators).

**4. Who is a legislator-elect?**

A legislator-elect is someone who is not a current member of the legislature but has been elected to serve in the Legislature beginning with the next legislative session.

**5. Do I have to wait until after an election to have my application signed?**

No, an incumbent legislator who is seeking reelection may sign your application at any time; however, a legislator-elect can only sign your application after being elected to the Legislature in a general election.

**6. What if my sponsor is not reelected and I have already sent my application?**

If your sponsor is a current legislator who is not reelected, the legislative page advisor will contact the elected legislators from your district about sponsoring you.

**7. Will I have a better chance of being selected if I submit more than one application?**

No, duplicate applications will be returned to you.

**8. Will I have a better chance of being selected if I have more than one sponsor sign my application?**

No, you should have only one sponsor.

**9. Will I work just for the legislator who sponsors me?**

No, it is your responsibility to assist any and all legislators as needed.

**10. When will I be notified if I have been selected as a page?**

You will receive a letter in mid-December notifying you of your acceptance or non-acceptance into the Legislative Page Program.

**11. When will I know my term assignment?**

You will receive a letter from the legislative page advisor in mid-December explaining your term assignment.

**12. Will I be assigned the term of service that I listed as my first choice?**

The page advisor makes every effort to assign you to your most preferred term of service. However, it is not always possible to accommodate all first-choice requests. Before making the choices on your application, first check your school and extra-curricular schedules. It may not be possible to change or switch your term assignment if you have chosen to participate in a school or extra-curricular activity after being selected to serve as a page. Check with your coaches, band/choir director, drama coach, etc. on dates for basketball games, band trips or performances, one-act plays, debate meets, or any other activities that could coincide with this program. Most of these are scheduled months in advance so you should have an idea of when you can or cannot serve as a page.

**13. What are my standard workday hours?**

You will meet at the page advisor's office at 7:15 a.m. daily to prepare for morning committee meetings and receive other instructions or assignments pertinent to that workday. Afternoon floor sessions normally convene at 2:00 p.m. Floor sessions can vary in length ranging from two hours to well after 6:00 p.m. Certain committees also have evening meetings; so it is important to keep your schedule flexible.

You remain in the Capitol for your lunch break. You may bring your lunch, order from the diner or eat snacks/meals that some visiting organizations may bring on their scheduled day at the capitol.

**14. How much will I be paid?**

You will receive a \$55 stipend for each legislative day you serve.

**Note: If selected to serve, you will be required to submit a legible, signed copy of your social security card for payroll processing.**

**15. Will the page advisor arrange transportation for me during my term of service?**

No, you are responsible for your transportation during your term of service.

**16. Where will I stay and how much will it cost?**

The page advisor locates housing in Pierre/Fort Pierre with host families for pages who have not made their own housing arrangements. Gracious host families are an important component of your overall paging experience.

Housing details such as cost, and house rules are between you and your host family. Those details should be agreed upon before you arrive to begin your term of service as a legislative page.

**17. Is there a specific dress code?**

YES! You want to be taken seriously and convey a favorable impression in the professional environment of the legislative session. The atmosphere of the Legislature is best served when everyone is dressed in appropriate business attire. You will be given three logoed shirts to wear in distinctive colors for the chamber you will serve. This ensures you will be recognized to perform your duties in the most effective way. For those selected to serve, a Page Manual clearly defines dress code requirements.

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