

CHECKLIST FOR HOUSE PAGES

Before Arrival:

1. Make lodging arrangements prior to arriving in Raleigh. It is recommended to do this immediately upon receipt of your appointment letter. _____
2. If you will be missing class, obtain permission from the school district and/or school administration prior to arrival. _____
3. Familiarize yourself with the information concerning the structure of the General Assembly and how a law is made: www.ncleg.gov/About/EducationalResources _____
4. Be sure to look up your Representative's profile on the North Carolina General Assembly Web Page: www.ncleg.gov/House _____
5. If you need to cancel your appointment as a House Page, immediately notify the House Page Office, sue.frederick@ncleg.gov or (919) 733-5701, and your sponsoring Representative. _____
6. Read the Page Handbook to prepare for your week of service. _____

Day of Arrival:

7. Know your sponsoring Representative's name, and the name and phone number of the individuals you are staying with. _____
8. Have the following forms printed, read and signed for the House Page Supervisor, either at check-in or submitted in advance by email, or mail:
 - a. Authorization to Consent to Health Care and Participation in the House Page Program. (**Must be signed and notarized** with a copy of your insurance card) _____
 - b. Liability Form _____
 - c. Page Request for Payment Form _____
 - d. State of NC Substitute W-9 required if receiving stipend as payment _____
 - e. House Page Dress Code Policy _____
 - f. House Page Code of Conduct _____

NOTE:

If you have any questions, please contact the House Page Supervisor, (919) 733-5701 or sue.frederick@ncleg.gov. Web page: www.ncleg.gov/House/PageProgram