

Dear Participant,

Congratulations! You have been selected by the Governor to serve as a Page for the Office of the Governor during the Legislative Session. I ask that you and your parents carefully read the Page Manual for an explanation of the rules and policies of the Governor's Page Program.

Before you may serve as a Page, you and your parent or legal guardian must sign the Rules and Policies Agreement. You may mail the agreement to: Page Program, Office of the Governor, Post Office Box 139, Jackson, MS 39205, fax it to 601-359-3741 or bring it with you on your first day. Please remember, the agreement must be signed for you to serve as a page for the Governor's Office.

When you report to the Capitol on Monday morning of the week you will be serving as a page, please report to the Governor's Office on the third floor. All pages should arrive no later than 12:00 p.m.

If you have any questions, concerns or problems, please feel free to contact the Governor's Office at 601-359-3150.

Thank you for your cooperation, and we look forward to seeing you during the session.

RULES AND POLICY AGREEMENT

The Page and his or her Parent or Legal Guardian must sign the following agreement.

I have read and understand the guidelines of the Governor’s Office Page Manual. I agree to abide by the guidelines while participating in the program. If I do not abide by the rules and policies of the manual, I understand that I may be sent home.

Print Name	Page’s Signature	Date
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I have read and understand the guidelines of The Office of the Governor Page Manual and I give permission for my child to participate in the program. My child is currently enrolled in 9th grade or higher (high school). I have read and understand the dress code for my child. If my child refuses to cooperate with the Governor’s Staff, I will be contacted, and he/she will be excluded from the remainder of the Page program. I understand that in the event of illness or injury of my child, every attempt to contact me will be made. I do give permission for first aid to be administered by trained staff. If, in the opinion of a staff member, that illness or injury needs treatment, I hereby give consent for medical treatment to a qualified doctor selected by that staff member. I give consent to transport my child by ambulance if the situation warrants and give consent to the hospital to which my child is transported to administer necessary treatment in the event of an emergency and I cannot be reached. I understand the Office of the Governor and the Governor’s Staff are not responsible for my child once he or she has left the Capitol.

Print Name	Parent/Guardian Signature	Date
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Office of the Governor Page Policies

Chain of Command, Conduct, Age and Service

The Office of the Governor employs Pages who are immediately responsible to Jeanette Lewis. All Pages are expected to carry out the requests of the Staff promptly and accurately and are to return immediately after each task or errand is completed.

While working for the Office of the Governor, Pages should treat each other with the utmost respect. Each Page should conduct himself or herself in a professional manner at all times.

You are expected to use appropriate language and a quiet voice. The use of tobacco, tobacco products, illegal drugs or alcohol while participating in the Page Program is strictly prohibited. If you do not abide by the rules and regulations in this manual, you will be sent home immediately and excluded from participating in the Page Program.

If a Page cannot serve for the entire week, his/her application will not be accepted. In the case where special circumstances arise which prevents a Page from fulfilling his/her weeklong obligation, an exception can be made. Special circumstances would include illness or a family emergency, not a choice by the young person to participate in a school or extracurricular activity that occurs during the week of his/her service.

A Page may only serve one week and must be currently attending the ninth thru twelfth grade.

Work Schedules and Hours

Pages will report by noon on the Monday of the week he/she will start. Tuesday thru Thursday, Pages will work from 8:00 a.m. to 5:00 p.m. and from 8:00 a.m. until noon on Friday.

Lunch Policy

Pages will be notified of their respective lunch times in the morning when they arrive for work. Pages will be given a maximum of one (1) hour for lunch. The schedule will vary from day to day according to the Governor's schedule.

Each Page must sign out for lunch with the receptionist and sign in upon returning. No Page may leave for lunch without securing permission from the receptionist.

Personal Appearance and Dress Code

Pages shall observe appropriate standards of professional attire. Male Pages should wear dress pants with a button down dress shirt, tie and belt. Female Pages should wear dress pants or skirts and blouses. The skirts must be no more than one (1) inch above the knee. Blazers, coats, jackets, or sweaters are optional. Shoes should conform to the formality of the attire described in the dress code and should not be casual in appearance. For example, no tennis shoes, hiking boots, sling back shoes or sandals are allowed.

Unacceptable attire includes shorts, mini skirts, blue jean pants, skirts, spandex pants, and tennis shoes. Any Page who wears something inappropriate will be sent home immediately to change. If you have a question as to whether or not a garment is appropriate, do not wear it.

Page Badges

Each Page will receive a badge, identifying him or her as a Page of the Office of the Governor. For security reasons, as well as for the benefit of the Governor's Staff and the visiting public, all Pages are required to wear their badges while at the Capitol. Pages will turn their badges in to the receptionist at the end of the day and pick them up the next morning when they arrive for work.

Messages

One of the most important jobs of the Governor's Pages is to make sure that the Governor and his staff members receive their messages from the receptionist. The messages are to be placed in the mail trays that are labeled with the name of the Governor and the names of the staff members.

Leaving the Capitol Grounds

Pages are not to leave the grounds of the Capitol for any reason except when leaving for the day. If a Page is asked to run an errand to the Woolfolk Building, the page must sign out and then sign back in upon return.

Personal Telephone Calls

The telephone is to be used for Governor's Office business only. Incoming and outgoing personal telephone calls need to be made at the pay phones located throughout the Capitol. If a Page has an emergency and needs to use the phone, he or she should notify the receptionist immediately.

Photographs

Each Page will have his or her picture taken with the Governor on Friday. These pictures will be sent to you at a later date.

Salary

Pages will NOT be paid a salary for their week as a Page for the Office of the Governor.

Transportation, Housing and Meals

Pages are expected to provide their own transportation, housing and meals while in Jackson. A reasonably priced snack bar is located on the grounds of the Capitol for lunch and snack breaks. The Office of the Governor and the staff members are NOT responsible for Pages after they have left the Capitol.

Parking

Pages who will be driving to the Capitol each day may park in the First Baptist Church Parking Lot at the corner of High Street and State Street. Parking spaces on the Capitol grounds and surrounding area are for the Governor, his staff, the Capitol press corps and members of the Legislature.

Housing Information

A list of various hotels in the downtown area is provided below for your convenience.

Crowne Plaza
200 East Amite Street
Jackson, MS
601-969-5100

Holiday Inn Express
310 Greymont Ave.
Jackson, MS
601-948-4466

Red Roof Inns
I-55 & High Street
Jackson, MS
601-969-5006

Edison Walthall
225 East Capitol Street
Jackson, MS
601-948-6161

Hampton Inn and Suites
320 Greymont Ave.
Jackson, MS
601-352-1700

Days Inn
I-55 & High Street
Jackson, MS
601-352-7387

Ramada Inn
400 Greymont Ave.
Jackson, MS
601-969-2141

PAGE PROGRAM

Governor Musgrove's Page Program is designed to provide students with an opportunity to work in the Office of the Governor during the Legislative session. Students are given a unique opportunity to see how the Office of the Governor works on a day-to-day basis.

In order to apply, students must (1) be enrolled in 9th-12th grade, (2) have a "B" average or higher, (3) submit a letter to the Governor stating why he/she wishes to become a Page, and (4) submit letters of recommendation from a teacher, an administrator (such as a principal), and one personal recommendation (such as a pastor or family friend). Please return materials to:

The Office of the Governor
Attn: Felicia Gavin
P.O. Box 139
Jackson, MS 39205

Pages selected will serve for one week with no pay, and housing will not be provided for the Page. Pages will work from noon on Monday until noon on Friday. There will be two pages per week for the Office of the Governor.

In order to participate, the Page must have a permission slip signed by a Parent/Guardian and the Page. The permission slip and Page policies will be sent to the Page upon selection.

Thank you for your interest in the Governor's Page Program.

APPLICATION FORM FOR PAGES

NAME _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME TELEPHONE NUMBER _____

JACKSON ADDRESS WHERE STAYING _____

JACKSON TELEPHONE NUMBER _____

ANY MEDICAL, ALLERGIES, OR SPECIAL NEEDS _____

SERVING AS PAGE DURING THE WEEK OF _____

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PARENTS/LEGAL GUARDIAN _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NUMBERS (HOME) _____ (WORK) _____

PERSON TO CONTACT IN CASE OF EMERGENCY _____

TELEPHONE NUMBER _____

RELATIONSHIP TO PAGE _____

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PRINCIPAL'S SIGNATURE _____

NAME OF SCHOOL _____