

FLORIDA HOUSE OF REPRESENTATIVES

PAGE & MESSENGER PROGRAM



2024 GUIDEBOOK



Florida House of Representatives Page & Messenger Program

Dear Pages and Messengers,

Congratulations on being selected to serve the Florida House of Representatives during the 126th Session! By participating in the Page & Messenger Program, you are now part of a long-standing tradition that can be traced back to Florida's earliest days of statehood. Once your name is recorded in the *Journal of the House of Representatives* during your week of service, you will officially become a part of Florida's legislative record and our history.

The Page & Messenger Program provides an exclusive opportunity for Florida's students to observe and participate in the passage of our laws, which is something that ultimately affects Floridians in every corner of our state. Whether working inside or outside of the House Chamber, participants gain a unique perspective on the duties and responsibilities of the House. Similarly, Pages and Messengers engage in civic activities that model the legislative process, such as bill drafting, mock committees, and a mock session. There are also numerous opportunities to learn about the other two branches of Florida's government, hear from guest speakers from within state government, and even explore parts of Tallahassee.

This book's main function is to serve as a guide for you during your time here in the Capitol, so make sure you read it in its entirety before reporting for duty. Contained within are: guidelines for demeanor and dress code, an outline of the duties of Pages and Messengers, information regarding transportation and parking at the Capitol, a short glossary of legislative terms, and three (3) required forms that you and your parent/guardian must complete and return to the program **before** coming to Tallahassee. Additionally, we ask that you bring a copy of the completed forms with you to Orientation.

If you have any questions or concerns before your arrival, please contact my office and we will gladly assist you. We look forward to your service in the Florida House of Representatives and hope the week you spend working with us will educate you about our government and the legislative process and inspire you to stay engaged after your participation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey E. ...".

PMprogram@myfloridahouse.gov

Phone: 850-717-5401

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Expectations

House Pages and Messengers are considered employees of the Florida House of Representatives, and are required to conduct themselves in an appropriate manner at all times and follow all directions. Inappropriate behavior may lead to immediate termination from the program.

Attire

Pages and Messengers must wear a navy blazer and nametag at all times while working in the Capitol building. We have a supply of blazers in various sizes available for loan if you do not bring your own. A complete description of Page and Messenger attire can be found on page 3 of this guidebook.

Buddy System

It is anticipated that members of the public will be in the Capitol during session. Pages and Messengers should be aware of their surroundings at all times. All Pages and Messengers will be paired with a fellow participant when sent on errands. This will be discussed further during orientation.

Conversations

This program is a great way to make new friends with similar interests, however, when in the House Chamber or in a committee meeting, Pages and Messengers should be aware their conversations may cause a disturbance. Please save personal conversations for breaks and times when we are not in the House Chamber or committee meetings. **Do not** repeat any conversations or comments overheard between members and/or staff. **Do not** enter into debate if asked for an opinion on a topic. Whether you agree or disagree, reply in a polite and respectful manner.

Elevators

The building is very busy during session. Pages and Messengers needing to travel one or two floors should use the stairs when possible. Be sure to let passengers off of an elevator before attempting to enter the elevator.

Hallway Noise

Please keep hallway conversations at a reasonable speaking level. The Capitol is a government building and remains busy during the legislative session. Any loud squeals, shouted conversations, or yelling may cause a disruption or even panic among some visitors.

Walk, Don't Run

The Capitol is very busy and crowded during the legislative session. Please do not run anywhere in the building. Though a Page or Messenger may be asked to "rush" an item or message for delivery, there is no reason to run inside the building.

Administrative Policies

Zero Tolerance

Inappropriate conduct (behavior, communication, harassment, or touching) towards other students or any other individual in the workplace while enrolled in the program is not tolerated. Any student involved in the program that exhibits inappropriate behavior, directly or indirectly, including bullying or cyber-bullying, to another student or individual may be immediately dismissed from the program and have their service hours revoked.

Attendance

The Page & Messenger Program provides students with a wonderful opportunity to observe Florida's state Legislature in action and regularly turns students away due to capacity issues. All participants will be assessed by the Director of Public Engagement regarding the number of community service hours earned during their week of service.

Sign in/Out

Messengers are allowed to sign themselves in and out at the beginning of each day, however, any early departures must be communicated beforehand by a parent/guardian to one of the program supervisors either verbally or in writing. Please include any known scheduling conflicts on the Guidelines Agreement form found on page 11 and notify the program supervisors as soon as possible should anything else arise.

Cell Phones

Cell phones are not to be in use while working. However, Messengers are encouraged to keep their cell phones (set to vibrate mode) on their person while delivering mail and other materials.

Returning Students

While the Office of the Clerk makes an effort to add new elements to the program each year, please keep in mind that some of the activities and field trip destinations are repeated yearly as they all relate to the legislative process. Returning Pages and Messengers are encouraged to build upon their previous experience and knowledge to assist their fellow participants.

Non-partisan Program

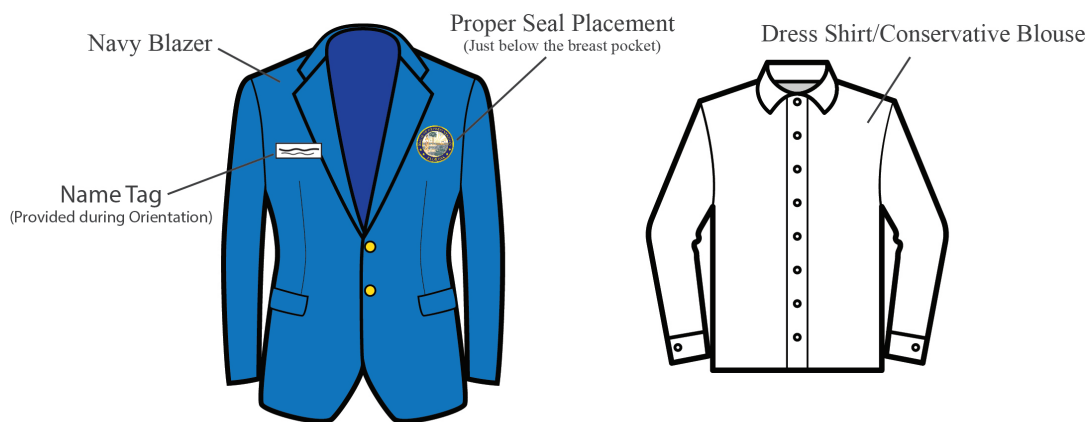
The Page & Messenger Program is operated out of the Office of the Clerk, which is a non-partisan office in the Florida House of Representatives that provides services to all 120 members of the House. As such, the program itself is also non-partisan. Any time a Page or Messenger puts on their blazer, they are representing the Page & Messenger Program, the Office of the Clerk, and the Florida House of Representatives, meaning that students cannot wear or bring any political/partisan items while they are participating in the program.

How to Dress

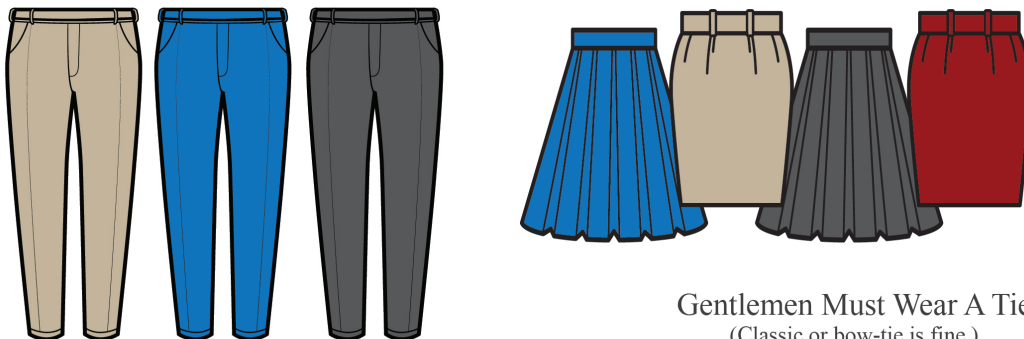
Pages and Messengers are required to wear business professional attire at all times and wear a navy blazer to identify them as participants in the program. Participants are encouraged to bring their own navy blazer from home to ensure the best fit. However, we have a supply of blazers in various sizes available for loan if you do not bring one of your own.

Participants will receive a House patch in the mail aside from those serving in Week 1, who will receive their patches at Orientation. *If you are wearing your own blazer and participating in Weeks 2-9, please make sure the patch is pinned, sewn, or ironed onto the left breast pocket prior to Orientation.*

PROPER DRESS FOR PAGES AND MESSENGERS

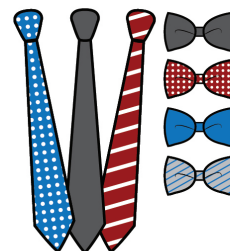


Dress Slacks, Khakis (gentlemen & ladies), and Skirt (ladies) Options
(No jeans, shorts, capris, or leggings allowed. For dresses and skirts, appropriately professional length.)



Gentlemen Must Wear A Tie
(Classic or bow-tie is fine.)

Comfortable, Dark, Closed-toe Shoes
(No white sneakers or tennis shoes. High heels are not suggested.)



If you arrive for work dressed inappropriately, you will be asked to change your attire before you resume your duties. If you have any questions about attire, please contact the Office of the Clerk at 850-717-5401 or PMprogram@myfloridahouse.gov.

Page & Messenger Program Overview

HOUSE PAGE DUTIES (Grades 6-8)

Pages traditionally work in the House Chamber when the Speaker of the House has called the Representatives in session. A Page's official duties are confined to the Chamber and include delivering messages and miscellaneous items to the Representatives on the House floor. The House Pages also lead the House in the Pledge of Allegiance at the beginning of each session.

HOUSE MESSENGER DUTIES (Grades 9-12)

Messengers work throughout the Capitol Complex delivering letters, messages, and miscellaneous items to Representatives, House staff, and nearby State offices. When the House is in session, Messengers assist House staff at the Legislative Welcome Center outside of the Chamber. Messengers always work in pairs.

DAILY STRUCTURE

Aside from Monday morning check in at 8:30 am (with a projected start time of 9 am for Orientation) and early dismissal on Fridays at 1:00 pm (only if there is no session scheduled),

Pages and Messengers check in at 8 am and check out at 5 pm EST daily. Their activities will vary day to day. A complete schedule for the week, including possible Chamber duty and other scheduled program activities, will be provided at Orientation.

The Page & Messenger Program has a designated room in the House Office Building (**H22**), which is adjacent to the Capitol and connected by a covered walkway. This room serves as the home base for the students for the week and is staffed by supervisors at all times.

Supervision is provided at all times for Pages, both when the House is in session and when participating in outside scheduled activities.

PROGRAM ACTIVITIES

When the House is not in session, the Office of the Clerk will arrange other educational activities and tours to enhance the week. These may include a mock legislative session and observing a live committee meeting. Tours may include the Florida Supreme Court, the Historic Capitol, and The Florida Channel. Students who serve towards the end of session may not have as many opportunities to participate in additional activities due to an increased workload. Only students are permitted to participate in the program's scheduled activities.

Logistics

(Contact, Lodging, Meals, Orientation, Pick-up, and Transportation)

CONTACT

The Office of the Clerk is the main contact for the Florida House of Representatives Page & Messenger Program.

PMprogram@myfloridahouse.gov

Phone: 850-717-5401

513 The Capitol, 402 South Monroe Street
Tallahassee, FL 32399-1300

If you have any questions or concerns, do not hesitate to call or email right away.

LODGING

The House does not provide lodging for students or their families. Some area hotels may provide a discount to State employees and the acceptance letter for this program has been used as proof of employment. The Page & Messenger Program does not provide a list of area hotels that provide this discount or a full list of hotels in the area as the list regularly changes. Visittallahassee.com/stay has one of the most comprehensive lists of hotels in the Tallahassee area.

It is the responsibility of the parent/guardian to make all lodging arrangements. We strongly urge Pages and Messengers to be accompanied by an adult. Minors are not permitted to stay alone by local lodging establishments.

We recommend that all reservations are made with an establishment that has a flexible cancellation policy as schedules may change.

MEALS

The House does not provide meals. There is a full-service cafeteria on the lower level of the Capitol with a variety of breakfast, lunch, and snack options, open from 7 am to 3 pm during session. There is also a snack bar on the 10th floor of the Capitol with some prepackaged sandwiches and salads in addition to breakfast, snack, and drink options, open from 7 am to 3 pm during session. Students are encouraged to bring their own food.

House Pages are not permitted to leave the building without a parent/guardian. House Messengers are permitted to sign themselves out for lunch and may bring their own lunch, go to the cafeteria in the Capitol, or go to one of several nearby restaurants.

Occasionally during session, events are held in the Capitol and free food is provided. As an employee of the House, the House Pages and Messengers are governed by the same laws and guidelines as the members and House staff. One of those laws prohibits staff from accepting gifts such as food from lobbyists. As a guide, if the event is free and open to the public, Pages and Messengers may participate.

House Pages and Messengers will be treated to a pizza party at the end of the week as a thank you for their service.

ORIENTATION

Pages and Messengers begin their week on Monday morning with check-in at 8:30 am and Orientation at 9 am*. At that time, Pages and Messengers meet the supervisors and the staff from the Office of the Clerk, in addition to the other Pages and Messengers from around the state. Name tags will be distributed, and blue blazers are available for anyone needing to borrow one for the week. All necessary information for the week will be discussed, and any questions will be addressed at this time. The information below details when and where to report for orientation.

**Orientation is subject to change to 8 am in the later weeks of Session.*

PICK-UP AND DROP OFF

Pages and Messengers have a designated room (**H22**) in the House Office Building (**HOB**), which can be accessed within the Capitol. The rooms serve as the home base for the Pages and Messengers for that week. Pages and Messengers report to these rooms for all program activities, as well as their work duties.

Pages and Messengers must sign-in and out with their supervisors every day. **No Messengers will be allowed to sign out before the scheduled end of the day without verbal or written communication from the parent/guardian to one of the program supervisors. No Pages will be released before the scheduled end of the day to anyone other than a parent/guardian without written and signed consent from a parent/guardian.**

TRANSPORTATION AND PARKING

Parking is very limited in the Capitol area during Session. There are metered parking spaces around the Capitol Complex and a public parking garage in Kleman Plaza, located one block north of the Capitol, between Bronough and Duval Streets. An informational email will be sent out the week before your week of service with directions on how to access the building and find the Page and Messenger rooms.



★ FLORIDA CAPITOL
House Office Building

ON STREET METERS

-  ONE HOUR OR LESS
-  TWO HOURS
-  FOUR HOURS

CITY OF TALLAHASSEE PUBLIC PARKING GARAGES

 EASTSIDE PARKING GARAGE (Enter on Calhoun)

 KLEMAN PLAZA PARKING GARAGE (Enter on Bronough or Duval)

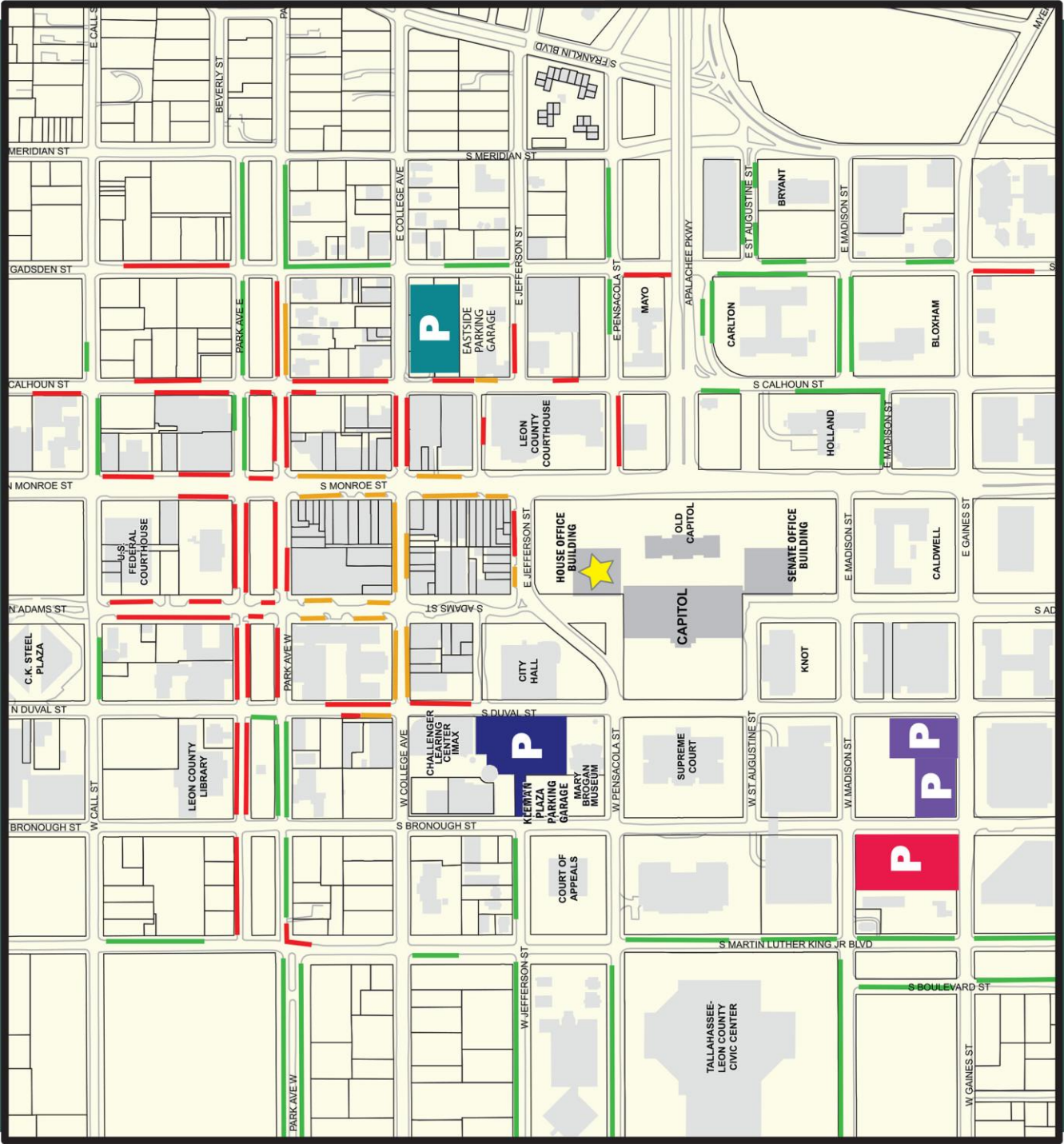
 DUVAL STREET SURFACE LOT (Enter on Duval)

 BRONOUGH STREET SURFACE LOT (Enter on Bronough)

For more information
Republic Parking
561-3066

Brochure provided by the
Tallahassee Downtown Improvement Authority

Tallahassee
DOWNTOWN
EST. 1824



Glossary of Legislative Terms

| | |
|------------------------------|---|
| Capitol Complex | Includes: Capitol, Historic or "Old" Capitol, Senate Office Building, House Office Building, Knott Building, and Pepper Building |
| Chamber | The room where the members convene at the call of the Speaker of the House or the Senate President to conduct legislative business. The House and the Senate each have their own chamber. |
| Clerk | A Constitutional officer and the official record-keeper of the Florida House of Representatives |
| Committee | A group of members who are appointed by the Speaker of the House or the President of the Senate for the purpose of considering legislation and hearing public testimony. |
| Gallery | The seating area above the House or Senate Chamber where the public may observe Session |
| HOB | House Office Building |
| House | Florida House of Representatives (refers to both the members and the building where they work) |
| House Messenger | Students enrolled in grades 9-12 who work in the Capitol Complex delivering messages and running errands |
| House Page | Students enrolled in grades 6-8 who work only in the House Chamber when the Speaker convenes the members in session |
| Legislature | Florida Senate and House of Representatives |
| On the Floor | Refers to members convened in the Chamber (House or Senate) |
| Opening Day | The first day of Session (60 continuous days) |
| President | The presiding officer of the Florida Senate (President Kathleen Passidomo) |
| Representative/Member | An elected member of the Florida House of Representatives (120 elected members) |
| Secretary | A Constitutional officer and the official record-keeper of the Florida Senate |

| | |
|-----------------------------------|---|
| Senate | Florida Senate (refers to both the members and the building where they work) |
| Senate Page | Students 15 to 18 years of age who work for the Senate |
| Senator | An elected member of the Florida Senate (40 Senators) |
| Sergeant at Arms | The officers of the House and Senate responsible for the maintenance and security of the Florida House of Representatives and the Florida Senate. |
| Session | The 60 days during which the Legislature is convened. This is also the term used when the members are convened in the Chamber on a daily basis to debate and vote on legislation (bills). |
| <i>Sine Die</i> | Latin for “without day,” signifying the end of Session, usually includes a ceremony (pronounced ‘sign-ee dye’) |
| SOB | Senate Office Building |
| Speaker | The presiding officer of the Florida House of Representatives (Speaker Paul Renner) |
| Speaker-designate | The Representative anticipated to be the next Speaker of the Florida House of Representatives (Speaker-designate Daniel Perez) |
| Speaker <i>pro tempore</i> | Temporarily serves as Speaker of the Florida House as the need arises (Speaker <i>pro tempore</i> Charles "Chuck" Clemons) |

Forms

The following section includes three (3) forms that must be completed, signed by a parent/guardian, and turned in prior to the student's assigned week of service.

Without these forms, you will not be able to serve as a Page or Messenger.

GUIDELINES AGREEMENT/PARENT ACKNOWLEDGMENT (page 11)

A standard form for students and a parent/guardian to acknowledge review of this guide-book to ensure everyone is informed of the rules. This form must be signed by both the student and parent/guardian.

MEDIA RELEASE FORM (page 12)

Throughout the week, Pages and Messengers may be photographed and typically appear on camera while in the House Chamber and committee meetings. These photos and videos may be used on the House website or other platforms permitted by the Florida House of Representatives. This form must be signed by both the student and parent/guardian.

LEGISLATIVE MEDICAL CLINIC FORM (page 13)

The top portion of this form is to alert our staff and the medical clinic staff of any conditions or allergies the students may have in case of an emergency. This form must be signed by the parent/guardian.

Every program participant is required to turn in their three (3) completed forms prior to their week of service.

Completed forms can be sent via email to PMprogram@myfloridahouse.gov

2024 Guidelines Agreement (Pages and Messengers)

- I have read and understand the guidelines in this booklet for the Page & Messenger Program, and agree to abide by these guidelines while participating in the program.
- I understand that activities planned outside the Capitol Complex are optional and the Florida House of Representatives does not assume responsibility for the students while participating in these activities.
- I understand that the Florida House of Representatives does not assume responsibility for students after their daily duties are completed.
- I understand that the Florida House of Representatives does not assume responsibility for personal belongings students bring into the Capitol Complex.
- I understand that a parent/guardian must sign a Page in and out of the program daily; Messengers must sign themselves in and out of the program daily.
- I understand that I must give written notice to the Page & Messenger Program if I leave the program before the end of my week.

Parent Acknowledgment

(Please check all that apply)

Pages and Messengers

- My child may participate in activities that involve walking across streets in Tallahassee's downtown area.

Messengers

- My child is under 18 and will travel to Tallahassee unaccompanied by a parent/guardian.
- My child has my permission to enter/exit the building unaccompanied by a parent/guardian for the purposes of signing themselves in/out each day.
- My child has my permission to sign out early on the following days at these times:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Student Signature:

Parent/Guardian Signature:

Date:

FLORIDA HOUSE OF REPRESENTATIVES
OFFICE OF THE CLERK
513 THE CAPITOL
402 SOUTH MONROE STREET
TALLAHASSEE, FL 32399-1300
850-717-5401
PMprogram@myfloridahouse.gov

MEDIA RELEASE FORM

STUDENT NAME: _____ DATE: _____

PAGE: ____ OR MESSENGER: ____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Dear Parent/Guardian:

In the coming Legislative Session for 2024, the House of Representatives may choose to video segments featuring the Pages and Messengers. To accomplish this, the House may interview, photograph, or videotape the student Pages and Messengers for publication on the House website. The House may also choose to use these images in other publications of the House, including posters, brochures, newsletters, on television, radio, or at special events. For a child to be involved in this activity, this form must be signed by the parent or legal guardian and returned to the Office of the Clerk. We thank you in advance for your cooperation.

_____ **I give permission** for my child to be interviewed, photographed, recorded, or videotaped for use in House publications, productions, or otherwise as described above, including use by the general news media for print or broadcast purposes; and for his/her name to be published in Florida House of Representatives publications and/or websites, and in news publications and broadcasts.

_____ **I do not give permission** for my child to be interviewed, photographed, recorded, or videotaped for use in House publications, productions, or otherwise as described above, including use by the general news media for print or broadcast purposes; and for his/her name to be published in Florida House of Representatives publications and/or websites, and in news publications and broadcasts.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN PRINTED NAME: _____

PARENT/GUARDIAN PHONE: HOME () _____

CELL () _____

PARENT/GUARDIAN EMAIL: _____

STUDENT SIGNATURE: _____ DATE: _____

Legislative Clinic Form

House Page House Messenger Session Week # _____

Student Name _____

Name you prefer to be called _____ Birth Date _____ Sex _____

Parent/Guardian Name _____

Address _____ City _____ Zip _____

Emergency phone number to reach parent/guardian _____

Local contact person other than your Representative (include name, address, & phone):

MEDICAL INFORMATION (please write on back if more information is needed):

Allergies (please list and describe allergies, reactions and treatments): No known allergies

Medications presently taking (include over-the-counter drugs): Not currently taking medication

| Medication | Dosage | Reason for taking |
|------------|--------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Brief Medical History:

Date of Last Tetanus Shot: _____

My child is allowed to be given the following medication:

Ibuprofen (Advil) yes no Acetaminophen (Tylenol) yes no

Benadryl yes no Tums/Antacid/Pepto Bismol yes no

The undersigned as the parent(s) and/or legal guardian(s) do hereby authorize the Florida House of Representatives to provide first aid treatment and/or the above approved medications to _____. We further authorize the agent or officials of the House of Representatives to obtain, through a physician of its choice, any emergency care that may become reasonably necessary for the minor in the course of participation in the Page & Messenger Program. No action other than first aid treatment and/or dispensing of the above approved medications shall be taken until an attempt is made to contact me at the phone number(s) listed above.

Parent/Legal Guardian: _____

Clinic notes:

Page & Messenger Program ✓ Checklist ✓

Reviewed entire 2024 Page and Messenger Program Guidebook

Saved Page & Messenger Program contact information

Made all lodging, meal, and transportation arrangements

Acquired business professional attire as outlined on page 3

Signed and turned in all required forms:

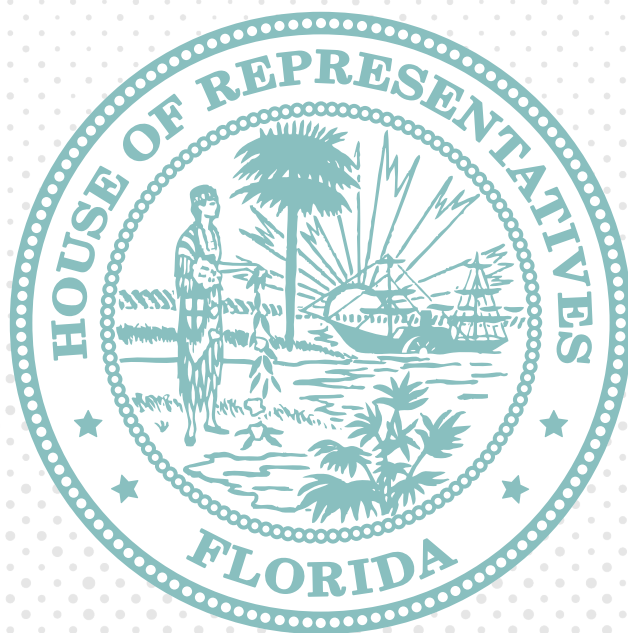
Guidelines Agreement

Media Release Form

Legislative Medical Clinic Form

Created a rough draft of "Thank You" note to send to sponsoring Representative (more instructions to come closer to your week of service)

Created two non-controversial bill ideas (more instructions to come closer to your week of service)



ORANGE YOU EXCITED TO JOIN US?