

Constituents have the option to use the traditional paper-based method if they prefer.

The student will pick either the online process **OR** the printable/hard copy format which must be filled out by hand (including an essay and color photo) and sent/delivered to the sponsoring Representative.

GENERAL INFORMATION:

- Pages may only serve one time in the House.
- Each Representative is allotted **1 Page appointment** during the 2022 Short Session.
- **Only junior and senior high school students** will be eligible to apply, giving priority to students impacted by covid cancellations.
- Direct prospective Pages to our website for Page information, including the process and the application.
- Check the House Page website for participant eligibility requirements and available dates to serve as a House Page.
- Please note, House Pages are processed on a first-come, first-served basis.
- House Page applications are accepted until all weeks are full.

DIRECTIONS FOR CONSTITUENTS:

- In order to apply, the applicant can either fill out an online application and submit electronically **OR** print/complete a hard copy and send/deliver to the sponsoring Representative.
 - When using the *online* format, the applicant will complete the application, digitally include all components (essay and recent color photo), and submit on the website.
 - Upon submission of an online application, the applicant will receive a confirmation email.
 - When using the *printable/hard copy* format, the applicant will send/deliver the signed application (including an essay and color photo) to the Representative.

DIRECTIONS FOR MEMBERS/LEGISLATIVE ASSISTANTS (FOR ONLINE APPLICATIONS):

- The student will complete a Page Application on the House Page website: www.ncleg.gov/House/PageProgram.
 - The online application can be found under the section “Apply”.
- Once the applicant submits the application, the Representative will receive a notification email with a link to Dashboard, where they can review the application.
- All pending online applications will appear on the Dashboard.
 - Members may access applications by clicking the link within the notification email.
 - Members may also access applications by using the drop-down menu “Member Actions” at the top of the Dashboard to access the “Page Applicants” section and then click the “Manage” link (an image of the Member’s Dashboard follows for reference).
- After reviewing the application, the Member may choose to sponsor the Page by clicking the “Approve” button.
- After clicking “Approve”, the Page is now sponsored, and all information will be sent to the House Page Supervisor for processing.
 - A pop-up window will ask if you are sure you wish to sponsor before the final action.

- If a Member approves an applicant by accident, they can contact the Page Supervisor to reverse the action.

GENERAL STEPS IN THE PAGE APPLICATION PROCESS:

- **Step 1:** The interested student contacts his/her House Member and requests sponsorship or the House Member may initiate the sponsorship.
- **Step 2:** The student completes an online application **OR** prints and completes a hard copy application (including essay question and recent color photo).
- **Step 3:** The student submits the completed application online **OR** sends/delivers a hard copy application to sponsoring Member for his/her signature.
- **Step 4:** The Member reviews/approves applications on Dashboard **OR** Member reviews, signs a hard copy application, and delivers to the House Page Supervisor.
- **Step 5:** The House Page Supervisor receives the completed application for processing.
- **Step 6:** The Speaker of the House appoints the Pages.
- **Step 7:** Appointment letters will be mailed to Pages and sponsoring Members are notified of the appointment and service week. The appointment letter will contain detailed information about serving as a Page.
- **Step 8:** The Page attends and serves his/her assigned week.

Below is a screen shot of the Member's Dashboard.

