



Senate Page HANDBOOK

Washington State Senate

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Welcome to the Senate Page Program

Congratulations on being chosen to page for the Washington State Senate!

Pages are selected to distribute materials throughout the Capitol Campus office buildings, deliver messages, and work in the senate chamber. It will be an exciting, educational, and fun experience that you will never forget! Your contribution will provide a valuable service to the State of Washington.

As you carry out your duties during your week as a page, keep in mind that senate staff members are always available to assist you. Remember to follow instructions and ask questions. If you don't understand your assignment, ask for clarification.

Pages are expected to stay current with their school work. School assignments should be completed in the page room during slow periods and during the evening. It is important to learn about the legislative process but more important to keep your grades up during this week of employment.

Take some time to read this handbook. It is a good source of information and will serve as a reference during your time at the capital. If you have any questions, they will be answered at orientation and throughout the week.

Be sure to fill out all of the included forms, before attending the Sunday orientation session.

Learn more about the Washington State Legislature and the Senate Page Program at www.leg.wa.gov and www.leg.wa.gov/Senate/Administration/PageProgram/Pages/default.aspx



A Day in the Life of a Page

What will your day be like as a page? This handbook will answer many of your questions.

After you attend the Sunday Orientation Session, you will be ready to begin your week of paging. Host families should drop off and pick up pages in front of the Irving R. Newhouse Building (INB).

Each morning, you should pick up your daily schedule, store your belongings, put on your page jacket and be seated no later than 7:45 a.m. After the roll is taken and announcements are made; you should be at your assigned area by 8:00 a.m. Senators and staff members will call the page stations throughout the day with assignments and tasks for pages to complete.

Every day will be a little different. The projects and assignments you are given will vary. You will visit new offices and meet new people. Each day, things will become more familiar and less intimidating. By the end of your week, you will be a pro!

Senate Floor

If the senate is scheduled to be on the senate floor, two pages will be assigned to “present the colors” (flags) at the opening of the day’s session.

Two pages will be seated at the rostrum. They assist officials and hand out printed material.

Up to eight pages are seated on the sides near the back of the senate chamber. They deliver the messages coming from outside the chamber to senators.

Page Dispatch Station

Pages are dispatched from the page room, INB B-13, and the fourth floor of the Legislative Bldg. (LEG). Pages will spend most of their time delivering items between rooms and buildings as well as helping with special projects.

Page School

Pages have the opportunity to create their own bills and laws as they spend two hours each day in page school learning about the process of governing. Students will meet a variety of guest speakers who help make and administer laws; including legislators, department heads, Supreme Court Justices and support personnel. Students will write their own bills and debate them in a mock committee hearing. The page school curriculum is designed to help students understand what they are seeing and hearing on the senate floor and in their daily activities. For more information about page school curriculum and activities, go to the web site at:

<http://www.leg.wa.gov/Senate/Administration/PageProgram/Pages/default.aspx>

Please make sure you give the enclosed Teacher’s Letter to your regular school teacher(s), so they know what you will be doing while you are working as a page. At the end of the week, your page school teacher will send a copy of your Student Reflection Report to your parents and your school.

The page school curriculum is packed with exciting activities which will take up all of the two hours each day that you will spend there. Pages will not have time to do regular school homework in page school. However, you may have time for homework you bring with you during your scheduled page room time and during the evening.

Lunch

Pages are given one hour for lunch. Sack lunches may be brought from home and placed in the page room refrigerator. Lunch may also be purchased on campus or at nearby restaurants. Up-to-date information will be provided at orientation.

If you are working in the senate chamber and the session continues into your lunch hour, you will continue working until the senate adjourns. Your afternoon schedule will be adjusted to accommodate your lunch hour.



Sample Senate Page Schedule

	NAME	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00
1.	Jeff Henderson	P	Flag	F	F	L	S	S	P	LEG
2.	Joshua Spencer	P	F	F	F	L	S	S	INB	P
3.	Olivia Kovacs	LEG	Flag	F	F	L	P	LEG	S	S
4.	Gavin Hiatt	P	F	F	F	L	P	LEG	S	S
5.	Steve Meier	LEG	P	S	S	L	F	F	F	F
6.	Jake Durance	S	S	LEG	P	L	F	F	F	F

Key:

P — Senate page room, B-13, Irving R. Newhouse Building

S — Page school room, B-14, Irving R. Newhouse Building

Flag — Two flag bearers opening daily session. First report to page room for instructions.

F — Floor duty. Meet in senate page room to go over rules, then proceed to senate chamber, as a group with supervisor, for floor duty.

L — Lunch

LEG — Page dispatch area, Legislative Building, 4th floor hall behind south gallery
Additional scheduled areas may be added



Housing

HOUSING IS YOUR RESPONSIBILITY. You should make housing arrangements as soon as you are notified of your hire date. If you have friends or family in the Olympia area, that may be the best place to start.

Your page packet includes a list of families willing to house pages and the accommodations they provide. These are private homes, independent of the senate. If you decide to use a home from this list, you should reserve your place as soon as possible. It will be the responsibility of your parents and the host families to make arrangements that are agreeable to both parties. House rules and expectations of parents and hosts need to be clearly established.

If possible, parents and pages should inspect housing prior to the work week. If this is not possible, parents should carefully interview the host at the time arrangements are made to insure the home meets expectations. Arrangement for page pickup and luggage transfer should also be established as luggage is not allowed in the page room on Friday.

Orientation

Attendance at orientation is required and starts promptly at 2 p.m. on Sunday on the 4th floor of the Legislative Building in the South Senate Gallery.

An optional tour of the Legislative Building (for pages and families) will begin at 1 p.m. in the rotunda. This tour will end in the gallery before orientation. Please bring this handbook, document copies, and any questions you may have. Orientation will end in the senate page room where pages will receive their jacket and name tag. Casual dress is appropriate for orientation. Parents and family members are welcome.

Workplace Safety

The Senate strives to provide a safe workplace at all times. **In cases of emergency, always call 911 immediately!** If you witness or are involved in an accident, please report it to one of the page supervisors or security immediately.

For pages, there is a strict, no-tolerance policy on the Capitol Campus concerning weapons. All weapons (guns and knives, etc.) are prohibited, as well as mace and pepper sprays. Possession will be cause for immediate dismissal from the page program. If you have any questions regarding this policy, contact the page supervisor.

First Aid and Medications

There is a first aid kit located in the page room for minor injuries. Moleskin is advised to prevent blisters.

Pages may bring their own nonprescription medications for colds, headaches, etc. with written authorization from their parent or guardian. Prescription medications should not be brought on campus. Arrangements for administering prescription medications must be made between the page's parent or guardian and the host providing housing to the page. Pages requiring immediate access to emergency prescription medications, such as inhalers, Epipen (Epinephrine injections) etc., must provide written authorization from their parent or guardian and must carry the item with them at all times while on campus. The written authorization shall be provided to the page supervisor.

The page supervisor should be informed of any special needs or limitations.

Pages who become ill will be sent home.

Prohibited Substances

Possession or use of illegal substances is prohibited, including tobacco, e-cigarettes, alcohol, marijuana and marijuana products. Violators will be dismissed.

Driving Limitations

It is recommended that pages do not drive to work at the Capitol Campus. There is no free parking on weekdays and most of the spaces are reserved for legislators and staff. Senate pages who choose to operate a motor vehicle during their employment as a page are prohibited from driving other students participating in the page program, until they pass the six-month limit (per RCW 46.20.075) and then only if the other student and the driver both have written permission on file from a parent or guardian.



Accommodation of Disabilities

The Senate is committed to making its activities and facilities accessible to all. If you have a disability which requires reasonable accommodation, please make it known on your application. This includes educational accommodations that might enhance the page school experience.

Clothing/Dress Code

The dress code is specific and enforced. All pages dress uniformly. You don't need new clothes to page. However, clothes should be clean, in good repair and pressed.

The Senate will supply a page jacket, name tag and a page pin. No other buttons or pins may be worn on your page jacket. Always button jackets while on duty, leaving the collar and sleeves down. You will need to bring a tailored white blouse or shirt. Blouses should button with no camisoles showing. They must be long enough to be tucked in at all times. Oversized shirts and short blouses, or T-shirts are not acceptable. Turtleneck shirts may be worn by girls. No colored clothing should be worn under shirts and blouses. Black ties (no prints) must be worn by boys at all times. They should be tied at the neck by the top button. Girls may also wear ties. Pages need black dress slacks — No stretch, stirrup, spandex, jeans (black or otherwise) or skirts. No bare midriffs, hip huggers or low rise pants. Pants must fit at the waist.

Please wear black socks/stockings and comfortable all black shoes. Old shoes are fine if they are clean and polished. If you must buy new shoes, do so well in advance so they will be broken in before you arrive. All black athletic shoes (i.e. no color or white trim should be showing) are acceptable. Rubber soles help absorb the shock of marble floors and cement sidewalks. Suede or soft leather will cut down on the blisters which seem to plague senate pages. A second pair of comfortable shoes is suggested, as winter weather is quite rainy and shoes get wet.

If the weather is cold, a sweater or vest may be worn over your shirt or blouse but under your jacket. In extreme cold, jackets or coats may be worn from building to building along with boots and gloves. Proper attire will be required for working on the senate floor, regardless of weather. Clothes should not be changed for lunch or school. Your own coat should be worn to lunch.

The Senate provides umbrellas for page use on campus only. Personal items such as backpacks, notebooks and umbrellas should be stored in the page room and be properly marked with the page's name.

Packing Checklist

The following checklist may be useful as you pack for your trip to Olympia.

- _____ 1-2 pairs of all black shoes
- _____ several pairs of black socks
(no white, colored or patterned socks)
- _____ 1-2 pairs of black slacks (no skirts, tight pants, black jeans, low riders, leggings, spandex) with waistband to fit at waist
- _____ 1 black tie (mandatory for boys; optional for girls)
- _____ 2-3 standard white shirts or blouses (no T-shirts or short shirts). Girls may wear turtleneck shirts.
- _____ Black belt
- _____ Page forms (fully completed with required copies of documents attached)*
- _____ Page Handbook*
- _____ **COPY OF SIGNED SOCIAL SECURITY CARD***
(Required by Senate Accounting before issuing check to page – this will also qualify for documentation required in section C of the Employment Eligibility Verification Form.)
- _____ Copy of picture identification*
(A copy of an ASB picture identification card or WA State Identification Card is preferred.)
- _____ School books and homework assignments
- _____ Umbrella (optional)
- _____ Watch (suggested)
- _____ Money for lunches/snacks
- _____ Camera (optional)
- _____ Personal medications (Refer to page #4 for requirements regarding this topic.)

* Highlighted items you need to bring with you to orientation on Sunday.



Expenses

In addition to money for housing, you should budget a daily allowance for food. Generally, page homes do not provide lunch or snacks. There are snack machines in each building and cafeterias on site.

Other expenditures may include

- after-hours entertainment and activities
- money for items you forgot to pack
- souvenirs
- group photos

Pictures taken with your sponsor are free. If you would like photos with other senators please bring your own camera.

Stipend and Pay Schedule

The State of Washington pays employees on the 10th and the 25th of each month. If you page between the 1st and the 15th of a month, your check will be mailed to you on the 25th of that month. If you page between the 16th and end of a month, your check will be mailed to you on the 10th of the following month. If your page time falls across two time periods, you will be paid according to the time you worked in each period.

Pages receive a stipend for the days worked Monday through Friday. All senate pages are paid \$35 per day for each day worked.

Work Hours

The page work day begins at 7:45 a.m. and ends at 4:50 p.m.

The Senate is not responsible for supervision of pages before or after page work hours.



Community Service Hours

Some schools require students to accumulate community service hours. If you bring your volunteer form, the page supervisor can verify hours served as a page. Money paid to pages is considered a "stipend" that is used for expenses and many schools allow some of the hours to qualify as community service time.

Phones

Senate Security - (360) 786-7572. Open 24 hours a day during legislative session.

Senate Page Room - (360) 786-7558. Open Monday through Friday 6:30 a.m. to 5 p.m. during legislative session.

Phone service on campus - When calling from a Capitol Campus building to another campus building, it is only necessary to dial the last four digits of the complete number. (Example: for 786-7558, dial only 7558.)

Calling off campus - When calling from any campus building to an outside local number, it is necessary to dial 9 to reach an outside line.

Calling home - You may use your personal cell phone, call free from your Senator's office (with staff permission), or use a calling card with a public or private phone to call home. Calls made from host families' phone should only be made with their permission and after discussing how the charge will be paid. These calls should be made to family members only.

Fax Number - If you must fax documents to the Senate page supervisor, the number is (360) 786-1064.

Cell Phones - Pages may carry a cell phone that is TURNED OFF. Calls may be made and answered at lunch time or after work only. If there is an emergency at home, call the Senate Page Room (360-786-7558) or Senate Security (360-786-7572).

E-mail

Students may send and receive e-mail from the computer available in the page room by accessing their home e-mail accounts through the internet.

Elevators

Please display good manners when using elevators. Stand to one side and let everyone exit before entering. Hold the door open for others by pressing the OPEN button.

Pages should not use the elevators that service the senate chamber (marked for staff only). These elevators require a key card for use.

Additional instructions regarding elevator use will be covered in orientation.

Evacuation

If one building is evacuated due to a fire alarm or other potential emergency, return immediately to the page room. If the Newhouse Building (INB) or all buildings on campus are evacuated, pages are to gather at the South Diagonal. Do not leave this area until a supervisor takes roll and dismisses you. All pages must be accounted for or a search will begin.

Buildings

Please refrain from loud talking and laughing while walking through the halls at the capitol. These are office buildings and people are working!

Double-check room numbers and names for all deliveries. A room number beginning with the letter B, such as B-13, means it is located in the basement of the building. Room numbers beginning with a 1, such as 102, are always located on the first floor; 202 would be located on the second floor, etc. In some offices, there will be more than one staff person. These desks will be lettered A, B, C, etc. Example: 401-A, 401-B. If the office door is closed, knock and be acknowledged before entering. If no one is present, slide the delivery item under the door or return it to the dispatch station.

Deliveries to the **Legislative Building** will include the senate chamber (3rd floor), and numerous senate offices located on the 3rd and 4th floor. The Legislative Information Center (LIC) is located on the first floor of the Legislative Building (room 106). It is the primary information and resource center for the Legislature. The LIC distributes numerous publications to staff, lobbyists, and the general public. Familiarize yourself with this location as pages pick up and deliver here daily.

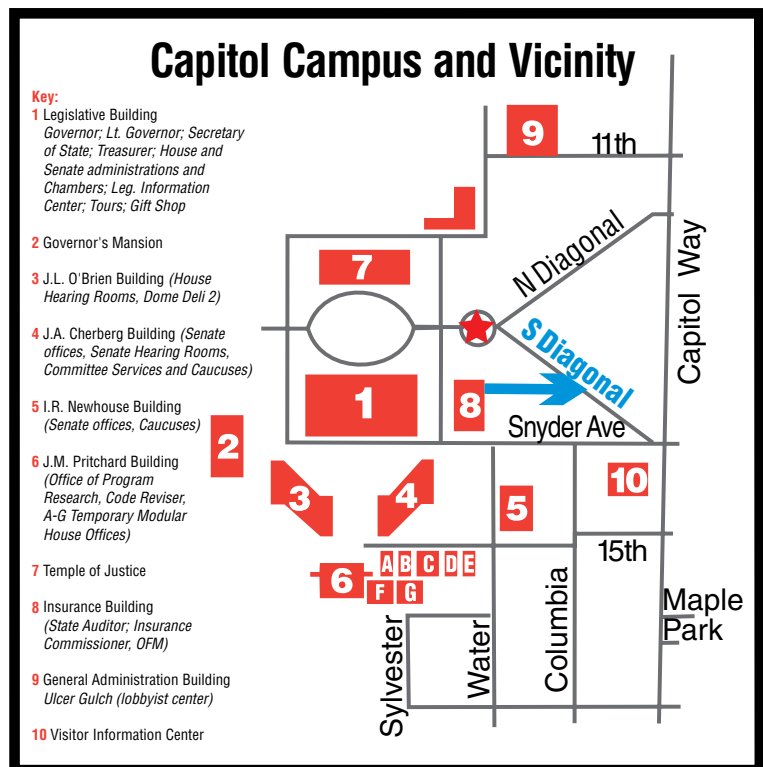
Deliveries will also be made to offices on all floors of **John A. Cherberg Building (JAC)**. When making deliveries to hearing rooms (on the 1st floor) always give the item to the security guard stationed by the door. The security guard will deliver the item to the recipient inside the hearing room. The elevators are located in the center of the building. The main public stairway is located adjacent to the elevators.

Senate pages make deliveries to all floors of the **Newhouse Building (INB)**. You may use the elevator located at the back of the building. If using a hand cart for delivery from another building, please use the back door and elevator for making deliveries to the basement or the second floor.

Earthquake Procedures

Drop, Cover and Hold

1. Stay in building.
2. Take shelter under tables, desks, doorways and similar places.
3. Keep away from windows, filing cabinets and bookcases.
4. Keep calm — await emergency instructions.



Pages go to the **Insurance Building** a few times daily for pick-ups or deliveries.

Deliveries addressed to anyone in the **John L. O'Brien Building (JLOB)** or any Representative are taken to the House page room, LEG-131. House pages deliver to offices in JLOB.

Deliveries to the **Governor's Mansion** are handled by Washington State Patrol personnel located in the guard shack at the front driveway to the mansion.

Temple of Justice deliveries are usually made to the Law Library located in the basement.

Deliveries are made to all floors of the **Joel M. Pritchard Building (JMP)**. Pages may use the elevator or stairs for pickups and deliveries.

General Page Instructions

Pages serve all senate members and staff, not just their sponsoring senator and staff. They deliver materials and messages, label envelopes, carry coffee and ice water, work on the senate floor and assist where needed. The following instructions will help you in accomplishing your duties.

Pages should remember to...

Treat members of the legislature, staff, and the public with respect.

Complete tasks as directed by their supervisor in a timely and efficient manner.

Behave appropriately at all times.

Never accept an item (letter, package, flowers, etc.) from anyone other than your page supervisor or dispatcher, unless you have been dispatched to do so. If you are on an errand and you are asked to do something by someone other than the person who requested a page, politely explain that you are on an assigned errand and request that the person call the page room or check with the closest security personnel for assistance.

If you are experiencing a problem or are uncomfortable in any situation, on or off duty, please contact the page supervisor or Senate Security. (Senate Security can be contacted at (360) 786-7572 and is available 24 hours per day during session).

On Monday, take time to introduce yourself to your sponsoring senator's staff. At this time it would be appropriate to personally thank your senator for sponsoring you, if they are available. You should ask the senator's staff to schedule a photo session with you and the senator (this is usually done before or immediately after a floor session).



If other activities with the senator—such as lunch, attending hearings, or meeting privately with the senator—are scheduled, inform the page supervisor so your schedule can be adjusted. Always be on time for an appointment with your senator.

All deliveries are documented with your name, time and destination. Never pass your duty to another page. If there is an error in delivery, you are responsible. If you are not sure of the location of your assignment, ask for directions before you leave. If you get confused on the way, ask a staff person.

Do not give any item to a House page. All House deliveries are to be taken directly to the House page room, LEG 131. Do not accept items from a House page.

As a senate page, you are expected to serve all members of the senate equally, disregarding party affiliation.

Please address all senators as "Senator" no matter how well you know them.

When delivering mail to a senator's office, place delivery in the box marked "Pages Put Mail Here." Never enter a senator's private office unless you have been invited to do so.

Pages do not handle money for staff and senators. If you are requested to do something that involves money, politely ask the person making the request to contact the page supervisor.

Chewing gum is not permitted while working. Eating, drinking, or wearing headphones is not permitted while you are on duty except in the page room.

Wearing your jacket signifies you are on duty. Remove your jacket when off duty or at lunch.

Sexual Harassment and Discrimination

The Washington State Senate will provide and maintain a work environment free from discrimination and harassment. Senators and employees (**including pages**) are expected to maintain a workplace free from harassment and discrimination.

Overview of Senate Policy and Procedures

For complete text, see the Senate Personnel Reference Manual.

General Harassment Is Prohibited

No senator or employee shall engage in any behavior or make any comments which are demeaning and/or derogatory toward people if such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment Based on Gender or Other Protected Status Is Prohibited

Such harassment includes but is not limited to comments, slurs, jokes, innuendos, cartoons, pranks, requests for favors or other verbal or physical conduct of a sexual, racial, or other nature related to a protected status, when submitting to such conduct is related to obtaining, keeping, or performing your job, or you are being required to perform a job in a situation which is uncomfortable or offensive.

No action or decision with respect to employment may be made on the basis of protected status, since it would be discrimination prohibited by senate policy.

Complaint Options

If you feel you are the subject of offensive behavior, which may vary from merely uncomfortable to completely unacceptable, you have a number of options to help you resolve the problem. One or more of the options listed below may be appropriate for a particular situation.

In the event of dangerous or threatening behavior, call Senate Security at (360) 786-7572.

I. Take Personal Action

You can ask the person to refrain from conduct you find offensive, either by talking to them in person or by sending them a letter. A request that the person discontinue the offensive conduct is not required before pursuing other options for handling a complaint.

II. Talk to a Facilitator

You can discuss the problem on a confidential basis with any of the senate's facilitators. Facilitators can explain the details of the senate policy and procedure and describe alternatives for resolving the problem. The names and phone numbers of the facilitators are listed in the full Senate Policy Manual.

III. Report to One of the Page Supervisors, Page Teachers, or Senate Administration

You can report the problem to one of the page supervisors, page teachers, or the Secretary/Deputy Secretary of the Senate. Any senator or other supervisor who receives a complaint of harassment or discrimination or who becomes personally aware of conduct which violates these policies is required to review the conduct and take appropriate action.

IV. File a Complaint with Senate Leadership

You can mail a letter describing your complaint to the home address of the majority and minority leaders. (Send the letter to the majority and minority caucus chairs if the majority or minority leader is the subject of the complaint.) This will initiate an investigation of the complaint. All efforts are made to handle the investigation in a confidential manner, with inquiries limited to those who have a "need to know" or who may have information relevant to the investigation.

V. External Procedures

You can contact the Washington State Human Rights Commission or the Federal Equal Employment Opportunity Commission (EEOC) at any time for assistance or information or file a formal complaint with either agency within six months from the date of the alleged harassment or discrimination. You may retain counsel and file private action at any time.

Retaliation Is Prohibited

No senator or employee may directly or indirectly use or attempt to use his or her official authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing you to prevent you from reporting harassment and discrimination aimed at you or anyone else you know about. Similarly, no senator or employee can take revenge against you for making a complaint.



Senate Chamber Rules

Working on the senate floor is the most visible job you will do as a senate page. You are observed by the senators, officials, staff, and senate guests. Once in the chamber, you will be photographed by TV cameras which broadcast throughout the state on TVW. Check their website at <http://twv.org/> to access their channel location.

Review the following instructions. There will be a one-hour practice session before working on the floor to go over procedures.

- One hour before session, assigned pages report to the page room to go over the floor rules. Thirty minutes before session you will go to the senate floor. Two designated pages will be instructed by a security guard on the presentation of the flags. They will meet at the back of the senate chamber by the double doors.
- During the flag presentation, all pages must stand and place their hands on their hearts and remain standing for the opening prayer.
- Pages deliver items to the floor only if they have been cleared by a supervisor or an attending security guard.
- If a senator makes a request of you, you are responsible for completing that errand. Do not hand it off to another page.
- During a “standing vote” called by the Lt. Governor, pages should remain seated or if in the process of making a delivery, kneel when the vote is taken.
- When portable TV cameras are filming, walk behind the cameraman if possible, watching for wires, or squat down and cross in front of the camera with head staying below the lens.
- Pages are not allowed to sit in a senator’s chair or the sofas at the rear of the chamber unless directed by a senator.
- Pages must keep jackets buttoned, collars down and be dressed appropriately. Please do not place hands in jacket pockets.
- A page supervisor will be at the side of the senate chamber to answer any questions. Security guards can also answer questions.
- When the floor session adjourns or goes to caucus, pages stay seated until dismissed by a supervisor.
- The press desk should receive copies of the printed materials distributed to senators. Give one copy to each person seated there. If no one is at the press desk, leave two copies on the desk.
- While working in the senate chamber, sit up straight, keeping hands and feet still and talking to a minimum.
- When delivering items to a senator, recheck the name and make sure that the delivery is given to the correct senator. Ask a security guard to show you the senator that you are looking for. Senators have nameplates located on their desk, however, they may not always be present at their desks.

Procedure for Delivery of First Speech Gifts

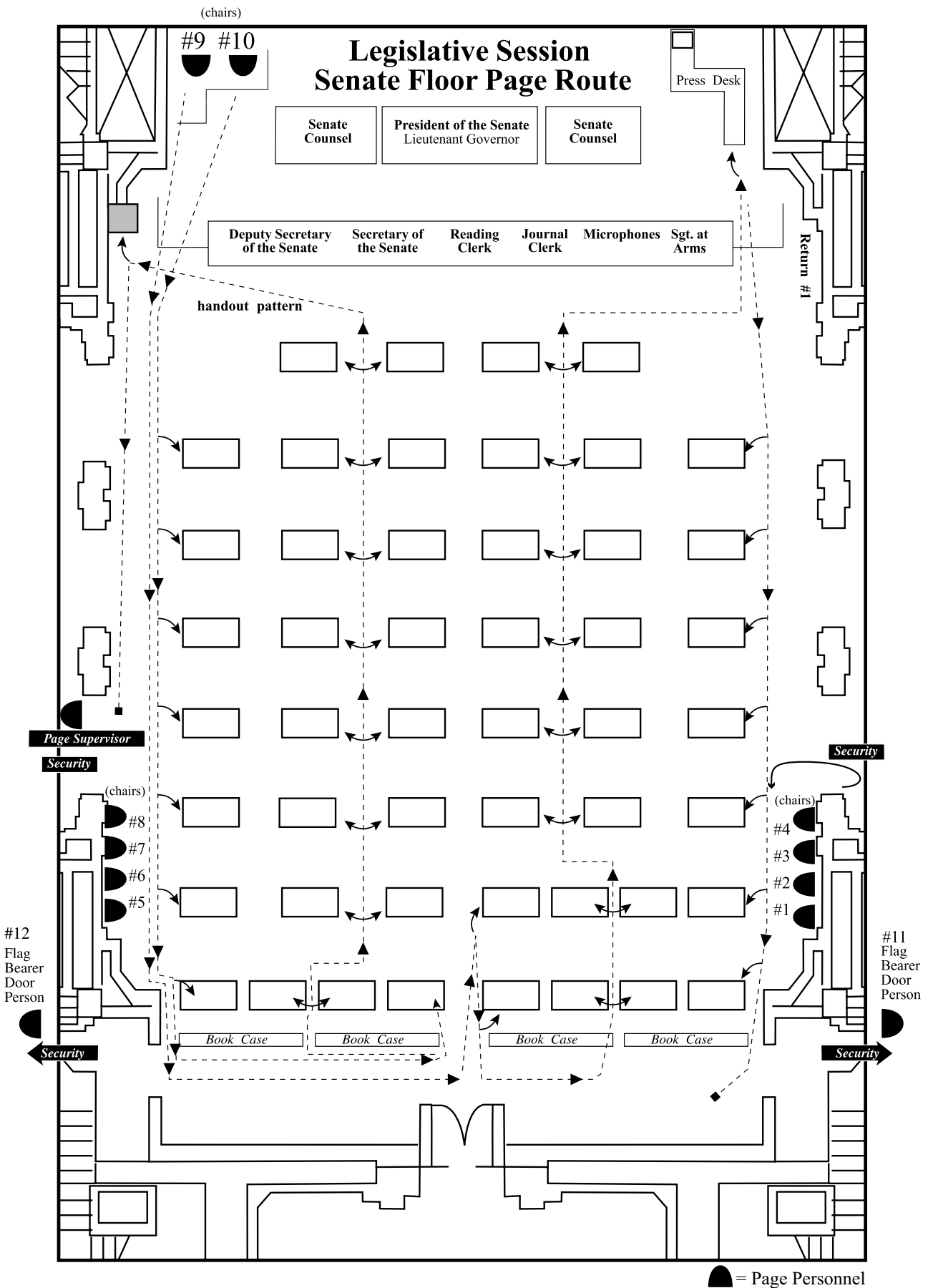
Chamber Deliveries

Gifts will arrive near the back inside stairwell on the majority side. Someone will be available to help coordinate delivery.

Gifts are delivered from the front of the chamber, starting at the majority’s side front curtain. They are delivered by pages using the page walking pattern. One page will carry the gifts and the other will place a gift on each Senator’s desk. If a delivery is made to the rostrum, the delivery will be made from the majority side.

If additional gifts are needed in order to complete the delivery, both pages will return to the side area to collect additional gifts. After delivering on both sides of the chamber, pages return to the majority side, where all remaining gifts are gathered and returned to the presenting senator’s office.





Campus Parking

Public Parking is free on Sundays. There is a fee for week-day parking between 8:00AM and 5:00 PM. Refer to <http://www.ga.wa.gov/park/visitor.htm> for further information.

There is public parking behind the Information Center as you enter the campus on Sid Snyder Avenue SW. Parking is also available on both the North and South Diagonals. These are one-way streets, allowing parking on either side of the street. Both roads begin on Capitol Way and extend to the circle surrounding the Winged Victory Monument. If the Senate is in session, a guard will be stationed at the entrance to the assigned parking areas in front and back of the Legislative (Capitol) Building. They will be able to advise you of other available parking.

The physical address of the Capitol Building is 416 Sid Snyder Ave S.W. Olympia, WA 98504.



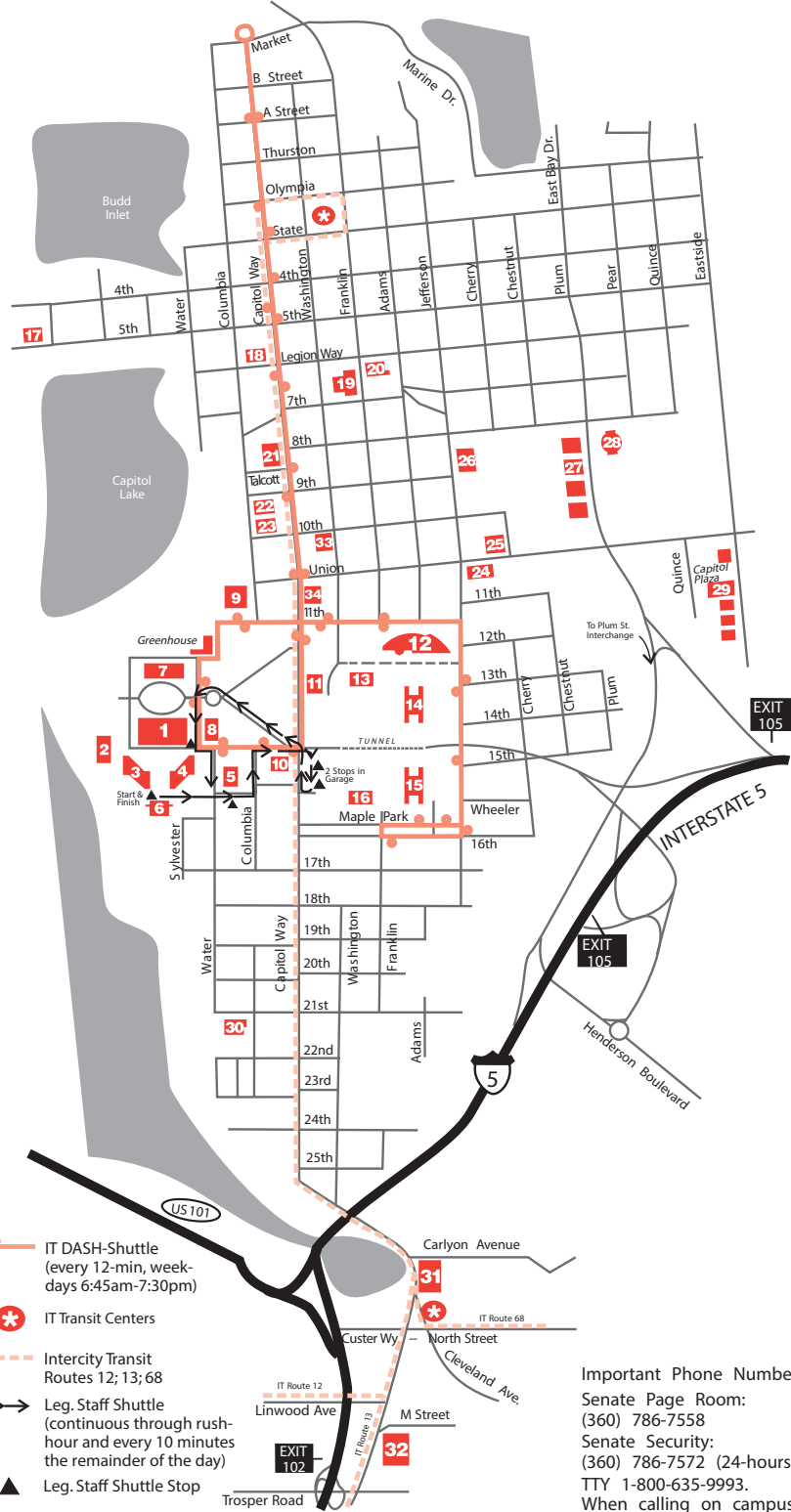
Capitol Campus and Vicinity

Key:

- 1 Legislative Building
Governor; Lt. Governor; Secretary of State; Treasurer; House and Senate administration and Chambers; Leg. Information Center Tours; Ulcer Gulch (lobbyist center)
- 2 Governor's Mansion
- 3 J.L. O'Brien Building *(House offices, Hearing Rooms, Office of Program Research, Caucuses)*
- 4 J.A. Cherberg Building *(Senate offices, Senate Hearing Rooms, Committee Services and Caucuses)*
- 5 I.R. Newhouse Building *(Senate offices, caucuses)*
- 6 J.M. Pritchard Building *(Cafeteria, Code Reviser)*
- 7 Temple of Justice
- 8 Insurance Building *(State Auditor; Insurance Commissioner, OFM)*
- 9 General Administration Building
- 10 Visitor Information Center
- 11 Archives
- 12 Natural Resources Building
- 13 Highway/Licenses Building
- 14 Office Building #2
- 15 Highway Administration Building
- 16 Employment Security Building
- 17 Capital Center Building
- 18 Department of Personnel
- 19 Old Capitol Building *(Superintendent of Public Instruction)*
- 20 Department of Personnel
- 21 Dolliver Building *(Secretary of State: corporate filings)*
- 22 Department of Trade & Economic Development
- 23 Raad Building
- 24 Republic Building
- 25 Union Building
- 26 Olympia Post Office
- 27 Town Square Facility
- 28 Olympia City Hall
- 29 Vital Statistics
- 30 State Capital Museum
- 31 Sunset Building *(State Auditor offices)*
- 32 Capital 5000 Building *(Insurance Commissioner offices)*
- 33 1007 Washington Building *(House, Senate Production Offices)*
- 34 Jeannette C. Hayner Media Center *(TVW)*

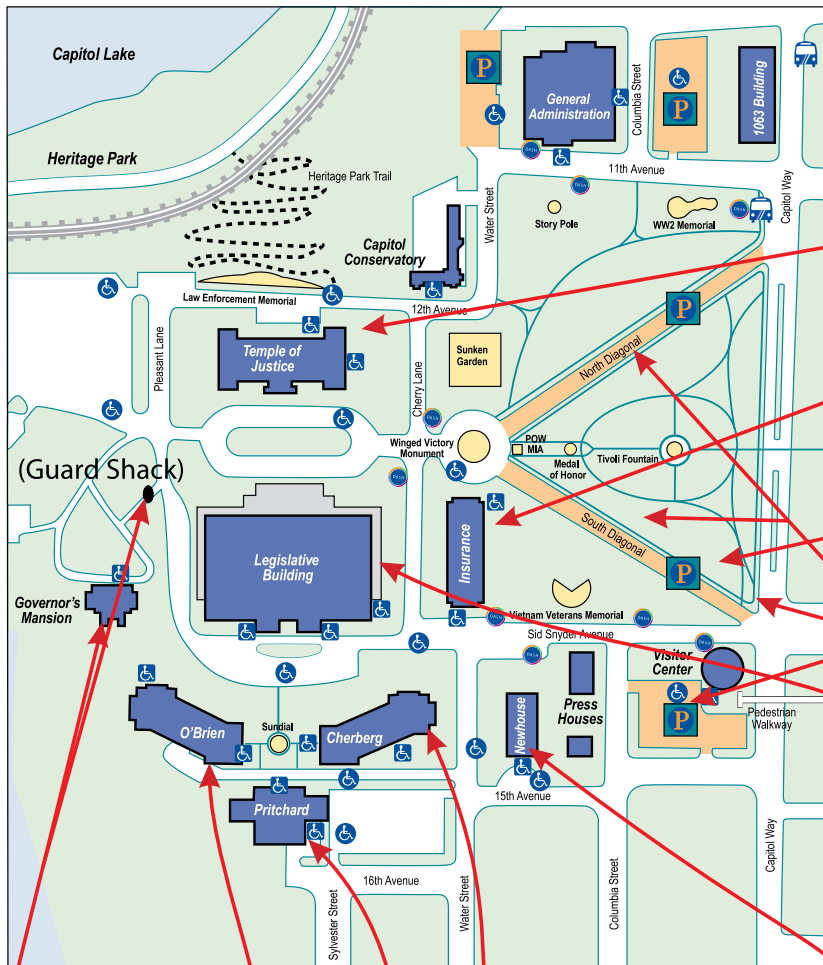
Directions to Capital Campus:

From Interstate 5 take Exit 105 to the Capital Campus. Proceed through the tunnel and onto the campus. See reverse for parking.



Important Phone Numbers:
 Senate Page Room:
 (360) 786-7558
 Senate Security:
 (360) 786-7572 (24-hours)
 TTY 1-800-635-9993.
 When calling on campus
 you need only dial the last
 four digits.

Senate Page Delivery Destinations



Governor's Mansion
(Deliveries made to front guard shack)

John L. O'Brien Bldg. (JLOB)
Representatives Offices
House hearing rooms

Pritchard Bldg.
Code Reviser
Public Cafeteria
Ulser Gulch

John A. Cherberg Bldg. (JAC)

Basement
B13 Supply
Interns
Tunnel to JLOB
Video Services

1st floor
Senate Security Office
Senate Hearing Rooms
Senate Accounting

2nd and 3rd Floor
Member Offices (Democrat)
Committee Services

4th Floor
Committee Services

Temple of Justice
WA Supreme Court
Law Library

Insurance Bldg.
Office of Financial Management (OFM)

Emergency Evacuation gathering area
(on diagonal road by large tree)

Public Parking

Legislative Bldg. (LEG)

1st floor
Gift Shop
Columbia Room
Legislative Information Center
Dome Deli

2nd Floor
Governor's Office
Lt. Governor Office
Secretary of State
WA State Treasurer

3rd Floor
Senate Chambers
Leadership Offices
Member Offices

4th Floor
Member Offices
Senate Page Dispatch
Secretary of the Senate

Irv Newhouse Bldg. (INB)

Senate Page Room B-13
Page School B-14
Member Offices (Republican)

Page Program Contact

If, after thoroughly reviewing the information in this packet, you have questions, please contact one of the people listed below.

Page Program Contacts

- **For questions regarding the page program:**
Phone: (360) 786-7189, e-mail: SenatePageProgram@leg.wa.gov
- **For cancellations and questions regarding scheduling, if your sponsoring senator is a Republican:**
Judy Rogers-LaVigne, Republican Caucus
Phone: (360) 786-7038, e-mail: Judy.Rogers-Lavigne@leg.wa.gov
- **For cancellations and questions regarding scheduling, if your sponsoring senator is a Democrat:**
Peter Dodds, Democratic Caucus
Phone: (360) 786-7477, e-mail: Peter.Dodds@leg.wa.gov
- **For questions regarding page School:**
Phone: (360) 786-7987, e-mail: WAPageSchool@leg.wa.gov

Important Phone Numbers

Page Supervisors	INB, Room B-13	360-786-7558
Page School Teachers	INB, Room B-14	360-786-7987
Page Program Fax Number	JAC, Room 104	360-786-1064
Senate Security (open 24 hours)	JAC, Room 105A	360-786-7572
TTY (For Hearing-Impaired)		1-800-635-9993



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SIGNATURES



CONTACTS



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SENATOR JUDY WARNICK, 13th DISTRICT

CONTACTS

