

SUFFOLK COUNTY LEGISLATURE 2021 PAGE PROGRAM



Ducis de Futuro

Leadership for the Future



WELCOME FROM THE SUFFOLK COUNTY LEGISLATURE

Congratulations on taking your first step toward becoming a
Suffolk County Legislative Page!

As we continue to navigate through this challenging time, it is evident that in moments of crisis, leadership is needed. Whether that leadership is in the hands of our health professionals, first responders, grocery store workers, or government officials, it is only possible to get through a challenging situation when people step up and help each other.

Due to these difficult times, the 2021 Page Program will operate as a hybrid program; offering students, the ability to participate virtually via zoom.

The basis of the program this year, will include numerous service related projects, which will all adhere to the current NYS guidelines regarding safe protocols with COVID-19. These projects will help students gain first-hand experience on what it's like to participate in local county government.

Please read through this packet carefully to ensure your time here at the
Legislature goes smoothly.

Enjoy your experience and thank you for your service to the Suffolk County Legislature!



PRESIDING OFFICER

Robert Calarco



Dear Future Suffolk County Legislature Page,

Thank you for your interest in our Suffolk County Legislature Page Program!

This 12-week summer program has been designed to provide the guidance and training needed for a select group of local college-age students to become the next generation of leaders by immersing them in county government and instructing them on how to be dedicated community stewards.

As an elected official, I believe that I, along with my colleagues, have a responsibility to assist you by providing the training you need to learn leadership skills that build confidence and to offer you valuable hands-on experience that will encourage you as a member of our next generation of leaders.

This program, which will be heading into its seventh year, has been shown to be effective in creating future leaders. Please submit the enclosed application by May 7th as space is limited.

The program begins with an Orientation on **Friday, May 21st** and culminates with a formal graduation ceremony on August 6th. During each week, Pages will virtually check-in with their assigned District Office and every Friday, they will report to the Suffolk County Legislature via zoom for workshops that are relevant to the program.

Attached you will find a calendar and curriculum for the program, as well as a list of workshops.

Those considering the Page Program will share an interest in government, community service and politics. By participating in the Page Program you will learn the skills necessary to work as a legislative aide in Suffolk County government as well as gain practical experience in a professional office setting.

Pages will have the opportunity to meet and work with community leaders and other stakeholders to identify and address issues that are of concern to their neighbors. Most importantly, they will learn how important knowledge is to reaching their goals.

For additional information, please contact my office at 631-853-4088. I look forward to your participation in this rewarding program and to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Calarco", is written over a light blue background.

Robert Calarco, Presiding Officer
Suffolk County Legislature



MINORITY LEADER

KEVIN McCAFFREY



Dear Page Program Candidate,

Thank you for expressing an interest in the Suffolk County Legislature Page Program. Over the past few years, this program has proven to be a wonderfully rewarding experience for students interested in public policy, government and politics. It's a unique opportunity to see first-hand how local government works.

The program features two components. If accepted, you will be assigned to a Legislative District office where you will have the opportunity to work directly with the Legislator and his or her staff. You may be asked to analyze legislation, read and summarize reports, work with constituents, write letters, or any number of other tasks as required by the day to day operations of the office.

Additionally, you will participate in a mock Legislature. Moderated by the Clerk of the Legislature, this experience will take you into the inner workings of the Legislature itself. You will select a Presiding Officer, a Deputy Presiding Officer, Majority and Minority leaders. You will interact with the budget review office, debate and vote on key issues, create press releases and get a real sense of some of what goes into being an effective lawmaker.

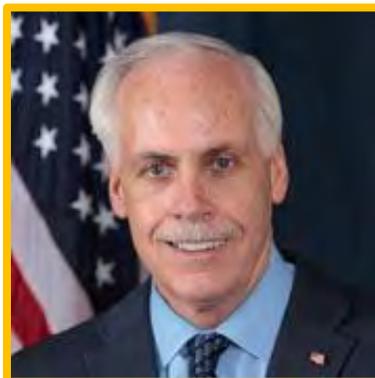
In short, this will be a learning experience like no other, one that you will no doubt remember for the rest of your life. The lessons in communications, professionalism and diplomacy will be invaluable. You will gain a better understanding of the profound role that local government plays in our lives and hopefully make lasting friendships along the way.

Should you have any questions, feel free to give me a call at 631-854-1100. I look forward to seeing you!

Best Wishes,

A handwritten signature in black ink that reads "Kevin McCaffrey".

Kevin McCaffrey
Minority Leader
Suffolk County Legislator
14th District



SERVING AS A LEGISLATIVE PAGE

Orientation Day via Zoom

- A mandatory orientation day will be held on Friday, May 21, 2021.

The orientation will provide you with the basic understanding of the duties you will need to perform as a legislative page. The orientation will include a tour and general information session.



Weekly Expectations

Monday - Thursday

- You will be assigned to a district office, where you will be given work to do remotely.

Friday

- You will be required to attend a weekly Zoom Friday work session, which will be held from 10am-2:30pm.

The Friday zoom work sessions will include classes on leadership and personal development, introduction to government, policy and government life. Furthermore, the workshops will provide students with an opportunity to work together and brainstorm ideas for assigned projects.

Each session will feature one or several guest speakers. **Our workshop sessions will be held via zoom.**

General Meetings and Committee Weeks

- You will be required to view on our website **two** Legislative Committee Meetings and **one** General Meeting.

Important Reminders While Serving as a Legislative Page!

1. You may not chew gum or eat while performing your duties as a Page.
2. We ask that you not use your cellphone or other electronic devices while you are in the middle of our meetings, unless it is an emergency.



Additional Important Information

1. You must be at least 18 years of age and attending a college/university or be a graduating high school senior to serve as a Page.
2. While serving as a Page you will need to dress appropriately. Young men should wear nice dress pants and a dress shirt. Young ladies should wear a nice shirt with nice dress pants or a knee length (or longer) skirt; nice dresses are also acceptable. You may not wear jeans, shorts, sweatshirts and t-shirts. You may also not wear skirts shorter than knee-length, or any shirt that exposes the midriff. If you think it may not be acceptable, it probably isn't!
3. When this program ends you will receive a certificate of government engagement, a picture with the Presiding Officer of the Legislature as well as your Legislator.

PAGE PROGRAM CURRICULUM

- Learn basic office operations, including filing, maintaining records and office decorum.
- Enhance proper etiquette for zoom sessions.
- Research legislation/issues and create talking points.
- Attend community/civic events with staff or Legislator. Shadow, listen and take notes.
- Take photographs and prepare succinct captions for distribution.
- Contribute to social media effort.
- Tend to basic constituent issues-employing compassionate listening and maintain confidentiality.
- Organize community meetings and address community issues.
- Draft written communication, letters, press releases and flyers.
- Lobby Legislators about Page-identified issues or topics.



PAGE PROGRAM FRIDAY WORKSHOP SCHEDULE

- May 21-** **Page Program Orientation**
- May 28-** Professional Development/ Rules of the Legislature/ Importance of establishing a Caucus/Discussion and selection of leadership positions
- June 4-** Legislative writing workshop
Selection of Budget Working Group Chairs
Discussion of Legislative Page Community Project
- June 11-** **Organizational Meeting**
Discussion Regarding County Budget Procedures
Caucus
Budget Meetings
- June 18-** Page Committee Meetings (*Deadline to file Page resolutions*)
Role of County Departments
Budget Meetings
- June 25-** **Mock General Meeting** (*Voting on Capital and Operating Budgets*)
Media Relations Overview
Discussion of Legislative Page Community Projects
- July 2-** Caucus
Mock Committees (Deadline to file Page resolutions)
What it's like to be a legislative aide
- July 9-** **Mock General Meeting**
Presentation by Sheriff's Department
- July 16-** Caucus
Mock Committee Meeting
Presentation regarding Non-Profits
- July 23-** Overview of Suffolk County Judicial Branch
Mock General Meeting
- July 30-** Mock Interview Day
Presentations of Page Community Projects
- August 6-** **Page Program Graduation**

**Please note, our schedule is subject to change.*

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:

Date:

Essay Question: Please answer each of the following questions on an attached document in 250 words or more. *At the top of each page, please include your name and contact information.*

Please Email completed applications to Gina.Popovich@suffolkcountyny.gov no later than Friday, May 7, 2021.

1. Please explain how participating in the Suffolk County Legislature's Page Program and working with the legislature, if selected, fits with your academic and/or career goals.
2. Explain and name one cause/issue you believe in and why you believe in it.
3. Explain one situation in which you took initiative, and whether the end result of your effort was a success.
4. **Lastly, please attach your resume, a short bio, and a passport sized photo of yourself.**

