

WELCOME FROM THE SUFFOLK COUNTY LEGISLATURE

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

As we 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.

The basis of the program this year, will include numerous workshops geared towards professional development, county issues and governance. These workshops 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
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, attend Committee and General Meetings, and work on professional development. This experience will take you into the inner workings of the Legislature itself. You will observe the workings of the Presiding Officer, the Deputy Presiding Officer, Majority and Minority leaders 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 631-853-4088. I look forward to seeing you!

Best Wishes,

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

Kevin McCaffrey
Presiding Officer
Suffolk County Legislator
14th District



SERVING AS A LEGISLATIVE PAGE

Orientation Day

A mandatory orientation day will be held on **Friday, May 26, 2023**. 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.

Monday - Thursday

- You will be assigned to a district office, where you will be given assignments to complete

Friday (biweekly)

- Starting May 26th you will be required to attend a work session, which will be held from 10am-3:00pm.

The Friday 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 and build relationships.

Each session will feature one or several guest speakers.

General Meetings and Committee Weeks

- You will be required to attend **all 12 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 and office decorum.
- Improve proper meeting etiquette.
- Research legislation/issues and create talking points.
- Attend community/civic events with staff or Legislators. Shadow, listen and take notes.
- Take photographs and prepare succinct captions to be used for Press/Media.
- Contribute to the social media effort.
- Tend to basic constituent issues-employing compassionate listening and maintaining confidentiality.
- Help organize community meetings and address community issues.
- Draft written communication, letters, press releases and flyers.



PAGE PROGRAM FRIDAY WORKSHOP SCHEDULE

(Morning Session 10:00 am to 12:00 pm - Afternoon Session 1:00 pm to 3:00 pm)

May 26- Morning Session: Address from the Presiding Officer and Orientation (Introduction to the Legislature)

Afternoon Session: Orientation (Introduction to the Legislature) continued.

June 09- Morning Session: Discussion with Majority Leader & Minority Leader; Importance of establishing a Caucus/Discussion of leadership positions and Legislative process.

Afternoon Session: Review of Committee Week & General Meeting/Mock Legislature

June 23- Morning Session: Tour of the Yaphank Correctional Facility

Afternoon Session: Review of Committee Week & General Meeting/Mock Legislature

July 07- Morning Session: Career Workshop/Resume/Interview

Afternoon Session: Community Service Project

July 25- Page Program Graduation at General Meeting of the Legislature.

**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 briefly on an attached document

Please Email completed applications to Ali.Nazir@suffolkcountyny.gov no later than Friday, May 12, 2023.

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.**

