

# Board of County Commissioners

## Leon County, Florida

### Policy No. 20-1

Title: Leon County Page Program

Date Adopted: January 28, 2020

Effective Date: January 28, 2020

Reference: N/A

Policy Superseded: None

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It shall be the Policy of the Board of County Commissioners of Leon County, Florida, that a policy entitled “Leon County Page Program” is hereby adopted, to wit:

#### **1. Purpose**

The purpose of this policy is to define the structure of Leon County’s Page Program, which aims to provide Leon County Schools’ students a unique opportunity to learn about the policy-making process and functions of government at the local level while obtaining valuable leadership skills and professional experience.

#### **2. Administration**

The Leon County Volunteer Services division will be responsible for the implementation of the Leon County Page Program. Volunteer Services will conduct the orientation and training with participants. As appropriate, training shall include, but not be limited to, a review of duties, responsibilities, and expectations of the volunteer position; hours and terms of service; safety procedures; confidentiality; and any other applicable County administrative guidelines. Volunteer Services will be available to provide assistance with scheduling conflicts and other support functions as needed throughout the program.

#### **3. Program Overview and Eligibility**

- A. *Program Description and Length* - The County’s Page Program is open to high school students (9th-12th grade) in Leon County interested in learning about the policy-making process and functions of government at the local level. Participants will be selected to serve for one academic year from August to May. Over the one-year term, participants can receive community service hours, which can be utilized to support the fulfillment of Bright Futures service requirements.

B. *Participant Eligibility*

1. All participants shall meet the County's minimum qualifications for the volunteer position, including the ability and suitability to perform the assigned duties such as transportation to/from the County Courthouse.
2. Participants must meet and maintain the minimum GPA for participation.

**4. Participant Selection Process**

Volunteer Services will work with Leon County Schools to recruit students interested in participating in the program. Prior to the start of each academic year, the County will accept applications from eligible students to be reviewed by a selection committee comprised of the Commission Aides.

**5. Page Responsibilities and Requirements**

- A. *Page Responsibilities*- The County's Page Program will offer a variety of unique and hands-on opportunities for participants to learn about and support the functions of the Leon County Board of County Commissioners during Board Meetings to include but not be limited to:
1. Supporting the preparation and distribution of printed materials;
  2. Serving as greeters and ushers within the Commission Chambers; and
  3. Assisting with the distribution and collection of speaker cards.
- B. *Program Term* - Upon selection, participants will begin their one-year term with a program orientation and training prior to the start of the academic school year. The County's pages will be divided among a rotating schedule for Board meetings and will each serve on average one Board meeting per month.
- C. *Professional Attire* – County Pages will be required to be professionally dressed and wear a nametag (provided by the County) to identify them as participants in the program.
- D. *Meeting Check-in* – County Pages will report to the County Courthouse on their assigned Board Meeting dates. Pages will check-in with the Board Vice Chairman's Aide to receive their duties prior to start of each Board meeting. Upon completion of duties, Pages will be required to receive authorization of service hours from the Vice Chairman's Aide.