

UTAH EAGLE FORUM INTERN RULES & ELIGIBILITY REQUIREMENTS

- Interns must be at least 15 years old by the last day of the Utah Legislative Session.
- Interns **MUST BE TRAINED**. Each intern is responsible for seeing that they receive training **BEFORE** they report to the Capitol to serve. We schedule a training session during the week before the session. If the intern cannot attend at this time, they must make other arrangements with the Intern Director.
- **LEAD INTERNS** must attend an extra training session (time to be determined). MAKE SURE YOU INDICATE ON YOUR APPLICATION if you want to be considered for this position!
- Interns must be committed to their scheduled times and be prompt. If an intern must miss for any reason, he/she is responsible for arranging for a substitute AND alerting the Intern Director of the substitution. We will provide interns with a list of the other interns who can be available to substitute.
- Interns must make their own arrangements for transportation to and from the Capitol.
- Interns must perform any and all assigned duties cheerfully and diligently. Intern Duties Include:

<p>Attending committee meetings and taking notes.</p> <p>Attending floor time and taking notes.</p> <p>Checking volunteers in and out.</p> <p>Assisting new volunteers.</p> <p>Updating bill status.</p> <p>Keeping the Bill Books in order.</p> <p>Preparing agendas.</p> <p>Preparing lobbying packets of information.</p>	<p>Track bills on reading calendars & report progress</p> <p>Sending messages into the Senate or House.</p> <p>Recording votes.</p> <p>Distributing the Daily Order of Business.</p> <p>Printing or purchasing bills.</p> <p>Making copies.</p> <p>Keeping track of supplies.</p> <p>Helping us network with one another.</p>
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- Interns must comply with Capitol rules and decorum -- No food or drink, silenced cell phones, no talking, etc. in committee rooms or galleries; No running around the complex; Do not leave anything unattended; obey the Senate and House security personnel; etc. Proper and professional behavior is expected at all times.
- Interns must maintain a clean, neat and professional appearance – Hairstyles should be conservative with no extreme styles or colors. Boys must have hair that is short and trimmed. Nice shoes are required, no tennis shoes. **Girls** must wear modest dresses or skirts with blouses. They must be knee-length or longer. No pants or pant suits, form fitting clothes, low necklines or midriiffs are allowed. **Boys** must wear dress pants with a button-up, collared shirt and a tie. Suits are optional. Shirts must be tucked in at all times.
- Interns are expected to participate in our educational program which is designed to teach them about a Constitutional Republic, the legislative process, and conservative or constitutional principles. Interns should study the materials on their own during breaks and slower times and then pass each lesson off with our Intern Director. Interns will be rewarded for their participation and parents should encourage it.
- Interns will be responsible to supply their own food (lunches, drinks and snacks) unless otherwise specified. They can bring sack lunches or purchase food at the Capitol Cafeteria.
- Interns who attend public school must be in compliance with school district rules.