

# Guiding Your Way Through Support Services



2024 Session

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# **Staff**

**Jennifer Jones Welch,**  
Deputy Clerk

**Melanie Newby,** Manager of Purchasing Services

**Eric Bingham,** Facilities & Logistics Manager

**Erica Drumgold,** Purchasing Officer

**Madolynne Antigha** – Administrative Assistant

**Thomas Antigha** – Staff Assistant

# Identification Badges

You must have your state-issued employee ID badge to enter the building and the badge must be clearly visible at all times.

## **Senate Payroll Employees:**

Employees on Senate payroll should contact Senate Support Services, (804) 698-7460, to obtain an ID badge. There is a \$15 replacement fee for a lost/broken badge. ***You must return your badge to Support Services when you are no longer on Senate payroll.***

## **Interns and Senator's Staff (Non-Senate Payroll Employees):**

Please contact Erica Drumgold, with Senate Support Services, for these forms. There is a \$15 replacement fee for a lost/broken badge.

- **Interns:** These individuals are currently enrolled in an accredited college, university, graduate school or law school. There is no card reader access on these badges. *This badge will provide entrance to the General Assembly Building and Capitol building only.*
- **Senator's Staff/Volunteers/Other (non-Senate payroll):** These individuals are staff that do not qualify as interns and are not paid with Senate funds. There is no card reader access on these badges. *This badge will provide entrance to the General Assembly Building and Capitol building only.*

## **Senate Session Staff Certification Form:**

Each office must fill out "Senate Session Staff Certification" form. This form must be completed by each office. This form certifies the persons who are working in your office for the current session. Form can be found on page 17.

# Parking

- Each Senator’s office is allotted one parking space for a legislative assistant during the 2024 session. The cost of parking for the session (January - March) is \$147.00.
- Parking for legislative assistants is located at State Parking Lot #22 (Seventh & Marshall Streets).

# General Guidelines – Room Reservations

- Committee Room Reservation Form can be accessed through the Senate Portal in the “Forms and Manuals” section.
- *No food is allowed in the conference rooms without prior approval from the Clerk of the Senate*
- **GAB - Senate subcommittee room reservations, for non-legislative groups**, must be reserved through Senate Support Services (804) 698-7460.
- These conference rooms are for use by subcommittees of the Senate and for members to meet with larger groups of constituents.
- Room reservations for non-legislative groups must be made through a Senator’s office.
- *A one-hour time limit per group, per day* must be observed for non-legislative groups.
- Groups are not allowed to use Senate rooms as “headquarters” during visits to the Capitol.
- Senate committees and subcommittees take priority over the meetings. Reservations for a group may be cancelled if a room is required for a committee meeting.
- Furniture is not to be rearranged or moved in or out of a meeting room or its annexes.
- Groups, lobbyists, and other persons may not use a Senate committee or conference room without prior approval.

# Stationery and Business Cards

## How to Order Printed Stationery and Business Cards:

1. Go to the Senate Portal page and scroll to the Forms and Manuals section.
2. Click on the “online form” button under the Stationery Request section.
3. Fill in the form (Name of individual completing form is required and room number)
4. Upon clicking the “**Go to Review Page**”, you will have the opportunity to review your form and make any necessary corrections.
5. After your form is completed, click on the “**Place My Order**” button. You will receive an order confirmation message, “Thank you for your Stationery Request. Your Stationery is being processed.” *If you do not see the confirmation message, please contact Support Services.*

## Printed Stationery

1. Stationery cannot be ordered until Committee assignments are officially made.
2. The Senate will provide up to 5,000 sheets of letterhead and envelopes, per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) per member. All orders over 5,000 will be billed to the member (Not Printed at State Expense).
3. Stationery is available for purchase only.

## E-Stationery

Electronic stationery is a digital letterhead for email correspondence. Guidelines, as approved by the Chair of Senate Rules, are as follows:

Same rules apply as those of printed stationery including but not limited to the following:

1. It must be used for official state business.
2. It may not be used for political purposes.
3. Cannot be used to solicit funds.
4. May not be used to attack or defame another member, committee or caucus of the General Assembly.

### E-Stationery Cont'd.

Electronic stationery may only include no more than the following information:

- Member's name
- Senate district number
- District description
- Address
- Telephone number and/or email address
- Committee Assignments

### Business Cards

- The Senate will provide up to 5,000 business cards per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>) per member. All orders over 5,000 will be billed to the member.
- New Benefitted Legislative Assistants: In order to receive business cards, the Senate Clerk and Support Services must receive a written request from the Senator granting permission to have cards printed.
- If a member wishes other assistants to receive business cards, please notify the Clerk in writing and Support Services will assist them with the purchase. The member or his/her staff is responsible for the cost of any additional business cards.

# **General Assembly Building Offices**

## *Members and Legislative Assistants*

**DO NOT MOVE ANY OFFICE FURNITURE IN THE OFFICES OR HALLWAYS.**

If you have additional equipment for your office, please contact the following:

- Jennifer Jones Welch  
Jwelch@senate.virginia.gov  
Deputy Clerk
- Melanie Newby  
Mnewby@senate.virginia.gov  
Manager of Purchasing Services

## **Facilities Maintenance**

Contact Support Services at (804) 698-7460 for the following:

- Temperature Issues
- Repairs on Senate Equipment – telephones and copiers
- Lighting Issues
- Repairs and moving of office furniture



# Senate Post Office

Located in the Support Services Suite, Room 500L  
(804) 698-7466

- Office Hours: 8:30am - 5:00pm
- The staff members are as follows:  
Eric Bingham – Facilities and Logistics Manager  
Thomas Antigha – Staff Assistant
- The Senate Post Office uses **UPS only** for shipping. We do not use FedEx or DHL. All packages must be ready by 4:00pm.
- Stamps may be purchased from the Post Office.
- Session postage costs are the responsibility of the member and will be billed accordingly at the end of session. Postage reports will be emailed weekly, based on usage.

## Copier Locations - Pocahontas Building

*\*All copiers mentioned below have copier/scanning capabilities\**

- 5th Floor – 500D and 500H
- 6th Floor – 600D and 600H

**Please Note:** The copiers listed above have limited printing capabilities. Support Services will process large copy jobs.

# Senate Break Rooms

- Senate Break Rooms for Senators and Senate staff are located in the General Assembly Building, on floors 5 and 6. These rooms are accessed via card reader.
- Break rooms have a refrigerator with water/ice, microwave and a Keurig (BYOP - Bring Your Own Pod).
- These break rooms are for Senators and staff only. Please do not allow any unauthorized person in the break room.
- BREAK ROOMS SHOULD NOT BE USED AS ADDITIONAL OFFICE SPACE OR MEETING SPACE.

# Office Supplies

## How to Order Supplies:

1. Go to the Senate Portal page and scroll to the Forms and Manuals section.
2. Click on the “online form” button under the Supply Request section.
3. Fill out all of the information fields
4. Click “**Submit**”
5. When your order has been submitted successfully, you will receive this message:  
**“Thank you for your supply request, your request is being processed.”**

## Supply Need-to-Knows

- Supply orders will NOT be filled until Support Services receives and approves your request.
- If you do not see a supply item on the request list, then it is not a stocked item. Please see Support Services for assistance.
- The Senate will provide up to one case (10 reams) of paper to each member during session. Any additional cases needed will be billed to the member’s office

# Evacuation of General Assembly Building

1. When the alarm sounds leave the building immediately through nearest stairwell. Take any essential items for a possible 2-hour stay. Those who may need additional assistance, please wait near the closest stairwell for help.
2. Proceed to the plaza level in front of the South Portico (Capitol Building).
3. Capitol Police will advise when you can return to building.
4. REFUSAL TO LEAVE THE BUILDING CAN RESULT IN A \$500 FINE!

## Other Emergency Situations

- In the event of a tornado, take cover in an interior space of the building.
- In the event of an earthquake, take cover under a table or desk. When the building has stopped shaking, exit the building via stairs.

# Attachments

**COSTS FOR MEMBERS STATIONERY "NOT PRINTED AT STATE EXPENSE"**

(Prices are subject to change)

**SENATE SEAL LETTERHEAD****With Watermark**

(8 1/2 x 11 and Monarch)

**QUANTITY (500/Box)****TOTAL PRICE**

1 box

\$ 130.16

2 boxes

\$ 176.32

3 boxes

\$ 231.48

4 boxes

\$ 281.64

8 boxes

\$ 518.28

2ND SHEET W/ WATERMARK

\$ 36.32

**STATE SEAL LETTERHEAD****With Watermark**

(8 1/2 x 11 and Monarch)

**QUANTITY (500/Box)****TOTAL PRICE**

1 box

\$ 117.17

2 boxes

\$ 153.34

3 boxes

\$ 192.51

4 boxes

\$ 229.68

8 boxes

\$ 414.36

2nd SHEET W/ WATERMARK

\$ 30.17

**SENATE OR STATE SEAL NO. 10 ENVELOPES****QUANTITY (500/Box)****TOTAL PRICE**

1 box

\$ 139.25

2 boxes

\$ 188.50

3 boxes

\$ 240.75

4 boxes

\$ 291.00

8 boxes

\$ 546.00

**MONARCH ENVELOPES**

**QUANTITY (500/BOX)**

**TOTAL PRICE**

1 box	\$ 133.75
2 boxes	\$ 176.50
3 boxes	\$ 223.25
4 boxes	\$ 250.00
8 boxes	\$ 500.00

**SENATE SEAL LETTERHEAD - MASS MAILING**

(8 1/2 x 11 and Monarch)  
(no watermark)

**QUANTITY (500/Box)**

**TOTAL PRICE**

1 box	\$ 112.00
2 boxes	\$ 143.00
3 boxes	\$ 177.00
4 boxes	\$ 209.00
8 boxes	\$ 373.00

2nd SHEET - SENATE SEAL

\$ 25.00

**MASS MAILING**

**SENATE OR STATE SEAL NO. 10 ENVELOPES**

**QUANTITY (500/Box)**

**TOTAL PRICE**

1 box	\$ 123.00
2 boxes	\$ 156.00
3 boxes	\$ 192.00
4 boxes	\$ 226.00
8 boxes	\$ 416.00

Revised 12/09/2021

COMMONWEALTH OF VIRGINIA



SENATE

# **State Seal Stationery**

SENATE OF VIRGINIA



# Senate Seal Stationery



# SENATE SESSION STAFF CERTIFICATION

I certify that the following person(s) will be working in my GAB office for the 2024 session:

**LEGISLATIVE ASSISTANT** (on Senate payroll)

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**LEGISLATIVE ASSISTANT** (not on Senate payroll)

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**INTERN:** An individual currently enrolled in an accredited College, University or Graduate School/ Law School.

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**VOLUNTEER**

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**OTHER**

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\_\_\_\_\_  
Senator's Signature

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Date