

A decorative border with teal and gold wavy lines frames the page. The teal is a dark, muted blue-green, and the gold is a light, muted yellow. The border is composed of several overlapping, wavy lines that create a sense of movement and depth.

GUIDING YOUR WAY

Through Senate Support Services

2026 Session

Table of Contents

Staff	3
ID Badges	4
Parking	4
Stationery and Business Cards	5-6
General Assembly Building Offices	7
Facilities Management	7
Senate Post Office	8
Copier	8
Senate Break Rooms	9
Office Supplies	9
Evacuation of General Assembly Building	10
Stationery Costs (NPSE)	12-13
Stationery Letterhead	14-15

Staff

Jennifer Jones Welch
Deputy Clerk

Melanie Newby
Manager of Purchasing Services

Eric Bingham
Facilities & Logistics Manager

Madolynne Antigha
Administrative Assistant

Thomas Antigha
Support Services Technician

Lorenzo Boyd
Facilities & Logistics Assistant

Senate Support Services:
sss@senate.virginia.gov
(804) 698-7460

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. For badge and access qualifications, please see the Senate HR and Fiscal office.

Full-Time Benefited Legislative Assistants and Part-Time Non-Benefited Legislative Assistants:

-Replacement badges are \$25.

-Please email sss@senate.virginia.gov if you experience badging and/or access issues.

Interns and Session Staff Forms:

-These forms can be obtained from the Senate Support Services suite.

-There is a \$20 replacement fee for a lost/broken badge.

End of Employment:

When your employment with the Senate comes to an end, you **MUST** return your Senate issued badge. If it is not returned, there will be a fee.

Parking

- Each Senator's office is allotted one parking space for a legislative assistant during the 2026 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).

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 1st – June 30th) per member. All orders over 5,000 will be billed to the member (Not Printed at State Expense).
3. Senate Seal notecards are available for purchase only.
4. Turnaround time is two weeks.

E-Stationery

Electronic stationery is a digital letterhead for **email correspondence only**. 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. **FOR ELECTRONIC USE ONLY AND MAY NOT BE PRINTED.**
2. It must be used for official state business.
3. It may not be used for political purposes.
4. Cannot be used to solicit funds.
5. 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

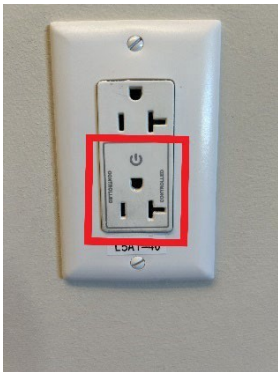
Business Cards

- The Senate will provide up to 5,000 business cards per fiscal year (July 1st – June 30th) 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, Susan Schaar, and Deputy Clerk, Jennifer Welch, must receive a written request from the Senator granting permission to have cards printed. The Senate will provide cards for the benefitted legislative assistant.
- The Senate no longer provides business cards for additional staff. The Senate can provide a business card template that can be printed at the member's expense.

General Assembly Building Offices

Members and Legislative Assistants

- Do not move any office furniture in the offices.
- Do not move any subcommittee room or hallway furniture.
- Signs, artwork, or any type of political/partisan paraphernalia are not to be displayed in the hallways outside of a Senator's office.
- If you have additional equipment for your office, please send an email to jwelch@senate.virginia.gov and mnewby@senate.virginia.gov



- Controlled Outlets – All offices have some power outlets that are controlled by occupancy sensors. These outlets automatically shutdown after 30 minutes of no movement. Do not use these outlets for refrigerators, computers, printers, etc.

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
 - Lorenzo Boyd** – Facilities and Logistics 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.
- All deliveries must go to the loading dock located in the parking deck. The shipping address is 821 E. Broad St., Richmond, VA 23219.
- Stamps may be purchased from the Senate 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-GAB

All copiers mentioned below have copier/print from USB 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 (500E and 600E). 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.
- See Senate Support Services for access to mothers' rooms.

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.
- Each office can request up to 10 reams of paper. Any amount over 10 reams, the office will be billed.

Evacuation of General Assembly Building

1. When the alarm sounds leave the building immediately through nearest stairwell. Take any essential items. 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

<u>QUANTITY (500/BOX)</u>	<u>TOTAL PRICE</u>
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)

<u>QUANTITY (500/Box)</u>	<u>TOTAL PRICE</u>
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

<u>QUANTITY (500/Box)</u>	<u>TOTAL PRICE</u>
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