

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 an intern cannot attend at this time, they are responsible for making arrangements to receive training at an alternate time.
- **LEAD INTERNS must attend an extra training session.** MAKE SURE YOU INDICATE ON YOUR APPLICATION if you want to be considered for this Leadership Position!
- **Interns must be committed to their scheduled times and be prompt.** Interns are responsible for scheduling a substitute if they must miss for any reason. Interns are responsible for alerting the Intern Director of the substitution. We will provide a list of interns who can be available to substitute and **we ask ALL INTERNS to try to make themselves available to sub for others!**
- **Interns must make their own arrangements for transportation to and from the Capitol.**
- **Interns must perform all assigned duties cheerfully and diligently. Intern Duties Include:**

<p>Attending committee meetings and taking notes. Attending floor time and taking notes. Checking volunteers in and out. Assisting new volunteers. Updating bill status. Keeping the Bill Books in order. Preparing agendas. Preparing lobbying packets of information.</p>	<p>Track bills on reading calendars & report progress. Sending messages into the Senate or House. Recording votes. Distributing the Daily Order of Business. Printing or purchasing bills. Making copies. Keeping track of supplies. 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. Nice shoes are required, no tennis shoes. **Boys** must have hair that is short and trimmed. They must wear dress pants with a button-up, collared shirt and a tie. Suits are optional. Shirts must be tucked in at all times. **Girls** must wear modest dresses or blouses with skirts that are knee-length or longer. No pants or pant suits, form fitting clothes, low necklines or midriffs are allowed.
- **Interns are required to participate in “Educate Yourself.”** This program consists of carefully selected materials that teach about a Constitutional Republic, the legislative process, governmental/economic systems, and conservative/constitutional principles. Interns are expected to study on their own when they are not working on intern duties. They will have the opportunity to prove their understanding of the material to earn a required number of points.
- **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 a public or charter school must be in compliance with school district rules.**