

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3597

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

**REVISED: 10/19/00
05/05/08**

SUBJECT: Professional Memberships

It is the policy of VCOE that all Professional Memberships should be organizational memberships if they are to be paid by VCOE funds. Information received from an organizational membership must be made available to all interested employees. Personal, non-professional memberships are the responsibility of the individual and cannot be purchased using VCOE funds. If an organizational membership is unavailable, the membership should be in the Superintendent's name if purchased using VCOE funds.

Exceptions to this requirement such as Professional Association memberships may be made on a case-by-case basis subject to organizational need and departmental budgetary capability, and must be approved by the appropriate Branch Associate Superintendent. Duplication of memberships will not be approved.