

ADMINISTRATION

Professional, Civic and Service Organization Memberships

Administrative staff are encouraged to be members of and participate in professional associations which have as their purposes the upgrading of school administration and the continued improvement of education in general.

Administrative staff are encouraged to be active participants in civic and service organizations in the community. The board of directors believes that the district will benefit from the participation of administrative staff in civic and service organizations in the community because of improved reciprocal understanding and communication between community leaders and district staff. This will lead to increased community support for the schools, school programs that are more responsive to the needs of the community, and opportunities for cooperative support of school and community programs.

Membership fees, travel and meal costs attributable to an employee's participation in the following civic and service organizations will be paid by the district, subject to the restrictions of this and other district policies:

Snohomish Exchange Club
Snohomish Kiwanis Club
Snohomish Rotary Club
Snohomish Lions Club

The district will pay for participation in any given civic and service organization for no more than twenty (20) employees. No district-paid multiple memberships are permitted, unless the superintendent finds, in writing, that specific employees have a difference in perspective that will provide benefit to the district through their participation in the same organization.

District payment of membership fees and related costs for participation in civic and service organizations is limited to staff in the following positions:

Superintendent
Principal
Assistant Principal
Assistant Administrator
Executive Director
Director

The district recognizes that there will be indirect costs attributable to participation in civic and service organizations for employee time. The district encourages full participation in organiza-

tions for which it is paying costs, although no employee may act as an officer or take a leadership role in more than one organization for which the district is paying the membership costs. With prior written approval of the superintendent, the district will pay costs associated with attendance at meetings related to membership in civic and service organizations covered by this policy, including conventions.

The district will pay no more than five hundred (\$500) dollars per club per year for costs related to membership in a civic or service organization covered by this policy.

The superintendent shall approve, in writing, all requests for district-paid memberships in civic and service organizations covered by this policy. By June 1 of each year, the superintendent shall submit a written report to the board of directors, including the staff and organizations for which membership costs have been paid, the number and circumstances of multiple memberships, the costs attributable to related meetings, and the total costs attributable to this policy. Staff may be reimbursed for travel, meal and other appropriate expenditures related to district-paid membership in civic and service organizations pursuant to district policy No. 5341, Reimbursement for Travel Expenses.

Employees for whom the district pays any membership costs in civic and service organizations may not exert influence on other employees to provide financial contributions or other support to the civic or service organization. Neither may they use the civic or service organization as a forum for lobbying in support of or opposition to political or legislative actions, or the promotion of endeavors in which they may have a direct or indirect financial interest or may acquire a personal benefit or gain.

Cross References:	Policy Series No. 0000 Board Policy No. 5341	Strategic Planning Reimbursement for Travel Expenses
Adoption Date:	September 11, 1996	

