



**BULLETIN**

**SUBJECT: MEMBERSHIPS**

**2011-12 NO. 48-10**

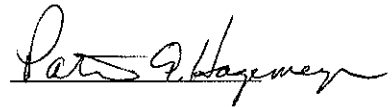
**TO:** All School Sites and Departments

**DATE:** September 1, 2011

**PREPARED BY:** Gerardo Castillo, CPA  
Director, Budget Services

**DEPARTMENT:** Budget Services

**REVIEWED BY:** Patricia A. Hagemeyer  
Chief Business Officer

**APPROVED:** 

Just as a reminder, the district does not pay for personal memberships in an organization unless such payments are negotiated as part of an employment contract. Memberships are considered to be a personal cost and are the responsibility of individuals.

Many organizations offer institutional memberships which benefit the entire district, not just an individual. Institutional memberships are allowable in certain circumstances when such memberships are:

- In the name of Sacramento City Unified School District (not in the name of an individual employee).
- ~~For the district~~ not for an individual thus all employees can benefit from

the membership.

- Limited to one membership within the district (not multiple institutional memberships to the same organization).
- Providing some institutional benefit, such as discounts for all employees participating in workshops or publications available to all interested employees.