



Title:	Professional Organization Dues
Effective Date:	06/01/2011
Last Revision Date:	01/16/2013
Cancellation:	
Office:	Finance (FIN)

Professional Organization Dues

PURPOSE

Professional organizations provide continuous training and improve skills. Northshore Technical Community College (NTCC) benefits from well trained and skilled faculty & staff. NTCC will encourage membership in professional organizations by reimbursing membership dues in such organizations that have been deemed necessary to be employed in the faculty/staff member's position and approved *in advance* by the NTCC Chancellor. An approved listing of membership organizations is provided within this policy.

GENERAL POLICY & PROCEDURE

- 1) The employee should request in advance and in writing to the NTCC Chancellor to request for reimbursement of an NTCC approved organizational membership due(s).
- 2) After receiving approval in writing from the NTCC Chancellor, the employee should provide a) an invoice from the organization, b) a canceled check (bank statement copy) or credit card statement documenting payment for the membership dues, c) a copy of the approval from the NTCC Chancellor, to the finance department before a reimbursement can be issued.

LIMITATIONS

Reimbursements are limited to 2 organizations per calendar year. The maximum reimbursement is \$250 per organization.

APPROVED ORGANIZATIONS

- American Culinary Federation (ACF)
- American Welding Society (AWS)
- Association of Veterinary Technician Educators
- American Library Association



Policy & Procedure No. FIN-015
Northshore Technical Community College

Policy Reference: N/A

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Campus Deans	02/16/2011	06/01/2011
X	Regional Director	02/16/2011	06/01/2011

Distribution: Distributed Electronically via College's Internet and E-mail
 Hard Copy Distribution to NTCC Campus Deans