The purpose of this regulation is to define the conditions under which funds may be used to support membership in professional associations.

I. Scope:

A. This regulation applies to all sources of funds including Appropriated Funds, Student Activity Funds and Grants.

B. This regulation applies to all employees of Prince William County Public Schools, whether permanent or temporary.

II. Discussion:

The participation of employees in professional associations is one component of an effective staff development program. Employees have the opportunity to network with colleagues, gain access to reference materials in their field, learn about issues, problems and developing trends in their fields, and have an opportunity to present materials to their colleagues. Prince William County Public Schools benefits from the exchange and return of knowledge, professional growth of employees and an enhanced reputation for participating in such forums.

Funding for participation in professional associations is authorized as follows:

A. Prince William County Public Schools, in order to encourage professional development, partially funds the cost of membership in professional associations as a benefit for each administrator. This benefit is funded in each budget and adjusted for inflation annually. The amount of the benefit will be published annually in the Budgeting Manual.

1. The benefit for administrators is intended to support membership in a professional association such as: American Association of School Administrators, National Association of Elementary Principals, National Association of Secondary School Principals, Association of School Business Officials International, American Association of School Personnel Administrators, Administrative Services for Curriculum Development, other associations as approved by the respective budget holder, and local and state sub-organizations of the above associations.
2. In the event membership dues are less than the annual budget amount, the administrator may utilize the remaining balance to offset conference expenses associated with those memberships.

B. The principals/central department heads are encouraged to obtain memberships in name of the school/school division rather than individual staff members. When available, this allows several staff members to gain the benefits of participating in a professional association while minimizing the cost.

C. The principal/central department head may pay for other professional memberships for individual staff members with the prior approval of their respective Associate Superintendent.

III. Responsibilities:

   A. The Director of Finance is responsible for updating the annual allocation for maintaining this regulation.

   B. The principals/central department heads are responsible for insuring compliance with this regulation.