

Fullerton College Memberships

The College President may approve memberships that are less than \$1,000. Memberships over \$1,000 must go to the Board of Trustees for approval each year.

A request for approval of a new membership over \$1,000 requires that a board agenda item be prepared and submitted to the Board of Trustees. A request for approval of a new membership under \$1,000 requires that a memorandum explaining the membership request be forwarded to the College President. A completed Membership Rationale form should accompany the request. The Membership Rationale form may be found on the campus server:

J:drive/Forms and Procedures/Memberships

Memberships for each academic year are approved at a June Board of Trustees meeting of the previous academic year. A complete list of the memberships approved is available on the campus server for your information and reference. You may access this list at the following location:

J:drive/Forms and Procedures/Memberships

When processing RQs for payment, please check this list and reference the Board Meeting when the memberships were approved as the approval date.