



Individual Membership Request Form

Name: _____ Date of Request: _____

School/Unit Budget #: _____

School/Unit Name: _____

Amount of Membership: _____

University Policy 3341-6-51: [Individual Membership Policy](#)

The policy states that university funds may not be used for individual memberships except under limited circumstances. University funds may be used for individual memberships for professional organizations that meet (or more) of the following criteria (please check as applicable):

- 1. The membership is a necessary condition of an individual being able to perform a university job as reflected in the employee's job description.
- 2. The membership advances a university program or purpose such as the membership is necessary to carry out university research.
- 3. The membership is included in a conference registration fee allowing for a reduced rate to attend the conference and the savings over the non-member registration fee is greater than the cost of the individual membership in the organization.

If 1 or 2 are checked, provide a brief explanation:

Faculty Signature: _____

Date: _____

Director Approval: _____

Date: _____

Dean Approval: _____

Date: _____