

## **SERVICE CLUB ACTIVITIES POLICY**

### **Amending Admin Policy 2001-01**

The goal of "Together, A Better Community" can best be achieved by City officials and employees working together as an organization, providing services which can be most appropriately provided by local government. The City recognizes that it is important that elected officials and full-time City employees are involved in clubs and organizations in the community. To encourage participation in civic or service clubs and organizations in Dinuba, the City has established the following guidelines:

1. Elected officials and full-time employees wishing to join a civic or service club that is based in Dinuba and which has a majority of its membership living in Dinuba can be considered for membership reimbursement. The employee will be required to submit a membership application which must be approved by the department head and the City Manager. The Mayor will authorize approval for elected officials.
2. The City will reimburse each elected official/employee 100% for membership dues. Civic or service club examples are: Dinuba Woman's Club, Dinuba Lions Club, Dinuba Rotary Club and Dinuba Kiwanis club. It shall be the responsibility of the elected official/employee to provide an invoice to the City for reimbursement.
3. The City will reimburse each elected official/employee for the actual cost of meals. The per diem rate as set forth in the travel policy (breakfast \$8.00; lunch \$12.00 and dinner \$25.00) will be the maximum amount allowed for each meal. A City employee must have department head approval prior to being reimbursed for the meal. Additionally, if an employee is invited to present a city-related program, he/she shall be fully reimbursed.
4. All fines, auctions and special promotions will not be reimbursed by the City. It will be the elected official's/employee's responsibility to pay these expenses.
5. Employees who wish to participate in club activities that occur during regular City work hours will need to receive approval in advance from their department head.