



## OUTSIDE ACTIVITY APPROVAL FORM

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*For Policy makers, heads of State Agencies and Statewide Elected Officials*

### INSTRUCTIONS FOR FILING A REQUEST

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Capitalized terms used on the approval form are defined in the regulations governing outside activities (19 NYCRR Part 932) and are set forth in the definition key below.

Before submitting this form, make sure to discuss your outside activity with your Approving Authority to ensure that it does not violate Public Officers Law § 74 and any applicable provisions of Public Officers Law § 73.

1. This form **MUST** be completed in its entirety, including: (i) your signature; and (ii) the signature of your Approving Authority.
2. The following additional information **MUST** be included as a separate attachment to this form and can either be supplied by you or, if appropriate, be contained in a memorandum from your Approving Authority: (i) a description of your State job responsibilities; and (ii) a detailed description of your outside activity, including the type of work to be performed, as well as the following:
  - (a) The number of hours of work per week, as well as the times and days when the work will be performed;
  - (b) Whether the outside activity involves a person or entity that does business with, seeks to do business with, has recently done business with, applied for or receives funds from, or is regulated by, your agency or any other State agency;
  - (c) An explanation as to why the outside activity does not present a conflict with your State job responsibilities.
3. E-mail the completed Approval Form, including all attachments, as one PDF file to et. In the subject line of the e-mail, write **“Outside Activity Approval Request.”**

★ **REMINDER:** UNDER PUBLIC OFFICERS LAW § 73-a, MOST OUTSIDE ACTIVITIES THAT GENERATE MORE THAN \$1,000 ANNUALLY MUST BE REPORTED ON YOUR ANNUAL FINANCIAL DISCLOSURE STATEMENT.

### DEFINITION KEY

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**Approving Authority:** for a Policy Maker, shall mean (i) the head of a State Agency employing such Policy Maker; (ii) the appropriate designee of the head of such State Agency; (iii) the individual or body that has the authority to appoint such Policy Maker to a position; or (iv) the appropriate designee of such individual or body.

**Compensation:** shall mean the financial consideration received in exchange for services rendered, e.g., wages, salaries, benefits, professional fees, royalties, bonuses, or commissions on sales. Compensation shall also include income

received from any business venture, whether or not incorporated, that is owned or controlled by an individual who is subject to this Part. Notwithstanding the foregoing, income received from transactions involving such individual's own securities, personal property, or real estate is not included in the term Compensation.

**Policy Maker:** shall mean an officer, employee, director, commissioner, or member of a State Agency (other than a multi-state authority) who has been determined to hold a policy-making position pursuant to Public Officers Law § 73-a(1)(c).

**State Agency:** shall mean any State department, or division, board, commission, or bureau of any State department, any public benefit corporation, public authority, or commission at least one of whose members is appointed by the Governor. State Agency shall also include the State University of New York or the City University of New York, including all their constituent units except (1) community colleges of the State University of New York and (2) the independent institutions operating statutory or contract colleges on behalf of the State.

**Statewide Elected Official:** shall mean the Governor, Lieutenant Governor, Attorney General, or Comptroller of the State of New York.



## OUTSIDE ACTIVITY APPROVAL FORM

*For Policy makers, heads of State Agencies and Statewide Elected Officials*

<b>Name (Last, First)</b>	
<b>State Agency</b>	
<b>State Agency Address</b>	
<b>Work Phone</b>	
<b>Work E-mail</b>	

**1. THIS IS A REQUEST FOR APPROVAL OF THE FOLLOWING: (check all that apply)**

A job, employment (including public employment), or business venture that generates, or is expected to generate, more than \$5,000 in Compensation annually.

Holding an elected or appointed public office, whether or not you receive Compensation.

Serving as a director or officer of a for-profit entity, whether or not you receive Compensation.

Serving as a director or officer of a not-for-profit entity from which you receive, or expect to receive, more than \$5,000 in Compensation annually.

<b>Outside Activity Title</b>		
<b>Name of Entity/Employer</b>		
<b>Signature of Requesting Employee</b>		<b>Date</b>

**2. APPROVING AUTHORITY CONSENT:** (The Approving Authority's signature is not required for Statewide Elected Officials and heads of State Agencies. Such persons should, however, consult with their ethics officer prior to submitting this form to the Commission on Ethics and Lobbying in Government.)

I give my consent to the above-stated outside activity, having determined that this request is appropriate, considering the Public Officers Law; the Commission on Ethics and Lobbying in Government (and predecessor agency) Advisory Opinions; this agency's applicable policies, procedures, or regulations governing employee conduct; and other factors.

<b>Signature of Approving Authority</b>	
<b>Name (print)</b>	
<b>Title</b>	
<b>E-mail Address</b>	
<b>Phone</b>	

★ This form is not considered complete until all necessary attachments described on the previous page are included and e-mailed as one PDF file to [guidance@ethics.ny.gov](mailto:guidance@ethics.ny.gov).