

WIDELY ATTENDED GATHERING REQUEST FORM

Invitee's Name:

Invitee's Position:

Invitee's Phone:

Invitee's E-mail:

Invitee's Department:

Admin POC Name:

EVENT INFORMATION

Name of Event:

Sponsor(s) or Organizer(s) of Event:

Date of Event:

Location of Event:

Nature and Purpose of Event:

Approx. Number of Attendees:

Identify General Sources of Attendees: (check all that apply)

Federal Executive Branch

State/Local Government

DoD

Academia

Non-DoD

Industry

Federal Legislative Branch

Other (describe)

Is an entity other than the event sponsor paying the cost for the invitee?

No

Yes Identify Entity

Does the invitation include an unsolicited offer for the employee to bring a guest?

No

Yes How many?

Will other attendees also be accompanied by a guest? No Yes

Does the person / organization extending the invitation have any matter(s) (collaborations with or otherwise doing business with USU or DoD) pending before

USU or DoD and, if so, is the invitee involved in these matters? No Yes

Is any portion of travel costs being covered or offered as part of offer? No Yes

If yes, please list the travel items being covered and their value (estimate cost if necessary) in \$ values:

Estimated cost per person of food, refreshments and entertainment. \$

If different from value listed above, list cost of admission fee. \$

In addition to free attendance, are other gifts offered (e.g., free parking, memento, etc.).

No

Yes List & Estimate Cost

Is the sponsoring or inviting organization tax-exempt under 501(c)(3)? No Yes

*****Please include copy of invitation with request.***

To the best of my knowledge, **accepting the offer of attendance does not present a conflict of interest**, i.e., a reasonable person with knowledge of all of the facts would not question the integrity of USU programs or operations.

This request is made with full knowledge of applicable USU policies regarding travel, local travel, and gift acceptance. I understand that before I accept the offered free attendance and other expenses related to attendance that I must first be approved by my supervisor and an Ethics Official.

By signing this request, I confirm that all the information I have provided is true and accurate to the best of my knowledge.

Requester Name

Signature

Date

SAMPLE AUTHORIZATION FORM

This form must be completed by the first supervisor in the employee's chain of command who is either: (a) a commissioned military officer or (b) a civilian (not a contractor) above the grade of GS-11.

MEMORANDUM FOR RECORD

SUBJECT: Written Authorization to Accept Free Attendance at a Widely Attended Gathering

has been invited by

to attend

on _____ in _____ at no charge.

is a Federal employee assigned as

in the _____ Dept. The offer of free attendance does _____ doesn't

include an invitation for the employee to bring a guest. The event will be attended by approximately

_____ people from (check all that apply) government _____, industry _____, academia _____,

other (name all that apply) _____.

The attendees represent a diversity of views or interests. There will be an opportunity for the USU employee to exchange ideas and views with other attendees. As a result, I find that the event is a widely attended gathering; the employee's attendance is in the agency's interest because attendance will further agency programs or operations; and the agency's interest in the employee's attendance outweighs the concern that the employee may be, or may appear to be, improperly influenced in the performance of official duties.

I have considered the importance of the event to the agency, the nature and sensitivity of any pending matter affecting the interests of above-referenced non-Federal source and the significance of the employee's role in any such matter. I have also considered the purpose of the event, the identity of other expected participants, the value of the gift of free attendance, whether acceptance would reasonably create the appearance that the non-Federal source is receiving preferential treatment, and whether persons with views or interests that differ

from those of the non-Federal source have been, or would be, provided similar access to Government employees.

Acceptance of this offer of free attendance is approved, subject to review and concurrence by the University's ethics official. This memorandum must be coordinated with the Office of General Counsel prior to acceptance.

SUPERVISOR NAME

SIGNATURE

DATE

ETHICS OFFICIAL NAME

SIGNATURE

DATE

Copy to:

***** Employee's should retain a copy of this memo for six years.***