

## Outside Activity Notification/Approval Form for Policy Makers Serving as a Director or Officer of a Not-For-Profit Entity

Employee Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_

In accordance with 932.5 (of Title 19NYCRR, “Outside Activities Restrictions and Approvals”) regulations issued on July 22, 2015, serving as a Director or Officer of a Not-for-Profit Entity requires notification or approval by the Approving Authority (campus Ethics Officer) depending upon level of compensation:

Compensation Amount	Requirements (in writing prior to commencing service)
\$0 to \$999/year	Notification to Approving Authority
\$1,000 to \$5,000/year	Approving Authority must approve
More than \$5,000/year	Approving Authority <i>and</i> the Commission must approve (use JCOPE form)

**I. To be completed by employee:**

a. Purpose (check appropriate box):

<input type="checkbox"/>	1. Notification to serve as a Director or Officer of a not-for-profit entity with expected compensation to be less than \$1,000 annually
<input type="checkbox"/>	2. Approval to serve as a Director or Officer of a not-for-profit entity with expected compensation to be between \$1,000 and \$5,000 annually

b. Nature of activity:

Outside Activity Title	
Name of Entity	

\_\_\_\_\_  
 (Signature of Requesting Employee)

\_\_\_\_\_  
 (Date)

**II. To be completed by Approving Authority (Campus Ethics Officer):**

\_\_\_\_\_ Notification acknowledged (compensation less than \$1,000/year)

\_\_\_\_\_ Approval granted (compensation \$1,000 to \$5,000/year)

\_\_\_\_\_  
 (Signature of Approving Authority – Ethics Officer)

\_\_\_\_\_  
 (Date)