

Last Name	
First Name	
Title/Position	

College	
Dept/Unit	
Supervisor	

**Disclosure of Non-University Activities and Request for Prior Approval**

*If you answer "yes to any of the questions below, please list and explain the activity.*

1. Do you have a non-university income producing activity?  yes  no

Type of activity: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Type of activity: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Hours per week: \_\_\_\_\_

2. Do you or a family member(s)<sup>1</sup> have a financial or ownership interest<sup>2</sup> in an outside entity or organization?

Name of entity: \_\_\_\_\_

yes  no

Name of entity: \_\_\_\_\_

3. Do you have a family member(s)<sup>1</sup> who works for a company that does business with the University?

Name of entity: \_\_\_\_\_

Relationship:  yes  no

Name of entity: \_\_\_\_\_

Relationship: \_\_\_\_\_

4. Do you have any other non-university relationships, commitments, or activities that may present a conflict of commitment or interest with your University responsibilities?

yes  no

Please explain:

I affirm that I have read Section 16.01 the University's *Policy and Rules for Civil Service Staff* regarding conflict of interest and the above information is true to the best of my knowledge. If significant changes in activities occur during the year, this form must be updated.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Reviewed By:**

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Unit Head Signature

<sup>1</sup> For the purpose of this Rule, "family" includes an individual's spouse, ancestors, and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing.

<sup>2</sup> This does not include income from passive investments such as interest or dividends from banks, mutual funds, or stocks and bonds.