

GENESEO

OUTSIDE ACTIVITY APPROVAL FORM

(FOR CAMPUS POLICY MAKER REQUESTS)

Instructions for Filing a Request

In accordance with Title 19 NYCRR Part 932- Outside Activity Requests and Approval Procedures, a Policy Maker who serves the State on other than an unpaid or per diem basis, shall obtain written approval from the Campus Ethics Officer prior to engaging in the activities. Prior, written approval must be obtained by Policy Makers on this form for:

A job, employment (including public employment), or business venture that generates, or is expected to generate, between \$1,000 and \$5,000 in compensation annually.

The Campus Ethics Officer shall make its determination based on its interpretation of whether the proposed outside activity is in accordance with the applicable provisions of the Public Officers Law, Commission Advisory Opinions, pertinent State Agency policies, procedures, or regulations governing employee conduct, and such other factors as deemed appropriate. This form must be completed in its entirety, signed by the requestor, and authorized by the Campus Ethics Officer. Policy makers may not engage in the outside activity until such time as the form is approved.

Submit the Outside Activity Approval Form to the Campus Ethics Officer, Human Resources & Payroll Services Department by email (briggsja@geneseo.edu) or intercampus mail (318 Doty Hall).

Section I. INFORMATION ABOUT REQUESTOR

Name (First, Last):	Budget Title:
Campus Address:	Campus Title:
Campus Phone:	Campus Email:

Section II. INFORMATION ABOUT OUTSIDE ACTIVITY

This is a request for approval for the following outside activity that is expected to generate between \$1,000 and \$5,000 in compensation annually.

A. Provide a brief description of your duties and responsibilities at SUNY Geneseo:

B. Provide a detailed description of the outside activity, including the type of work to be performed, number of estimated hours per week and days/times of the week you will engage in the outside activity:

C. Does the outside activity involve an entity or a person that does business with, seeks to do business with, or has recently done business with, applied for or received funds from, or is regulated by SUNY Geneseo or any other State agency:

Yes

No

D. Provide an explanation as to why you believe the outside activity does not present a conflict with your NYS job responsibilities:

Certification:

I understand if this request is approved, subsequent approval is not required unless there is a material change to either my State responsibilities or the Outside Activity.

Signature of the Requesting Employee:	
Date:	

Section III: APPROVING AUTHORITY

I give my consent to the above-stated outside activity, having determined that this request is appropriate, considering the Public Officers Law; JCOPE Advisory Opinions; College policies; and other factors.

Name:	
Title:	
Email Address:	
Signature of Approving Authority:	
Date	

Please print and send to Human Resources once signed at:

**318 Doty Hall
1 College Circle
Geneseo, NY 14454**