NEW YORK STATE
JOINT COMMISSION ON PUBLIC ETHICS
540 BROADWAY PLAZA
ALBANY, NEW YORK 12207
JCOPE.NY.GOV

OUTSIDE ACTIVITY REPORT

NAME (Last, First, M.I.) **TITLE**

STATE AGENCY

REGULAR WORK SCHEDULE
FROM: ☐ a.m. ☐ p.m.
TO: ☐ a.m. ☐ p.m.

REGULARLY SCHEDULED WORK DAYS
☐ MON - FRI ☐ OTHER

STATE AGENCY ADDRESS

HOME ADDRESS

***YOU MUST ATTACH A COPY OF YOUR STATE JOB DUTIES AND A DESCRIPTION OF YOUR OUTSIDE ACTIVITY.**

1. **All correspondence should be sent to my** ☐ **STATE AGENCY ADDRESS** ☐ **HOME ADDRESS**
2. **This is a request for approval of:**

☐ holding an elected or appointed public office; e.g., mayor or uncompensated Town Board member.

☐ holding public employment from which I would receive more than $4,000 annual compensation or the per diem amount provided to such position.
Position:

☐ private employment, engaging in a profession or business or other outside activity from which more than $4,000 annual compensation would be received.
Position and employer:
Specify hours per week:
Days and hours during which you will be engaged in the outside activity:
Does your private employment, profession or outside activity conduct any business with your employing state agency or any other state agency? ☐ **YES** ☐ **NO**

☐ my serving as a director or officer of a profit-making corporation or institution.
Name of corporation/institution:
Specify hours per week:
Days and hours during which you will be engaged in the outside activity:
Does the corporation/institution conduct any business with your employing state agency or any other state agency? ☐ **YES** ☐ **NO**

SIGNATURE **DATE**

APPOINTING AUTHORITY CONSENT ***(MUST be completed by appointing authority):***
I give my consent to the above-stated outside activity, having determined that this request is appropriate, considering Sections 73 and 74 of the Public Officers Law; this agency's applicable policies, procedures or rules and regulations governing employee conduct; and other factors such as (specify factors, if appropriate):

AUTHORIZED SIGNATURE **DATE**
TITLE