

**APPROVAL FORM FOR INVITATIONS TO A WIDELY-ATTENDED GATHERINGS  
TO BE ISSUED BY THE SUPERVISOR OF THE INVITED EMPLOYEE**

Invited Employee: \_\_\_\_\_

Event: \_\_\_\_\_

Host of Event: \_\_\_\_\_

Issuer of Invitation (if not the host): \_\_\_\_\_

Purpose for Employee Attending: \_\_\_\_\_

Applicable Law: A Department ethics official has determined that this event is a "widely-attended gathering" as that term is used in ethics regulations regarding personal gifts to employees and that, for invitations to political appointees, the invitation is not from a lobbyist or lobbying organization that is not a 501(c)(3) organization or media company. The next step is for the employee to obtain approval from the employee's supervisor based on a determination that: "the agency's interest in the employee's participation in the event outweighs the concern that acceptance of the gift of free attendance may or may appear to improperly influence the employee in the performance of his or her official duties." Close scrutiny is particularly required for events that may be perceived as elaborate or predominantly social in nature.

Certification of Agency Interest and Determination by Employee's Supervisor: In deciding whether approval is warranted, I, as the employee's supervisor, have determined that each of the following is true:

- an important agency interest is served by an employee's attendance at the event;
  - this particular employee's attendance serves an agency interest in light of the employee's position and duties;
  - other employees from the same office will not be attending or, even if other employees are attending, this employee's attendance is necessary for the agency;
  - the event is not lavish or otherwise of a nature to create an appearance of undue benefit to the employee or impropriety based on the nature of the event;
  - persons attending from outside the U.S. Government are persons with whom the employee may have a useful exchange of ideas relating to the agency activities; and
  - the persons attending from outside the U.S. Government will be in sufficient numbers to permit an opportunity for the employee to meet and have an exchange of ideas.
- I Approve the Employee's Acceptance of the Invitation Because the Agency's Interest Outweighs Any Appearance of Improper Influence on the Employee**
- employee is required to take annual leave (or leave without pay)
  - employee is granted an excused absence or authorized to attend without use of leave
  - event takes place outside duty hours so leave or excused absence is not required
- I Disapprove the Employee's Acceptance of the Invitation**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_