For use by a Presidential Appointee who is Senate-confirmed (PAS) who engages in a political activity; submit to the Ethics Law and Programs Division at least one week before the event.

NAME, PHONE NUMBER, AND EMAIL OF PERSON WHO FILLED OUT THIS FORM:
________________________________________________________________________
1. Name and title of participating PAS: ______________________________________
   _______________________________________________________________________
2. Description of the event: _________________________________________________
   _______________________________________________________________________
3. Date: __________ Time: ________ Place: ________________________________
4. Person(s) hosting the event: _____________________________________________
   Is any host a registered lobbyist, registered foreign agent, or Federal political action committee?  Yes □  No □
5. Candidate: _____________________________________________________________
6. Will the PAS be giving a speech or talk or have a similar role at the event?  Yes □  No □
7. If not speaking, will the PAS be introduced or recognized?  Yes □  No □
8. How long will the PAS be at the event? ________________________________
9. Will most attendees be individuals with interests before Commerce?  Yes □  No □
10. How were the invitees selected? _________________________________________
11. Number of persons likely to attend: ____________________________
   - If 20 or fewer people are attending, provide the name and occupation affiliation for each person on a separate sheet and indicate whether if there is any Commerce connection.
   - If "Yes" attach a copy of all such literature (including a website page).
   - If travel is involved, will entire trip be paid for by candidate/campaign?  Yes □  No □
   - If "No" and the trip involves both official events and campaign events, attach a line-by-line itinerary so that an allocation of costs can be determined based on time spent at official and at political events—the campaign must pay a proportionate share of costs in such case.
   - For a Presidential election, a check to the U.S. Treasury must be collected covering costs that would have been incurred if there had been no official events during the trip.

Prepared by the Ethics Law and Programs Division, Office of the General Counsel, United States Department of Commerce – 202-482-5384 – ethicsdivision@doc.gov
January 2, 2019