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: ___________