# DISCLOSURE BY PUBLIC EMPLOYEE OF AN HONORARIUM

# RELATED TO A LEGITIMATE SPEAKING ENGAGEMENT

# AS REQUIRED BY 930 CMR 5.08(4)(c)

|  |  |
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|  | **PUBLIC EMPLOYEE INFORMATION** |
| Your Name |  |
| Public Title/ Position |  |
| Agency |  |
| Agency Address: |  |
| Office Phone |  |
| Office E-mail |  |
|  | **I am disclosing that I have been invited to participate in a legitimate speaking engagement and will accept an honorarium.** |
|  | **LEGITIMATE SPEAKING ENGAGEMENT** |
| **Write an X to confirm each statement.**  **If you cannot check off each statement, you cannot use this exemption.** | PLEASE CONFIRM THAT YOU MEET EACH REQUIREMENT BY WRITING AN X NEXT TO IT. The speaking engagement is a “legitimate speaking engagement” because it:  \_\_\_ Is formally scheduled on the agenda of a meeting, conference or event;  \_\_\_ Is scheduled in advance of my arrival at the meeting, conference or event;  \_\_\_ Is before an organization that normally would have outside speakers or panelists address its members at such meeting, conference or event;  \_\_\_ Significantly contributes to the meeting, conference or event. |
| Identify the meeting, conference or event where you are speaking or attach a written description |  |
|  | **HONORARIUM** |
| Identify the person or organization that is paying the honorarium |  |
| Address of person or organization. |  |
| Please identify the sponsor of the event (if different) |  |
| Address of the sponsor (if different) |  |
| Amount of the honorarium |  |
| **Write an X to confirm each statement.**  **If you cannot check off each statement, you may not accept the honorarium.** | PLEASE CONFIRM THAT YOU MEET EACH REQUIREMENT BY WRITING AN X NEXT TO IT.I certify that: \_\_\_ Offering an honorarium is customary to the practice of the entity awarding it.  \_\_\_ The honorarium is being offered voluntarily, and I did not solicit it.  \_\_\_ Delivering the speech is not part of my official duties as a public employee;  \_\_\_ I did not use resources associated with my public position in preparing the speech;  \_\_\_ I did not use public time to prepare or deliver the speech; and  \_\_\_ I have not had dealings with the sponsor of the event or the person or organization giving me the honorarium in the course of my official duties as a public employee, and do not reasonably expect to have such dealings. |
| Employee signature |  |
| Date |  |

**Attach additional pages if necessary.**

**Elected state or county employees** - **file with the** **State Ethics Commission**.

**Members of the General Court -**

**file with the Senate or House Clerk or the State Ethics Commission**.

**Elected municipal employee** **- file with the city or town clerk**.

**Elected regional school committee member** –

**file with the clerk or secretary of the committee**.

**Judges and other judicial branch employees --**

**file with the Chief Justice of your court or his or her designee.**

**Appointed or non-elected state, county or municipal employees –**

**file with your appointing authority.**

**Form revised April 2015**