

INSTRUCTIONS FOR DISCLOSURE AS REQUIRED BY 930 CMR 5.08(6)

RECEIPT OF AWARD FOR MERITORIOUS PUBLIC SERVICE OR LIFETIME ACHIEVEMENT

WHEN TO USE THIS DISCLOSURE FORM

You are a **state, county or municipal employee**. You have accepted **an award for meritorious public service or lifetime achievement** based in whole or in part on work you have done as a public employee. The award is part of a **program that makes such awards on a regular basis** pursuant to established standards developed by the awarding entity.

You also may have accepted a related monetary award or stipend. At the time, a condition for accepting the monetary award or stipend was that you **did not have, and reasonably did not expect to have, dealings in your official duties** with either the awarding entity or any sponsors of the award.

In addition, in accordance with the criteria and policies of the degree or award program, you may have accepted:

- **related reasonable travel expenses** given to you and guests accompanying you; and
- any **display item** related to the degree or award (such as a trophy, plaque, bowl, desk ornament or certificate)

DISCLOSURE UNDER § 23(b)(3)

Under G.L. c. 268A, § 23(b)(3), the question is whether a reasonable person, with knowledge of all the relevant circumstances, would conclude that a person could unduly enjoy your favor or improperly influence you in the performance of your official duties, or that you are likely to act or fail to act as a result of kinship or the rank, position or undue influence of some party or person.

You are required to file a disclosure under § 23(b)(3) if a particular matter involving the awarding entity or any sponsor of the award comes before you **within the six months after** you accepted the gift. File the disclosure **when you receive notice that the matter is coming before you, and prior to taking any action with regard to the matter**.

FILING THE DISCLOSURE

Complete the **disclosure** form below.

If you are a **non-elected** public employee, file the disclosure with your **appointing authority**.

If you are an **elected** public employee, file the disclosure in a public manner as instructed at the end of the disclosure form.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.