



U.S. SENATE SELECT COMMITTEE ON ETHICS

Notification of Outside Business or Professional Activity or Employment

Required by Senate Rule 37.3

File this statement with your supervising Senator or Officer

This form may be used by any Senate individual subject to the Code of Official Conduct including Senate officers, employees, detailees, fellows, and employees hired on a per diem basis who have not received a Committee waiver.

FOR FILING WITH SENATE SUPERVISOR

Name		Senate Office, Committee, or Subcommittee	
Senate Title or Position		Name and Office of Supervisor (as defined by Senate Rule 37)	
PERSONAL SERVICE, ACTIVITY, OR EMPLOYMENT			
List all corporations, companies, firms, or other outside business or professional enterprises, partnerships, or other organizations for which you provide any business or professional service or by which you are employed for compensation.			
Name of Organization	Address of Organization	Description of Activity	Position Held

I certify that the statements I have made are true, complete, and correct to the best of my knowledge and belief and that the activity or employment is not inconsistent or in conflict with the conscientious performance of my official duties.

Signature

Date

Please see reverse side



U.S. SENATE SELECT COMMITTEE ON ETHICS

NOTIFICATION OF OUTSIDE BUSINESS OR PROFESSIONAL ACTIVITY OR EMPLOYMENT REQUIRED BY SENATE RULE 37.3

This form is provided by the Select Committee on Ethics of the U.S. Senate for the convenience of persons who are required to file a statement of outside personal service activity or employment in accordance with Rule 37 of the Standing Rules of the Senate. Use of this form is recommended but not mandatory.

If you perform any personal service for any business or professional activity or employment for compensation, in addition to your Senate office or employment, you must submit a statement at the following times:

- (a) When your outside activity or employment starts; and
- (b) on May 15 of each year thereafter so long as such activities or employment continues.

Submit the completed statement to your supervisor as designated by Rule 37 as follows:

- (a) a Senator or the Vice President is the supervisor of his administrative, committee, clerical, or other assistants;
- (b) a Senator who is the chairman of a committee is the supervisor of the professional, clerical or other assistants to the committee, except that minority assistants are under the supervision of the ranking minority Senator on the committee;

(c) a Senator who is chairman of a subcommittee which has its own staff and financial authorization is the supervisor of the professional, clerical, or other assistants to the subcommittee, except that minority assistants are under the supervision of the ranking minority Senator on the subcommittee;

(d) the President pro tempore is the supervisor of the Secretary of the Senate, Sergeant at Arms and Doorkeeper, the Chaplain, and the employees of the Office of the Legislative Counsel;

(e) the Secretary of the Senate is the supervisor of the employees of his office;

(f) the Sergeant at Arms and Doorkeeper is the supervisor of the employees of his office;

(g) the Majority and Minority Leaders and the Majority and Minority Whips are the supervisors of the research, clerical, or other assistants assigned to their respective offices;

(h) the Majority Leader is the supervisor of the Secretary for the Majority;

(i) the Secretary for the Majority is the supervisor of the employees of his office;

(j) the Minority Leader is the supervisor of the Secretary for the Minority; and

(k) the Secretary for the Minority is the supervisor of the employees of his office.

Senate Rule 37.2 states: "No Member, officer, or employee shall engage in any outside business or professional activity or employment for compensation which is inconsistent or in conflict with the conscientious performance of official duties."

Senate Rule 37.3 states: "No officer or employee shall engage in any outside business or professional activity or employment for compensation unless he has reported in writing when such activity or employment commences, and on May 15 of each year thereafter so long as such activity or employment continues, the nature of such activity or employment to his supervisor. The supervisor shall then, in the discharge of his duties, take such action as he considers necessary for the avoidance of conflict of interest or interference with duties to the Senate."