**Part I - To be Completed by Employee**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part II - To be completed by the Employee’s Supervisor/Director/Department Head:**

I have reviewed the information provided in the attached Reportable Outside

Activities Form and I recommend approval as follows:

\_\_\_\_\_\_\_I recommend approval of all disclosed outside activities.

\_\_\_\_\_\_\_I recommend approval of the following activities:

\_\_\_\_\_\_\_I do not recommend approval of the following activities:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Director/Department Head Signature & Date