



# Office of the Ethics Commissioner of Alberta



## Gift Acceptance Request Form

Version Control: July 6, 2016

*Please send completed form and required backup documentation  
in one email to [info@ethicscommissioner.ab.ca](mailto:info@ethicscommissioner.ab.ca)*

1. Today's date:

2. Date(s) of event (if applicable):

3. Name of event (if applicable):

4. Name of person and organization offering the gift:

5. Name of person(s) being offered the gift (name of MLA and /or any other possible persons accepting, i.e. spouse, staffer)

6. If this is an event, will the person or organization offering the gift or ticket be in attendance as well?\*

Yes

No

7. What is the total (actual, or approximate) cost of the item / event (*\*required*).

8. Has the Member accepted any other gifts / tickets from the organization within this reporting year?\*

If yes, provide details of what has been accepted thus far this year, including costs.

9. What is the relationship between the person or organization offering the gift and the person requesting permission to accept the gift?

10. Other relevant information or comments (i.e. why are they offering the gift?)

*\*Please include a copy of the actual email or invitation from the person offering the gift along with this form*

*\*\*Reporting year refers to the time period the Member reports in to us (either December or March. Please contact us if you are unsure)*

*While rush requests are processed as quickly as possible, we do prefer as much notice as possible in case we have questions or need more information.*