



Office of the Ethics Commissioner of Alberta

Gift Acceptance Request Form

April 2017



**Please send completed form along with supporting backup documentation
in one email to 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 offering the gift:

5. Name of company offering the gift:

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

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

Yes

No

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

(if more than 1 ticket, indicate number of tickets x price each ticket = \$XX)

9. 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. **(*required)**

10. What is the relationship between the Member and the person or organization offering the gift? **(*required)**

11. Why is the gift being offered? **(*required)**

12. Other relevant information or comments:

** 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.

*A guide to gifts and non-commercial air travel can be located:
<http://www.ethicscommissioner.ab.ca/media/1740/gift-acceptance.pdf>*