



# Office of the Ethics Commissioner of Alberta

## Gift Acceptance Request Form

September 2020



**Please send completed form along with supporting 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. What is the gift?
4. Name of person and company offering the gift (*\*required*):
5. Name(s) of person(s) being offered the gift (name of MLA and/or any other possible persons accepting, i.e. spouse, staffer) (*\*required*)
6. If 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*)  
(if more than 1 ticket, indicate number of tickets x price each ticket = \$XX)
8. How did you ascertain the value? (*\*required*)
9. Has the Member been OFFERED any other gifts / tickets from the organization within this reporting year?  
\*\* If yes, provide details of what has been OFFERED thus far this year, including costs. (*\*required*)
10. 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*)
11. What is the relationship between the Member and the person or organization offering the gift? (*\*required*)
12. Why is the gift being offered? (*\*required*)
13. 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 in one email*

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