

CFC Event Registration

Complete the checklist below. Provide an explanation for unchecked items.

- All cash proceeds from sales of items or services will go to the CFC General Fund. [If participants are to be provided the opportunity to designate specific charities, such designations shall only be accomplished through pledge cards.]
- No for-profit organizations (i.e., Tupperware, Avon, Mary Kay, etc.) will be involved in the event. Items will either be donated by USDA employees or purchased for sale.
- No employee or other individual will sell items with a percentage of the sale donated to CFC. For example, no employee will sell crafts, and in turn, donate a percentage of the sale to CFC.
- No fees will be charged to enter events.
- If the event is to include raffle prizes, they are modest in value and nature, and no prize exceeds \$100.
- No portion of this event is to be conducted off government-owned or -leased property.

Title and Description of Event:

The above responses are correct and complete to the best of my knowledge.

Event Coordinator's Signature

Date

Print Event Coordinator's Name

Office Telephone Number

Once completed, please mail this form to:

**USDA Office of Ethics - Science Ethics Branch
5601 Sunnyside Avenue, Rm. 2-2284
Beltsville, MD 20705-5620**

CFC Event Registration
USDA Office of Ethics

Requesting Agency/Branch/Location: _____

Title of Event: _____

Date: _____ Time of Event: _____

CFC Event Approval

The USDA Office of Ethics finds that the above proposed event complies with ethics rules and CFC regulations and is consistent with Agency practice. Therefore, this event will be added to the CFC calendar as a bona fide event.

Approved

Ethics Specialist's Signature

Date

CFC Event Disapproval

The USDA Office of Ethics has found issues precluding the running of this event. Please call us immediately at _____ so that we may discuss solutions to the problems noted.

Disapproved

Ethics Specialist's Signature

Date