

R 357 ATTACHMENT A

DISCLOSURE FORM	
OUTSIDE EMPLOYMENT & BUSINESS INTERESTS	
INSTRUCTIONS: District employees should use this form to disclose outside employment and business interests to their direct supervisor, as required by Board Policy and Administrative Regulation 357/457/557. Please submit completed forms to your direct supervisor.	
Date:	
Name of District Employee:	
Name of Direct Supervisor:	
DISCLOSURE	
List all Outside Employment & Business Interests, as Defined Below (Attach Additional Sheets if Necessary)	
Briefly Describe the Nature of Each Outside Employment & Business Interest (Attach Additional Sheets if Necessary)	
List All District Students Employed by or Volunteering in Connection with Outside Employment or Business Interest(s) or who are participating in Non-District Sponsored Activities	

“Outside Employment” means performing services for a fee for an entity other than the Lower Merion School District or a related entity, as that term is defined in the accompanying administrative regulation, whether as an employee or independent contractor.

“Business Interests” means any interests or activities undertaken by a District employee for financial or other remuneration outside their role at the District including but not limited to private consulting, or owning, operating or being employed by a private business. Ownership of a private business does not include a financial interest in a legal entity engaged in business for profit which comprises no more than five percent (5%) of the equity of the business or no more than five percent (5%) of the assets of the business. In other words, if a District employee owns five percent (5%) or less of a business, then that business interest is not covered by this policy.

“Non-District Sponsored Activity” means an Outside Business Interest which involves District students as participants either as customers, employees, attendees or otherwise. This definition does not include students who are related to or share a household with the District employee. It also does not include student customers/employees/attendees with whom contact is incidental and completely unsolicited by the District employee. An example of a Non-District Sponsored Activity is overnight travel sponsored by private companies employing District staff.