

**DISCLOSURE UNDER G.L. c. 268A, § 23(b)(3) OF A GIFT WORTH LESS THAN \$ 50  
AS REQUIRED BY 930 CMR 5.07**

<b>PUBLIC EMPLOYEE INFORMATION</b>	
Name of public employee:	
Title/ Position:	
Agency/ Department:	
Agency address:	
Office Phone	
Office E-mail	
Put an X beside the relevant statement about a six-month period.	<p>I have accepted a gift from a person or organization who is not a lobbyist. The gift is worth less than \$50. I am filing this disclosure because</p> <p><input type="checkbox"/> I received the gift because I hold a public position or because I have taken action in my official position or performed official duties in relation to the giver; and</p> <p><input type="checkbox"/> I expect to perform my official duties in relation to the giver in the future.</p> <p>My purpose in filing the disclosure is to dispel the appearance that the person or organization who gave me the gift can unduly enjoy my favor or improperly influence me when I perform my official duties.</p>
<b>GIFT WORTH LESS THAN \$50</b>	
Name of person or organization that gave you the gift	
Date when you accepted the gift	
Description of the gift	
Value of the gift	
Circumstances under which you received the gift	

	<b>OFFICIAL ACTION IN RELATION TO THE GIVER</b>
As a public employee, what have you done in relation to the giver in the past?	Describe, e.g., matters that previously came before you that involved the giver or the type of service you previously have provided in relation to the giver.
Describe what you expect to do as a public employee in relation to the giver in the future.	Describe, e.g., a matter that will come before you that involves the giver or the type of service you expect to provide in relation to the giver.
Date when you expect to take action as a public employee in relation to the giver.	Is a matter scheduled? Do you perform duties in relation to the giver on an ongoing basis?
<b>If you cannot confirm this statement, you should recuse yourself.</b>	<b>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</b>  ___ Taking into account the facts that I have disclosed about the gift, I feel that I can perform my official duties objectively and fairly in relation to the giver.
Employee signature:	
Date:	

**Attach additional pages if necessary.**

**Not elected to your public position – file with your appointing authority.**

**Elected state or county employees – file with the State Ethics Commission.**

**Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.**

**Elected municipal employee – file with the City Clerk or Town Clerk.**

**Elected regional school committee member – file with the clerk or secretary of the committee.**