



Orange County Public Schools
**ETHICS DISCLOSURE FORM FOR
 MEALS, GIFTS, AND TRAVEL (OCPS EMPLOYEES)**

OCPS Policy KCE, the Ethics and Lobbying Policy, was enacted to provide further guidance on the ethical standards expected of all OCPS Employees that are responsible for procuring, contracting and managing business and contractual relationships with outside parties on behalf of OCPS. Under the *Gratuitous Meals, Gifts and Certain Travel Restrictions* section of Policy KCE, specific guidelines and exceptions are in place regarding an OCPS Employees' receipt of gratuitous meals, gifts (including tickets to events), and travel costs. OCPS Employees should always guard against relationships which might be construed as evidence of favoritism, coercion, unfair advantage or collusion. OCPS Employees may utilize this form and remit it to the Ethics Compliance Officer in accordance with Policy KCE in reporting the acceptance of gratuitous meals, gifts, and travel costs.

Disclosure reported by:
First: _____ M.I.: _____ Last: _____ Personnel #: _____ Position: _____ Department: _____ Location/School: _____

Name of Donor:
First: _____ M.I.: _____ Last: _____ Organization: _____ Relationship: _____

Gift Information:
Description of Gift: _____ Value: _____ Purpose: _____ <i>If you received a free or reduced meal, admission or ticket(s) to an event, or travel costs please complete the following:</i> Type of Event: _____ Date of Event: _____ Regular Ticket Price: _____ Regular Meal Price: _____ Travel Costs Amount: _____ Your role in attending event: _____ _____

Relevant portions of the *Gratuitous Meals, Gifts and Certain Travel Restrictions* section of OCPS Policy KCE are provided below. Prior to filing this form, please refer to the applicable language of the policy itself, as well as to the FAQs on the Legal Services home page under Ethics and Lobbying, for further clarification:

- (1) Gratuitous Meals
- (2) Prohibition on Gifts of Influence from Business Associates, Business Entities, Lobbyist, Principals or Vendors
- (3) Prohibition on Gifts During the No-Contact Period
- (4) Prohibition on Gifts to Procurement Officials, the Ethics Compliance Officer or Staff Members with Contracting Authority
- (5) Gifts to Board Members
- (6) Prohibited Payment of Travel Costs to Conferences, Trainings or Meetings Sponsored by a Vendor
- (7) Prohibited Discounts to OCPS Employees

RETURN FORM TO:
 Vivian Cocotas, Esq.
 Ethics Compliance Officer
 Orange County Public Schools
 Office of Legal Services
 445 W. Amelia St.
 Orlando, FL 32801-1129
 Tel: 407-317-3200 x200-2977
 Fax: 407-317-3348
 Vivian.cocotas@ocps.net

Certification:
I swear and affirm that the statements contained in this "Ethics Disclosure Form for Meals, Gifts, and Travel" including any attachments, to the best of my knowledge and belief are true, correct and complete. Signature: _____ Date: _____