



REQUEST TO TEACH FOR COMPENSATION

House Members, officers, and senior staff who wish to teach for compensation must receive prior written approval from the Committee on Ethics for each class taught and each academic year. (House Rule 25, clause 2(e)). Please complete this form and submit it with the required documents to the Committee via email at ethicscommittee@mail.house.gov or to 1015 Longworth House Office Building.

1. Name of Requester: _____
2. (For Staff) Name of Employing Member, Committee, or Office: _____
3. (For Staff) Are you paid at or above the senior staff rate? Yes No
4. Email Address for Point of Contact: _____
5. Institution: _____
6. Academic Term: _____ Class Schedule: _____
7. Course Name and Number: _____ Credit Hours: _____
8. Compensation for Teaching: _____
9. Have you previously received Committee approval to teach at this institution? Yes No

Signify that the statements are true by checking the boxes

- a. No official resources, including official staff time, are used in connection with your teaching.
- b. The teaching does not interfere with official responsibilities nor is it otherwise inconsistent with the performance of congressional duties.
- c. The employment or compensation does not present a significant potential for conflict of interest.
- d. The course syllabus and the *Institution Confirmation Form* are attached.
- e. I understand that I may not accept compensation for teaching this course until I receive written approval from the Committee on Ethics.

Conditions of Approval: This approval pertains only to the course and school term. If you intend to teach for compensation in the future, you must first obtain the Committee’s advance written approval. You are subject to the outside earned income limit (\$29,595 for 2021). The income must be reported on your Financial Disclosure Statement. If you have an employee-employer relationship with the Institution, you also must report your teaching position on your Financial Disclosure Statement. For more information about financial disclosure reporting; please contact the Committee.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Requestor: _____ **Date:** _____