



# Office of the Ethics Commissioner of Alberta



## Gift Acceptance Request Form

Version Control August 2022

**Please send completed form along with supporting backup documentation and copies of invitations and emails from donor in one email to [info@ethicscommissioner.ab.ca](mailto:info@ethicscommissioner.ab.ca)**  
**ALL BOXES MUST BE COMPLETED. If not applicable, mark as n/a.**

1. Today's date:

2. Date(s) of event (if applicable):

3. What is the gift/event?

4. Name of person and company *offering* the gift:

5. Name(s) of ALL person(s) being offered the gift (name of MLA and/or any other possible persons accepting, i.e. spouse, staffer)

6. If an event, will the person or organization offering the gift or ticket be in attendance as well? Yes No

7. What is the **total market value** of the item / event **INCLUDING all applicable taxes and fees?**

*(if more than 1 ticket, indicate number of tickets x total market value of each ticket = \$Total Offer)*

8. How did you ascertain the value?

9. **Attach independent search to verify the offer (i.e.- screen shot of website of organizer, Google search)**

10. Has the Member been OFFERED any other gifts / tickets from the organization within this reporting year?

\*\* If yes, provide details of what has been OFFERED thus far this year, including costs.

11. Has the Member been ACCEPTED any other gifts / tickets from the organization within this reporting year?

\*\* If yes, provide details of what has been ACCEPTED thus far this year, including costs.

12. What is the relationship between the Member and the person or organization offering the gift?

13. Why is the gift being offered?

14. Other relevant information or comments:

**\* Please include a copy of the actual email or invitation from the person offering the gift along with this form in one email**

*A guide to gifts and non-commercial air travel is located:*

<http://www.ethicscommissioner.ab.ca/media/3003/gifts-and-non-commercial-air-travel-2022.pdf>