1. Employee Information
   1. Name:
   2. Appointment and Rank:
   3. State Initiative Team Assignment(s):
   4. Topics of Program Emphasis/Specialization:
   5. Assigned Geographic Area:
2. Business Activity Information
   1. Name of the Company:
   2. Nature of the Business.
      1. Products and Services produced:
      2. Geographic Area in which the business is conducted:
      3. Primary Clientele or customers of the business:
      4. Type of legal entity (e.g., Sole Proprietor, LLP, LLC, S-Corp, Inc., etc.):
      5. Personal and Professional Liability coverage:
   3. What is your ownership status with the business activity?
   4. What is your role with the business activity?
   5. What is the role of your family members or associate with the business activity?
3. Relationship of Extension Assignment and the Outside Business Activity
   1. Are there any similarities between your Extension assignment or Program Emphasis/Specializations and the Products/Services of the business? [*Activities unrelated to an employee’s public assignment are generally not a conflict of commitment*]
      1. If no, please describe how your Extension assignment and the business activity are distinct and then sign and date the form.

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* + 1. If yes, please continue with b.
  1. Is the business activity conducted in Wyoming? [*Activities outside of Wyoming are generally not a conflict of commitment*]
     1. If no, please describe where the business activity is conducted and then sign and date the form. However, if you wish to request the use of consulting time for this activity, please complete the UW Approval for Outside Consulting or Other Professional Work form.

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* + 1. If yes, please continue with c.
  1. Is there any overlap between your Extension Assigned Geographic Area and the Businesses’ Geographic Area? [*Activities outside an employee’s assigned geographic area are generally not a conflict of commitment*]
     1. If no, please describe how the geographic areas are distinct and then sign and date the form.

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* + 1. If yes, please continue with d.
  1. Are the businesses output (product/services) sold as a unique or branded product from which the public could perceive a stated or implied value based on your Extension assignment? [*Outputs sold as generic commodities through commercial markets are generally not a conflict of commitment*]
     1. If no, please describe how the output is marketed as a generic commodity and then sign and date the form.

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* + 1. If yes, please continue with e.
  1. Do you have direct contact with customers? [*Activities that do not generate contact with customers may not be a conflict of commitment*]
     1. If no, please describe how your business activities are conducted so that customer contact does not occur and then sign and date the form.

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* + 1. If yes, please continue with f.
  1. What steps have you taken to make it clear that your participation in the business is not associated with your UW Extension employment? Please sign and date this form.

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Employee signature and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_