

**OREGON INSTITUTE OF TECHNOLOGY**

**Outside Activity Approval Request  
Policy No. OIT-23-070**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Print or Type**

**Department** \_\_\_\_\_

**Description of Activity** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nature of Relationship (Employee, Consultant, Contractor, etc.)** \_\_\_\_\_  
\_\_\_\_\_

**Estimated Number of Hours Per Week (Monday through Friday, 8-5)** \_\_\_\_\_  
\_\_\_\_\_

**Expected Benefit to Entity, Faculty Member and Institution** \_\_\_\_\_  
\_\_\_\_\_

**Location of Activity** \_\_\_\_\_

**Employer or Client** \_\_\_\_\_

**Will you require the use of any institutional facilities, equipment, or support personnel?**  
 Yes  No **If yes, describe** \_\_\_\_\_  
\_\_\_\_\_

**In what form will you be paid; equity ownership, cash, other? Describe.** \_\_\_\_\_  
\_\_\_\_\_

**Faculty Member Signature** \_\_\_\_\_

**Approval:** \_\_\_\_\_  
**Dean of School** **Date**

\_\_\_\_\_  
**Provost or Vice President for Finance and Administration** **Date**

