RESEARCH FOUNDTION FOR MENTAL HYGIENE, INC

APPLICATION FOR APPROVAL OF OUTSIDE ACTIVITY

(A separate application must be submitted for each outside employment)

INSTRUCTIONS:
Applicant type or print original, sign and submit to Supervisor. Supervisor sign and submit to Managing Director/Designee (NYSPI - Janelle Dierkens; NKI - Tom O'Hara; IBR- Joe Maturi). Original to Personnel File, copy to applicant indicating approval or disapproval.

1. Full name:

2. Home Address:

3. Title and Grade:

4. Work Location:

Phone #:

5. Account Number(s):

6. Regular Work Schedule:
From AM ☐ PM ☐ to AM ☐ PM ☐
Hourly employees: approx # of hours per week:

7. Regularly Scheduled Work Days:

8. Nature of outside activity for which you are requesting approval:

9. List other outside activity(s) in which you are currently engaged:

10 (a). Name and location of the person or organization for whom you will perform outside activity:	(b). If you will be engaged in private practice of a profession, provide location of your office, clinic or other facility:	(c). Days and hours during which you will be engaged in outside activity:

I certify that I have received, read and understand the Research Foundation for Mental Hygiene policy on outside activity and that the statements or responses made above are correct and complete. I acknowledge my responsibility to submit an amended application whenever the nature of my Research Foundation for Mental Hygiene duties or the outside activity materially changes.

Date	Signature of Employee	Type/Print name of Employee

☐ Approved
☐ Disapproved

Date	Signature of Supervisor	Type/Print name of Supervisor

☐ Approved
☐ Disapproved

Comments: _____

Signature of Managing Director/Designee	Title	Date