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**COOK COUNTY BOARD OF ETHICS**

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CHICAGO, ILLINOIS 60602  
312/603-4304 OFFICE  
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**COOK COUNTY BOARD OF ETHICS  
GIFT DISCLOSURE FORM INSTRUCTIONS**

Under the Cook County Ethics Ordinance, all Cook County officials and employees must disclose to the Board of Ethics the receipt of certain gifts. This form is to be used for disclosing gift information. If you have received a gift that must be disclosed, you must complete and file this disclosure form with the Cook County Board of Ethics within ten (10) business days of receiving the gift. Failure to file is a violation of the Cook County Ethics Ordinance.

Please contact the Board of Ethics with any questions about the gift ban or gift disclosure forms.

## **COOK COUNTY ETHICS ORDINANCE GIFT DISCLOSURE REQUIREMENTS**

### **I. DEFINITION OF A “GIFT”**

Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an official or employee.

### **II. WHEN GIFTS MUST BE DISCLOSED**

All Cook County officials and employees must disclose to the Board of Ethics within ten (10) business days of receipt of any gift with a value greater than \$100 (or a series of gifts in a twelve month period with a value greater than \$100) when the gift is received under any of the following circumstances.

#### **A. The gift is received from a “prohibited source,” defined as:**

1. A person/entity who is seeking official action by the official or employee who receives the gift, or in the case of an employee, by the official or agency for whom the employee works; or
2. A person/entity who does business or is seeking to do business with the official or employee who receives the gift, or in the case of an employee, by the official or agency for whom the employee works; or
3. A person/entity who conducts activities regulated by the official or employee who receives the gift, or in the case of an employee, by the official or agency for whom the employee works; or
4. A person/entity who has interests that may be substantially affected by the performance or non-performance of the official duties of the official or employee; or
5. A person/entity who is registered or required to be registered pursuant to the County Lobbyist Ordinance.

#### **B. The gift received for participating in:**

1. Speaking engagements; or
2. Lectures; or
3. Debates; or
4. Organized discussion forums related to County position.

## **COOK COUNTY ETHICS ORDINANCE GIFT BAN RULES AND EXCEPTIONS**

### **I. GENERAL RULE**

Section 2-574(a) of the Cook County Ethics Ordinance bans any Cook County official or employee from soliciting or accepting any gift from any “prohibited source” or in violation of any federal or state statute, rule, or regulation, or any County ordinance, rule or regulation. This ban applies to and includes spouses and immediate family members living with the official or employee.

### **II. EXCEPTIONS TO THE GENERAL RULE**

- A. Opportunities and benefits that are available to the general public.
- B. Any gift for which the recipient pays the market value.
- C. Political contributions or activities associated with a fundraising event.
- D. Educational materials and missions.
- E. Travel expenses for a meeting to discuss County business.
- F. A gift from a relative.
- G. A gift based on personal friendship, unless there is a belief the gift was given because of the official position or employment of the recipient.
- H. Food or refreshments not exceeding \$75/person/day that are consumed on premises from which they were purchased, prepared, or catered.
- I. Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities not connected to official duties if customarily provided in connection with bona fide employment discussions.
- J. Intra-office and inter-office gifts.
- K. Bequests, inheritances and death benefits.
- L. Any item or items from any one prohibited source during any calendar year having a cumulative total value less than \$100.

### **III. CURING A POTENTIAL VIOLATION**

An official or employee does not violate the Ordinance if the official or employee promptly takes reasonable action to:

- A. Return the prohibited gift to its source; or
- B. Donate the prohibited gift, or an amount equal to the gift's value, to a charity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

**COOK COUNTY BOARD OF ETHICS  
GIFT DISCLOSURE FORM**

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**I. RECIPIENT INFORMATION**

Name of official or employee, spouse or family member, receiving gift (if spouse or family member, please specify relationship to official or employee): \_\_\_\_\_

County department/agency of official or employee: \_\_\_\_\_

Title or position of official or employee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**II. GIFT INFORMATION**

Description of the gift: \_\_\_\_\_

Value of the gift (based on a receipt or verification from the donor or the estimated market value): \_\_\_\_\_

Date of receipt of the gift: \_\_\_\_\_

**III. DONOR INFORMATION**

Donor's Name: \_\_\_\_\_

Occupation and Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**IV. IF RECEIVED IN CONNECTION WITH PARTICIPATING IN AN EVENT**

Name of event: \_\_\_\_\_

Sponsoring Organization(s): \_\_\_\_\_

Date of event: \_\_\_\_\_

Subject of event: \_\_\_\_\_

Subject of presentation (if applicable): \_\_\_\_\_

Please attach brochures, invitations, agenda, program books or other relevant information.

V. **USE OR DISPOSITION OF GIFT** (Check all that apply and complete related information)

- Gift will be retained/used by the recipient. If relevant, please identify which exception to the gift ban applies to acceptance of the gift.

\_\_\_\_\_

- Gift has been donated to a charity exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Name of charity: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Donation: \_\_\_\_\_

Please attach documentation of the donation, including the receipt or acknowledgment of the donation.

- An amount equal to the value of the gift has been donated to a charity exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Name of charity: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Donation: \_\_\_\_\_

Please attach documentation of the donation, including the receipt or acknowledgment of the donation.

- Gift has been returned by the recipient. Please attach documentation of gift's return (e.g., a letter accompanying the return of the gift or an acknowledgment from the donor that the gift was returned).

- Recipient has paid/reimbursed the donor for the market value of the gift. Please attach documentation of such payment, including the receipt or acknowledgment of receipt of payment.

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**VERIFICATION:** To the best of my knowledge the information I have provided on this form is accurate and complete.

\_\_\_\_\_  
Signature of Recipient

\_\_\_\_\_  
Date

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**SUBMIT COMPLETED FORM TO:** Cook County Board of Ethics  
69 West Washington Street, Suite 3040  
Chicago, Illinois 60602  
(312) 603-4304; (312) 603-3760 -fax-