

## **SAMPLE OUTSIDE ACTIVITY REQUEST**

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### **CUNY Duties and Responsibilities:**

Assistant General Counsel in the Central Office of the City University of New (“CUNY”) assigned to the commercial division. Review contracts and procurements for all 22 campuses and central office; advise clients on all procurement and construction related procurement procedures, prepare and provide training for client staff.

### **Outside Activity:**

The Mad Potter, Inc.  
(Home based company)

### **Duties and Responsibilities:**

Graphic artwork and artistic management consulting for private clients with no connection to CUNY and no impact on CUNY responsibilities. Outside Activities include designing, fabricating or consulting on the design of stage props and set design for summer stock and off-off-off Broadway shows and local theater groups.

No consulting work shall be performed for any other state agency, or against the interests of CUNY, any other state agency or the State of New York. All work shall be performed consistent with standards established under CUNY’s Executive Compensation Plan and the Public Officers Law.

Any outside activity work shall be performed evenings, on weekends or when necessary during annual leave time.