**Outside Activities Reporting Script**

1. Introduction (Music)
2. Building a Great Foundation Slide
	1. “Reporting Outside Activities helps encourage staff honesty and integrity to protect our campus’ best interests and promote ethical public service.”
3. Procedure Slide
	1. “Here is some information you need to know:”
4. Who is reporting? Slide
	1. “We need to know who is supposed to be reporting these outside activities.”
	2. “That would be: UW System Faculty, Academic Staff, and Limited Appointees with half-time appointments or more.”
5. What is reported? Slide
	1. “We need to know what must be reported.”
	2. “You need to report outside activities for which you are receiving remuneration.”
	3. “Such as, potentially working at the University and also working as a consultant for a firm.”
	4. “You must also report activities even if you are not making money for that activity.”
	5. “You must also report outside activities or interests related to your area of professional responsibility.”
	6. “For an example, you work in the event planning department at the University and your sister owns a floral arrangement shop in town.”
	7. “This can be problematic because as the event planner you may need to order flowers.”
	8. “In order to avoid a conflict, talk to you supervisor about creating a remediation plan.”
6. Actions that do not need to be reported Slide
	1. “Here are some actions that may not have to be reported:”
	2. “You may not have to report activities for which reimbursements comes from university administered funds. Such as: teaching or innovation awards.”
	3. “Or if you are receiving money from ordinary professional activities.”
	4. “Lastly, you may not need to report that you have instruction at another nonprofit educational institute or research supported by a government agency if it is performed during periods when you are not on the university payroll.”
7. Website Slide
	1. “All situations are different.”
	2. “If you are unsure about what activities to report, please visit the ethics and outside activities reporting website for additional resources.”
8. Communications Timeline Slide
	1. “In support of encouraging greater accountability, the following timeline has been established by the UW System:”
9. Compliance Slide
	1. “If you do not comply, there will be consequences such as these:”
10. Contact Slide
	1. “If you have questions, feel free to reach out.”
	2. “Remember you can also download additional information for review on the UW-Whitewater website.”
11. Ending Slide
	1. “Now let’s encourage staff honesty and integrity to protect our campus’ best interests and promote ethical public service.”