



To: Invited Guests of Space Club Goddard Memorial Dinner and Interested Parties
From: John Larabee, National Space Club Dinner Chair and Annette Summers, Executive Director
Date: December 2016
RE: OGE Gift Rule Update for WAG; Explanation of Template Letter for Goddard Memorial Dinner

The Office of Government Ethics (“OGE”) recently finalized rules that update the Standards of Ethical Conduct for Employees of the Executive Branch. The rules adopt a number of proposals in the agency’s Proposed Rule dated November 27, 2015, including the requirement that *all* employees obtain a *written authorization* from an ethics official prior to attending a Widely Attended Gathering (WAG).

The National Space Club and Foundation has prepared a template letter that invited guests of the Goddard Dinner can use to send to their ethics officials, requesting approval to attend the 2017 Goddard Memorial Dinner. This template letter will be included with the invitation that is sent. It is also found [here](#).

Please contact the National Space Club’s Headquarters Office if you have any questions. We can be reached via email at info@spaceclub.org or via phone at 202-547-0060.