[INSERT DATE]

[ETHICS OFFICIAL NAME]

[ETHICS OFFICIAL TITLE]

[AGENCY]

[ADDRESS]

RE: Goddard Memorial Dinner Written Authorization Request

Dear [ETHICS OFFICIAL]:

In accordance with 5 CFR § 2635.204(g), I hereby request approval for written authorization to attend, without charge, the National Space Club and Foundation’s (“Club”) 60th Annual Dr. Robert H. Goddard Memorial Dinner (“Dinner”) under the widely attended gathering exception. This event, to be held on March 10, 2017, will be hosted by the Club with the backing of its member organizations. I expect that the event will follow essentially the same format as similar events the Club has sponsored, to which [I AND/OR FELLOW (AGENCY) EMPLOYEES] have been permitted to attend under the widely attended gathering exception. I am making this request pursuant to the new regulations published by the Office of Government Ethics (“OGE”) that [BECOME/BECAME] effective January 1, 2017.

The Club is a 501(c)(3) charitable organization organized to enhance the exchange of current information on astronautics among industry, government, educational institutions and private individuals. The Club’s charter strictly prohibits lobbying activities. Last year, the Club spent more than $160,000 on scholarships, fellowships, internships, and educational programs.

The Dinner is recognized as the premiere event of the aerospace community, and brings together national leaders to pay tribute to the Goddard Trophy Recipient. This award is given annually “for great achievement in advancing space flight programs contributing to United States leadership in astronautics.” In addition, other awards and fellowships are presented during the dinner to recognized leaders in the aerospace community.

The Club plans to issue approximately 5,000 invitations, and expects approximately 2,000 people, including Club members and their spouses or other guests, to attend. Approximately 1,000 invitations will be issued to government employees, including executive branch employees, Members of Congress and congressional staff. Other attendees will include aerospace leaders from industry, academia and non-profit organizations. As in prior years, the Club will issue the invitations directly to the government invitees, and will also assign seating at tables.

The ticket price for attending the dinner is $300.00. I will have the opportunity to attend a pre-dinner general reception, at which the Club will offer various hors d'oeuvres and complimentary beverages. During the formal program, I will be served a plated dinner.Since the Goddard Memorial Dinner is primarily an awards dinner, I have been invited to bring a guest, so the combined ticket value is $600.00 per couple.

I believe that my attendance furthers the interests of the [AGENCY] as the event will provide an opportunity for me to meet with other industry officials, and to learn about timely issues of interest to both the aerospace community and to the [AGENCY]. My attendance will not affect the integrity and impartiality of my official duties. Additionally, I do not believe that my acceptance of the invitation creates the perception that the Club is receiving preferential treatment.

For your information, invitations have also been sent to employees of NASA, the Department of Transportation, the Department of Commerce, each of the military services, and the Department of Defense.

I look forward to your advice on this matter. If you have any questions or concerns, please contact the Executive Director of the Space Club, Annette Summers at [asummers@spaceclub.org](mailto:asummers@spaceclub.org) or (202) 547-0060.

Sincerely,