

INSTRUCTIONS FOR FILLING OUT THE OUTSIDE ACTIVITY REPORT FORM

1. This form may be filled in electronically and then printed for requisite signatures, or printed as-is for users without computer access.
2. To print the form, click the “Print” button on the upper-left hand corner of the form. Note: neither the “Print” button itself, nor the blue text boxes will appear on the printed version of the form.
3. Users may easily click in each field or “Tab” through all fields to type text where appropriate.
4. A check will appear in any check box when clicked. It will disappear with an additional mouse-click.
5. You may forward the file as an e-mail attachment, or place it appropriately on your website as a downloadable file.