



## CONFLICT OF INTEREST DISCLOSURE FORM

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the employee or board member's material interests or relationships (especially economic), particularly if those interests or commitments are not disclosed.

The conflict of interest form should indicate whether the employee or board member has an economic interest in or acts as an officer or a director of any outside entity whose financial interest would reasonably appear to be affected. The employee or board member should also disclose any personal, family, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant federal and organizationally established regulations and guidelines in financial conflicts must be strictly followed.

Date \_\_\_\_\_

Employee's Name \_\_\_\_\_

Position \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interests to report.

I have the following conflict of interest to report. Please specify other nonprofit and for-profit boards you and your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or your family member own:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_