

Conflict of interest disclosure form

Adopted by the board of **Organization name** on **date**

Conflict of interest policy to be maintained and monitored by the *board chair*.

This form should be completed each fiscal year or as the need for disclosure arises by all board members, officers, and members of a committee with governing board delegated powers.

The disclosure of a potential conflict of interest does not imply there is a problem or an inappropriate activity. It is an accepted practice that leaders assist the organization with discounted or donated goods or services. This conflict of interest statement lets the organization know of such relationships and helps the board assess potential conflicts and honor contributions.

When reviewing activities for the past year, please check yes or no:

	Yes	No
I (or a party related to me) held, directly or indirectly, a managerial position in an outside organization that provides goods and/or services to Organization name		
I (or a party related to me) provided professional services or was employed by an organization that provides goods and/or services to Organization name		
I have accepted gifts or other benefits from any outside organization that currently does (or is seeking to) provide goods and/or services to Organization name		
I have participated in decisions on behalf of Organization name concerning transactions that affect or benefit me, my family, or my personal financial interests		
I (or a party related to me) have ben indebted to the Organization name at some time during the time period stated above		
Organization name has been indebted to me (or a party related to me) at some time during the time period stated above		

If you answered "yes" to any of these statements, please provide (or attach) further information:

I acknowledge I have received a copy of **Organization name's** Conflict of Interest Policy and agree to comply with the policy and disclose potential conflicts of interest.

Print name: _____ Date: _____

Signature: _____ Title/role: _____