



River Valley Child Development Services  
**Potential Conflict of Interest Disclosure Form**

Instructions

To complete Potential Conflict of Interest Disclosure Form:

1. Review the Conflict of Interest Policy and Procedure.
2. Review the Potential Conflict of Interest Disclosure Form.
3. If you have no potential conflicts of interest to disclose:
  - a. Select that box.
  - b. Sign and date the form.
  - c. Submit to Program Director.
  - d. Program Director will submit to Executive Director.
4. If you have potential conflicts of interest to disclose:
  - a. Select that box.
  - b. Sign and date the form.
  - c. Utilizing the reference chart on page 2, complete the Disclosure chart as follows:
    - i. Category: Use the “Reference Chart for Relationships and Interests to be Disclosed” located on the form to determine which category your conflict of interest falls under. Document the category number on your disclosure chart.
    - ii. Description: Describe the Conflict of Interest being disclosed.
    - iii. Duties and Schedule Information (*complete this section if any of your disclosures are in categories 1 or 3*):
  - d. Submit the form.
    - i. Employees submit the completed form to Program Director. Program Director will sign and submit to Executive Director.
    - ii. Board Members will submit directly to Executive Director.
5. If a determination is made that a conflict of interest exists, the Executive Director will contact you and your Program Director to discuss the justification for the determination and what mitigating efforts, if any, can be put into place to minimize the risk posed by the Conflict of Interest.