



River Valley Child Development Services
Potential Conflict of Interest Disclosure Form

Employee/Board Member: _____

Program: _____ Position: _____

River Valley Child Development Services requires all employees and board members to disclose all financial interests and non-financial relationships which may influence the way they carry out their responsibilities.

I affirm that I:

- Received a copy of the Conflict of Interest Policy and Procedure
- Agree to comply with the Conflict of Interest Policy and Procedure
- Understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes
- Am required to disclose relationships with customers (clients), which include relatives, neighbors, and friends to my program director.

I HEREBY CONFIRM that I have read and understand the Conflict of Interest Policy and Procedure and as such:

<input type="checkbox"/>	I have no potential conflicts of interest or relationships to disclose. <i>If this box is selected, sign form and submit.</i>
<input type="checkbox"/>	I have potential conflicts of interest or relationships, which I have disclosed below. <i>If this box is selected, sign form and describe potential conflicts of interest in the disclosure chart below. Utilize the reference chart on page 2.</i>

Disclosures		
(Complete ONLY if disclosing potential conflicts of interest)		
Category	Description	Duties and Schedule Information (for categories 1 and 3)
1	<i>Example - Employed by Bridge Valley as adjunct professor</i>	<i>Monday evenings from 6:30P-9:00P</i>
2	<i>Example - Case Manager at Connect, Jane Doe, is my sister.</i>	<i>NA</i>

Employee/Board Member Signature

Date

Program Director Signature (if applicable)

Date

Executive Director Signature

Date



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Reference Chart for Relationships and Interests to Be Disclosed		
Category	Description	Examples
1	Employees - Additional employment other than RVCDS Board of Directors – List current employment	<i>Any employee having or considering outside employment will seek approval from River Valley Child Development Services, which includes, but is not limited to: consultant work, additional full or part-time jobs, self-employment, contract work, etc.</i> <i>Board members will disclose current employment information, which includes, but is not limited to: consultant work, full or part-time jobs, self-employment, contract work, etc.</i>
2	Family members (as defined in Nepotism Policy) who are: <ul style="list-style-type: none"> ▪ RVCDS Employees ▪ Temporary Employees ▪ Board Members ▪ Vendors 	
3	Describe any relationships, transactions, or other circumstances, including those of family members, that could result in a conflict with the organization's financial or proprietary interests	<i>Ex – volunteering with other organizations, relationships with entities that compete with or do business with RVCDS, serving on Board of another organization,</i> <i>Any situation that could arise that would impact a person's ability to fulfill their established responsibilities because they are at odds with their own financial interest; Situations where your personal benefit conflicts with the agency's benefit</i>

For office use only

Determination	
<input type="checkbox"/>	It has been determined that there is not a conflict of interest. _____ Executive Director _____ Date Date of review by compliance: _____ Date of notification to Employee: _____ Date of notification to Program Director (if applicable): _____
<input type="checkbox"/>	It has been determined that there is a conflict of interest. <i>Justification for determination:</i> <i>Mitigating efforts to minimize risk:</i> _____ Board Executive Committee Signature (if applicable) _____ Date _____ Employee/Board Member Signature _____ Date _____ Executive Director _____ Date Date reviewed by Compliance: _____ Date of notification to Program Director (if applicable): _____

