

**Dutchess Community College Foundation (“DCCF”)
Conflict of Interest Statement**

The members of the Board of Directors (Board) and staff members shall make known to the Board any personal, professional, investment or business relationships (this would include such relationships of the spouse or any immediate family member (parent, sibling, child) of a board member or staff member as well as such relationships of any business or non-profit entity in which the board member or staff member, or any such relation, has an active ownership or significant managerial interest) (hereinafter, “a personal or professional relationship”) with individuals, companies, organizations or government agencies with whom DCCF is involved in official business matters.

Unless otherwise authorized by the Board, Board members and staff members shall not represent DCCF in negotiations with individuals, companies, organizations, or government agencies if the member has disclosed a personal or professional relationship with the affected individual, company, organization, or agency.

Under no circumstances shall a Board member with a personal or professional relationship with an individual, company, organization, or government agency be eligible to vote on official DCCF business matters involving said individual, company, organization, or government agency that come before the Board for action.

Unless otherwise authorized by the Board, no Board member or staff member shall enter into a financial or business relationship with another staff member or person or entity with whom the DCCF has a contractual arrangement.

Board members and senior staff members are responsible for revising and updating disclosures annually or as new potential conflicts arise.

Dutchess Community College Foundation
Conflict of Interest Disclosure

1. To your knowledge, are you employed by or do you have a personal, professional, investment or business relationship with either any company, organization, corporation, government agency, or other entity (including self-employment), or any person who to your knowledge is employed by any such entity, that is involved with DCCF in any official business matters? _____. If yes, please identify the entity(ies) and/or the individual(s) and the entity(ies).

2. Are you a member of, or do you have a personal, professional, investment or business relationship with anyone who is a member of the board of directors of a not for profit organization that is involved with DCCF in any official business matters? _____. If yes, please identify the individual(s) and the organizations(s)

3. Are you aware of other instances in which you or anyone with whom you have a personal, professional, investment or business relationship may be involved with DCCF in an official business matter? For example, is a member or members of your immediate family involved with DCCF in *any way*? _____. If yes, please identify the individual(s) and the matter.

I agree to disclose any of the above types of relationships to the Board of Directors as soon as I become aware of any of them and prior to the time of my Board action when business matters arise that involve the employer(s), organizations(s) or matter(s) identified above.

I recognize that these disclosure obligations are ongoing and I agree to review the information on this form in the future based on new information or changed circumstances.

To the best of knowledge, the foregoing statement is true and correct.

Signature
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Date