



Harrison County Community Foundation

Application for Consideration: Board Member, Provisional Member, or Community Volunteer

Date: _____

Legal Name: _____ Date of Birth: _____
First M Last

Preferred Name: _____ Preferred Pronoun: he she they

Home Address: _____ Township: _____

City: _____ State: _____ Zip: _____

Best phone #: _____ (cell or home) Email Address: _____

Occupation/Employer: _____

I wish to serve: On the Board of Directors _____ As a Provisional Member _____
As a Community Volunteer _____

Tell us about yourself and why you are interested in being involved in a volunteer role with the Foundation.

Please share any personal, business, or non-profit experience you feel will help you serve the Foundation.
(include any nonprofit board experience)

Explain what skills/areas of expertise you would bring to the Foundation in a volunteer role and how these skills may benefit the Foundation.

Please disclose any connections/relationships to current HCCF Board Members. See list on Page 5.

Please declare any past or pending business relationships, which might pose a conflict of interest, a perceived conflict, or might affect your ability to represent the Foundation.

Have you ever been convicted of a crime in the past, or is there currently a criminal case pending against you (excluding misdemeanors and summary offenses) that has not been annulled, expunged, or sealed by a court?

Yes ____ / No ____

If yes, please explain:

Are you willing to allow HCCF to conduct a criminal background check?

Yes ____ / No ____

Submission of this application does not guarantee a spot in any volunteer role with the Foundation.

By returning this document, you declare you have read, understand, and agree to comply with the Legal Obligations of a Nonprofit Board, Ten Basic Responsibilities of Non-Profit Boards, Eligibility, Volunteer position Responsibilities, Conflict of Interest Policy, Conflict of Interest Disclosure and Confidentiality Statement, Code of Ethics, and Background Check Form.

If you have any questions about the Foundation, volunteer service as a Board Member, Provisional Member, or Community Volunteer, please contact President & CEO, Julie Moorman at (812) 738-6668.

Overview of the Harrison County Community Foundation

The story of the Harrison County Community Foundation, Inc. (HCCF) began in 1996 when the Commissioners of Harrison County, Indiana appointed the Founding Board of Directors for the Foundation. With an initial donation of five million dollars from Caesars Southern Indiana, a legacy of giving began. Today, HCCF is a top 100 foundation in the U.S. based on asset size and in the top tier of large asset-size foundations in Indiana.

The Foundation's mission is to inspire and assist everyone to experience philanthropy, producing positive and sustainable growth in Harrison County. With the continued support of Caesars Southern Indiana and donors in our community, HCCF has sustained this vital mission and grown over time in asset size and endowments. Our legacy of giving includes scholarships, grantmaking, nonprofit sustainability, large-scale community projects, providing a way for donors to support their favorite causes, and so much more.

Under the umbrella of the HCCF, the Harrison County Community Foundation Supporting Organization, Inc. (HCCF SO) was created in 2000 to receive contributions from Caesars Southern Indiana and to support grantmaking and special projects.

In 2012, The Harrison County Community Foundation Real Estate Supporting Organization, Inc. (HCCF RESO) was created which maintains real estate investment projects in the community such as the backbone for the Fiber Internet Project and the Boys and Girls Club facility in Harrison County.

Eligibility to be considered to serve as a Board Member, Provisional Member, or Community Volunteer

1. Residency requirement

An individual serving on the Board of Directors is herein referred to as a "Board Member."

All Board Members, Provisional Members, and Community Volunteers must be Harrison County residents. At the time an individual is no longer a Harrison County resident, he/she/they shall be considered to have resigned and shall no longer be eligible to be a Board Member, Provisional Member, or Community Volunteer of the Harrison County Community Foundation (HCCF) or the Harrison County Community Foundation Supporting Organization (HCCFSO), or the Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), collectively referred to herein as "the Organizations."

2. Relatives

No person shall be eligible to serve as a Board Member of the Organizations if he/she/they have an immediate family member or close family member serving as a Board Member. The term immediate family means spouse, parents, child, or other individual living in the same household. Close family members would be close relatives living outside of your household (i.e. parent, grandparent, sibling, in-law, niece, nephew).

3. Elected officials

No person is eligible to serve as a Board Member, Provisional Member, or Community Volunteer of the Organizations if he, she, they is an elected local, state or federal government official or becomes an elected local, state, or federal government official whether by election or appointment. At the time of taking office, the member shall be considered to have resigned his or her role as Board Member, Provisional Member, or Community Volunteer with the Organizations. Notwithstanding the foregoing any member serving at the time of the adoption of this requirement of eligibility shall be entitled to serve out the remainder of the term of his or her office.

4. Terms:

In no event shall any individual serve more than *two* successive terms and the remainder of the term of a replaced Board Member or Community Volunteer of HCCF/HCCF SO. After serving *two* successive terms or *two* successive terms and the remainder of the term of a replaced member, then such individual shall be ineligible to be a Board Member or Community Volunteer of HCCF/HCCF SO for 1 term (3 years).

HCCF RESO Board Members are selected from the HCCF Board and are elected to a one-year term, serving no more than 6 years in total.

Provisional Members serve in a one-year term with HCCF/HCCF SO with the opportunity to participate in board meetings, without a vote and without the legal responsibilities of a Board Member. Provisional Members serve on at least one committee and have a vote at the committee level. Provisional Members may be asked to serve on the Board of Directors, however are not guaranteed a seat on the Board of Directors.

5. Confidentiality, Conflict of Interest, and Ethics:

All Board Members, Provisional Members, and Community Volunteers of the Organizations must agree to, sign and abide by the HCCF/HCCF SO Conflict of Interest Policy, Conflict of Interest Disclosure and Confidentiality Statement, and Code of Ethics. These forms must be signed for consideration and signed annually for continued involvement.

6. Background Check:

All prospective Board Members, Provisional Members, and Community Volunteers of the Organizations must agree to and complete a successful background check form. Any concerns from the background check may result in non-consideration and/or removal from the volunteer role.

Harrison County Community Foundation
Harrison County Community Foundation Supporting Organization
Harrison County Community Foundation Real Estate Supporting Organization

Responsibilities: Board Member

An individual serving on the Board of Directors is herein referred to as a “Board Member.”

The Harrison County Community Foundation (HCCF), the Harrison County Community Foundation Supporting Organization (HCCF SO), and/or the Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), collectively referred to herein as “the Organizations” may recruit Harrison County residents with needed skills, education, or expertise to serve as Board Members to assist in the fulfillment of our mission.

Board Members serve a three-year term with the HCCF/HCCF SO with the opportunity to be considered for a second three-year term. The HCCF RESO is made up of HCCF Board Members who serve a one-year term. Board Members’ responsibilities include the Duty of Care, Duty of Loyalty, and Duty of Obedience, and the Ten Basic Responsibilities of Nonprofit Boards (pg. 5) in addition to these expectations.

General Expectations

- ❖ Know the Organizations’ strengths and needs and support the mission, purposes, goals, policies, and programs.
- ❖ Participate actively in strategic planning sessions and follow-up activities to bring governance plans to fruition.
- ❖ Serve actively on at least one standing committee as requested by the Board Chair.
- ❖ Provide input to the Board Chair on the performance of the President & CEO.
- ❖ Attend activities and events whenever possible to promote the interests of the Organizations.
- ❖ Ability to regularly check and respond to emails for committee updates, board information, and other Organization projects.

Meetings

- ❖ Prepare for and participate in board meetings, assigned committee meetings, and other appropriate Organization activities.
- ❖ Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
- ❖ Maintain confidentiality of the board’s meetings, executive sessions, and committee meetings, and speak for the board in public only when authorized to do so.
- ❖ Suggest agenda items periodically for board and committee meetings to ensure significant policy-related matters are addressed.

Avoiding Conflicts

- ❖ When acting in a Board Member role, serve the Organizations as a whole rather than any special interest group or constituency.
- ❖ Avoid even the appearance of a conflict of interest that might compromise the integrity of the board, or the Organizations, and disclose any possible conflicts in a timely fashion.
- ❖ Never accept or offer favors or gifts from or to anyone who does business with the Organizations.

Fiduciary Responsibility

- ❖ Exercise prudence with the board in the control and transfer of funds.
- ❖ Faithfully read and understand the Organizations’ financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fund Raising and Marketing

- ❖ Make a personal donation at least annually to a fund held at HCCF with the expectation of 100% board giving with no set minimum or maximum donation level and with the realization of the leadership role the board must play in fund development.
- ❖ Assist the Organizations through personal introductions, support of fund development strategies, and connections with others.
- ❖ Participate actively in fund raising, special events, programs, and activities of the Organizations.
- ❖ Support marketing initiatives, help increase awareness, and serve as a positive ambassador for the Organizations.

Legal Obligations of a Nonprofit Board

According to nonprofit corporation law, a Board Member should meet certain standards of conduct and attention to his or her responsibilities to the Organization. These are referred to as the duty of care, the duty of loyalty, and the duty of obedience.

Duty of Care means using your best judgment, being diligent and attentive to the organization's needs and management, and attempting to make sound informed decisions.

How do you do that as a Board Member? A few ways: review documents in advance of meetings, ask good questions, attend meetings, participate in discussions, learn about the Organization's programs, and read additional reference materials.

Duty of Loyalty means putting the interests of the organization above your own personal and professional interests for the good of the Organization. Having a conflict of interest policy in place is one way to exercise duty of loyalty.

Duty of Obedience means ensuring the Organization is carrying out its stated mission and is in compliance with applicable statutes. This includes using resources for the purposes for which the Organization was established and ensuring donor intent is followed with charitable giving. A donor has a right to expect that the funds given will be used for the stated purpose. It is also important the board ensure the Organization is following all laws and regulations that may apply to a nonprofit organization, such as payments of any taxes and public disclosure of information.

Ten Basic Responsibilities of Nonprofit Boards

1. Determine the Organization's mission and purpose.
2. Select the President & CEO.
3. Support the President & CEO and assess their performance.
4. Ensure effective organizational planning.
5. Ensure adequate resources, including assisting in fundraising.
6. Manage resources effectively.
7. Determine, monitor, and strengthen the organization's programs and services.
8. Enhance the Organization's public image.
9. Ensure legal and ethical behavior and maintain accountability.
10. Recruit and orient new board members and assess board performance.

2024 Community Foundation Board Members

Kelley Churchill	Laurie Dunaway	Cheryl Fisher	Grant Gallander
Ryan Hanger	Carrie Johnson	Taylor Johnson	Jim Koerber
Kelly Matlock	Annissa Reas	Matt Rothrock	Emily Schneider
Jeff Shireman	Carrie Spencer	Lisa Steele	Jeff Thomas

2024 Provisional Members: Barbara Crecelius, Chris Griffith, and Tommy Wiseman

2024 Community Volunteers: Phyllis Krush, Jared Hamlin, Lacey Yeager, Stephanie Faith, Doug Martin, Erin Keys, Paige Baker, Kyle Mattingly, and Kate Pope.

2024 HCCF Employees: Julie Moorman, Derrick Grigsby, Kim Harmon, Michelle Dayvault, Heather Stafford, Anna Curts, Kimberly Spieth, Sarah Travis and Tyler Best

Harrison County Community Foundation

Harrison County Community Foundation Supporting Organization

Responsibilities: Provisional Member

The Harrison County Community Foundation (HCCF) and/or the Harrison County Community Foundation Supporting Organization (HCCF SO) collectively referred to herein as “the Organizations” may recruit Harrison County residents with needed skills, education, or expertise to serve as Provisional Member to assist in the fulfillment of our mission.

Provisional Members serve in a one-year term with the HCCF/HCCF SO with the opportunity to participate in board meetings, without a vote and without the legal responsibilities of a Board Member. Provisional Member serve on at least one committee and have a vote at the committee level. Provisional Member may be asked to serve on the Board of Directors, however, serving as a Provisional Member does not assure one a seat on the Board of Directors.

General Expectations

- ❖ Know the Organizations’ strengths and needs and support the mission, purposes, goals, policies, and programs.
- ❖ Participate actively in strategic planning sessions and follow-up activities to bring governance plans to fruition.
- ❖ Serve actively on at least one standing committee as requested by the Board Chair.
- ❖ Attend activities and events whenever possible to promote the interests of the Organizations.
- ❖ Ability to regularly check and respond to emails for committee updates, board information, and other Organization projects.

Meetings

- ❖ Prepare for and participate in board, assigned committee meetings, and other appropriate Organization activities.
- ❖ Ask timely and substantive questions at board and committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the board.
- ❖ Maintain confidentiality of the board meetings and committee meetings and speak for the board in public only when authorized to do so.

Avoiding Conflicts

- ❖ When acting in a Provisional Member role, serve the Organizations as a whole rather than any special interest group or constituency.
- ❖ Avoid even the appearance of a conflict of interest that might compromise the integrity of the board, or the Organizations, and disclose any possible conflicts in a timely fashion.
- ❖ Never accept or offer favors or gifts from or to anyone who does business with the Organizations.

Fund Raising and Marketing

- ❖ Consider making a personal donation to a fund held at HCCF annually.
- ❖ Assist the Organizations personal introductions, support of fund development strategies, and connections with others.
- ❖ Participate actively in fund raising, special events, programs, and activities of the Organizations.
- ❖ Support marketing initiatives, help increase awareness, and serve as a positive ambassador for the Organizations.

Harrison County Community Foundation

Harrison County Community Foundation Supporting Organization

Responsibilities: Community Volunteer

The Harrison County Community Foundation (HCCF) and/or the Harrison County Community Foundation Supporting Organization (HCCF SO) collectively referred to herein as “the Organizations” may recruit Harrison County residents with needed skills, education, or expertise to serve on various committees as Community Volunteers to assist in the fulfillment of our mission. The Board of Directors created the role of Community Volunteer to get more people involved in decision-making for the Foundation.

Community Volunteers serve on at least one committee and are considered voting members of any committee they are assigned to. Community Volunteers may be asked to serve on the Board of Directors, however, serving as a Community Volunteer does not assure one a seat on the Board of Directors.

General Expectations

- ❖ Know the Organizations’ strengths and needs and support the mission, purposes, goals, policies, and programs.
- ❖ Serve actively on at least one standing committee as requested by the Board Chair.
- ❖ Attend activities and events whenever possible to promote the interests of the Organizations.
- ❖ Ability to regularly check and respond to emails for committee updates, board information, and other Organization projects.

Meetings

- ❖ Prepare for and participate in assigned committee meetings and other appropriate Organization activities.
- ❖ Ask timely and substantive questions at committee meetings consistent with personal conscience and convictions, while supporting the majority decision on issues decided by the committee.
- ❖ Maintain confidentiality of the committee meetings and other Organizations’ business.

Avoiding Conflicts

- ❖ When acting as a Community Volunteer, serve the Organizations as a whole rather than any special interest group or constituency.
- ❖ Avoid even the appearance of a conflict of interest that might compromise the integrity of the board, or the Organizations, and disclose any possible conflicts in a timely fashion.
- ❖ Never accept or offer favors or gifts from or to anyone who does business with the Organizations.

Fund Raising and Marketing

- ❖ Consider making a personal donation to a fund held at the HCCF annually.
- ❖ Assist the Organizations through personal introductions, support of fund development strategies, and connections with others.
- ❖ Participate actively in fund raising, special events, programs, and activities of the Organizations.
- ❖ Support marketing initiatives, help increase awareness, and serve as a positive ambassador for the Organizations.

Harrison County Community Foundation
Harrison County Community Foundation Supporting Organization
Harrison County Community Foundation Real Estate Supporting Organization

Conflict of Interest Policy

Any individual serving on the Board of Directors is herein referred to as a “Board Member”. Board Members, Provisional Members, Community Volunteers, and/or Employees, hereafter referred to collectively as “HCCF Members”, of the Harrison County Community Foundation (HCCF), Harrison County Community Foundation Supporting Organization (HCCF SO), and/or Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), hereafter referred to collectively as “the Organizations”, are encouraged to play active roles in their communities by serving as Board Members or otherwise being involved with a wide spectrum of nonprofit organizations. This means, from time to time, potential conflicts of interest or the appearance of such conflicts will inevitably arise. It is the Organizations’ policies to deal with such conflicts in an open and appropriate way as possible.

Conflicting involvements include but are not limited to the following:

- HCCF Members serving as board members of applicant organizations, being employed by, being a key volunteer, or doing business with applicant organizations. The term key volunteer is defined as a volunteer who is consistently engaged in a volunteer role throughout a calendar year, including board of directors, committee members, special event/fundraising assistance or help and/or any volunteer who serves more than 30 hours a year.
- Immediate family members of HCCF Members serving as board members of applicant organizations, being employed by, being a key volunteer, or doing business with applicant organizations. The term immediate family means spouse, parent, child, or other individual living in the same household.

A possible conflict of interest could arise in any situation in which the Organizations have business or financial dealings with an HCCF Member individually, or with a corporation, partnership, or other business enterprise of which the HCCF Member or HCCF Member’s immediate family is an officer, direct partner, substantial stockholder, or employee. A possible conflict of interest could also arise in connection with a decision to make a grant to a tax-exempt, nonprofit organization of which any HCCF Member, or a member of the immediate family of the HCCF Member, is an officer, director, trustee, key volunteer or employee. This includes close family members outside of your household (i.e. parent, grandparent, sibling, in-law, niece, and/or nephew). The length of conflict of interest of outside board membership and contractual arrangement shall be a twelve (12) month look-back period.

In case of such conflicts or the appearance thereof, HCCF Members are expected to disclose the conflict before making any related Organization business decisions. Once such a disclosure has been made, the Board Members (or remaining Board Members) will determine whether or not there is a potential conflict of interest. Should it be so considered, any HCCF Member involved shall abstain from voting and shall not participate in the discussion of the applicant organization other than to answer specific questions that may be raised by other Board Members.

In cases where the Organizations’ Board Members decide to award a grant to an organization and one or more of the Organizations’ Board Members have abstained from voting as the result of a conflict or the appearance thereof, or an Employee has a conflict or the appearance thereof, such grants and HCCF Members shall be identified in the minutes of said meeting.

To avoid any conflict of interest or appearance thereof, the Harrison County Community Foundation President and CEO will not serve on the board of directors of organizations that are eligible to receive grant awarded funding from the Organization. Exceptions may be granted by the Organizations’ Members to support representation with regional, state, or national organizations.

Discussion Process for Board Meetings

1. The Committee Chair or Board Chair will announce the action, including any detail needed to identify the item (but not indicate how the committee voted), and either move for consideration or move to deny.
2. When a committee brings a recommendation to the Board, a second is required. If the committee is not making a recommendation, a motion can be made from the floor with a second required.
3. HCCF Members will announce any conflict of interest connected to the item. Those with conflicts may be asked technical questions about the action item but should not advocate regarding the decision.
 - a. Conflicts will be assessed based on potential of personal gain, business gain, role individual has with the applying agency/entity and if individual is a relative to someone with a role in the applying agency/entity using a one-year look back.
4. Conflicted HCCF Members are excused to leave the room.
5. The Board Chair will open discussion on the item.
6. Remaining eligible HCCF Members will vote and then excused HCCF Members will return to the room for the next action item. Employees do not have a vote.

Conflict Determination

1. Direct - Any HCCF Members who will directly benefit, whether personal gain or business gain from approval of the grant or other activity under consideration and is connected to the action either individually or through immediate or close family members, or friends by serving on a board, doing business with the applicant organization, being a key volunteer, or being employed by the applicant organization. (Look-back period of conflict is twelve (12) months).
2. Appearance of a Conflict of Interest – HCCF Members who demonstrates the appearance of a perceived or a reasonable certainty conflict of interest due to a past or future affiliation and/or relationship with the proposed grant, other activity, or individual associated with the proposed grant.)

I, _____, a Board Member, Provisional Member, Community Volunteer or Employee of the Organizations, acknowledge that I have received, understand, and have agreed with the preceding Conflict of Interest Policy of the Organizations and that it is to be adhered to through all actions of Foundation members. In addition, I will insure that all actions of the Organization will comply with the applicable state and federal rules and regulations.

Signature

Printed Name

Date

Amended 080505
Amended 100301
Amended 111221
Amended 231204

Harrison County Community Foundation
Harrison County Community Foundation Supporting Organization
Harrison County Community Foundation Real Estate Supporting Organization

Conflict of Interest Disclosure and Confidentiality Statement

Any individual serving on the Board of Directors is herein referred to as a "Board Member". During the time that I serve as a Board Member, Provisional Member, Community Volunteer, and/or as an Employee, collectively referred to herein as "HCCF Member", of the Harrison County Community Foundation (HCCF), Harrison County Community Foundation Supporting Organization (HCCF SO), and/or the Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), collectively referred to herein as "the Organizations", I realize I will gain access to information considered to be confidential and/or proprietary. Such information may relate to donor financial information, submitted proposals, or decisions made with regard to the business of the Organizations.

Since confidential and proprietary information can be crucial to the operation of the Organizations, and because the Organizations in some instances has the obligation to protect such information, I agree I will not use, publish or disclose such information during or subsequent to my volunteer role or employment and that I will preserve the restricted nature of this information except to the extent it becomes publicly available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

Additionally, as a HCCF Member, I realize I have an obligation to disclose and eliminate (when necessary) any potential or actual duality of interest or conflict of interest.

Below, I have listed all community organizations, nonprofit corporations, or charitable programs that I or a member of my immediate family has a relationship with, have sought or may in the future seek to do business with the Organizations. The term "relationship" means any relation with a person or organization, whether employment (including but not limited to a volunteer assignment, part-time job, or as a consultant or independent contractor), or fiduciary including but not limited to a board member or officer). The term immediate family means spouse, parent, child, or other individual living in the same household. This includes close family members outside of your household (i.e. parent, grandparent, sibling, in-law, niece, and/or nephew). The length of conflict of interest of outside board membership and contractual arrangement shall be a twelve (12) month look-back period.

Here are some specific conflict examples that include relationship, entity, and dates:

"My children will attend Rainbow's End Daycare until August 2024."

"My sister-in-law is the Director at ABC Nonprofit."

"I am on the advisory committee at Epiphany Lutheran Church."

"My spouse is a teacher at South Central High School."

"I used to volunteer at the Boys and Girls Club which ended May 2023."

"My son is in 4-H."

"I have a step-son in third grade at Lanesville Elementary School."

"My father owns 123 Electric Company."

It is important to note that although the scholarship application is a blind process, anyone with a conflict of interest, or an appearance of a conflict of interest, cannot participate on the Scholarship and Endowment Committee, or participate in decisions related to scholarships to ensure unbiased decisions. Conflict is defined as: Anyone who is related to a graduating Harrison County high school student defined as: parent, grandparent, sibling, spouse, niece, or nephew. This definition also includes anyone traditionally defined as a “step” or “in-law” and other domestic arrangement where the graduating student resides in the same household.

Below, I have listed the relationship of the family member, school, and graduating year of any relatives in high school (Freshman year or older) in which a scholarship conflict may arise or appear to arise.

Here are specific conflicts examples related to Scholarship process:

“My granddaughter is a sophomore at North Harrison High School and will graduate in May 2026.”
“I currently have a graduating student, unrelated to me, living in my home until graduation in June 2025.” “My step-son, who lives with us part-time is a Freshman at Lanesville High School.”

I hereby certify I have read, understand, and agree to the Organizations’ policies as described in this statement, with respect to confidential information and conflict of interest, and the information given in this statement is complete and accurate to the best of my knowledge. I further agree I will declare any changes in my external organization relationships and sign a new disclosure as soon as possible.

_____ Signature	_____ Printed Name	_____ Date
		Amended 100301 Amended 111221 Amended 231204

Harrison County Community Foundation
Harrison County Community Foundation Supporting Organization
Harrison County Community Foundation Real Estate Supporting Organization

Code of Ethics

Any individual serving on the Board of Directors is herein referred to as a “Board Member”. Board Members, Provisional Members, Community Volunteers, and/or Employees, collectively referred to herein as “HCCF Members”, of the Harrison County Community Foundation (HCCF), Harrison County Community Foundation Supporting Organization (HCCF SO), and/or the Harrison County Community Foundation Real Estate Supporting Organization (HCCF RESO), collectively referred to herein as “the Organizations”, are committed to observing and promoting the highest standards of ethical conduct in the performance of our responsibilities. We pledge to accept this code as a minimum guideline for ethical conduct and will:

1. Faithfully abide by the Articles of Incorporation, Bylaws, mission, and policies of the Organizations.
2. Ensure the Organizations have an active governing body responsible for setting the mission and strategic direction of the Organizations and oversees the finances, operations, and policies of the Organizations.
3. Exercise reasonable care, good faith, and due diligence in its affairs, and carefully prepare for, regularly attend and actively participate in board meetings and committee meetings. Regularly check emails and respond to communications from the Organizations.
4. Maintain a professional level of courtesy, respect, and objectivity in all Organization’s activities.
5. Not use the Organizations, my volunteer service, or employment with the Organizations for my own personal gain, business gain, or for that of my family or friends.
6. Refrain from actions and involvements that might adversely affect objectivity or that might compromise the integrity of the Organizations.
7. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest and comply with conflict of interest policies and disclosures developed by the board.
8. Fully disclose, at the earliest opportunity, information that would have significance in board and/or committee decision-making.
9. Respect the diversity of opinions as expressed or acted upon by the Organizations’ board and committees and formally register dissent as appropriate.
10. Maintain the confidential nature of board and committee deliberations and avoid acting as a spokesperson for the entire board unless specifically authorized to do so.
11. Keep all information relating to donors, partners, or constituents of the Organizations confidential.
12. Serving the public interest shall guide all of the Organization’s work and shall be the basis for HCCF Member’s decision-making at all levels of the Organizations.
13. Serve as a positive ambassador for the Organizations.

Acknowledgement

I have read, understand, and agree to abide by the Code of Ethics set forth above.

Signature

Printed Name

Date

Adopted 100802
Amended 120103
Amended 130506
Amended 141103
Amended 231204

Harrison County Community Foundation, Inc.

DISCLOSURE, AUTHORIZATION & CONSENT FOR CONSUMER REPORT FOR BACKGROUND CHECK

As a matter of the Harrison County Community Foundation (HCCF) policy, background check reports are obtained on current and potential Board Members, Provisional Members, Community Volunteers, and Employees; collectively referred to herein as "HCCF Member". The report ordered is defined by the Fair Credit Reporting Act (FCRA) as a Consumer Report, and all inquiries are limited to information that could affect the individual's performance while working with the HCCF. It is conducted in accordance with applicable federal and state laws including the FCRA. The screening will be conducted by an outside agency - **Checkr - 1 Montgomery Street Suite 2400 San Francisco, CA, 94104-5524**. As a result, Checkr may obtain a Consumer Report on you as a HCCF Member.

A consumer report is a compilation of information that might affect your application to be an HCCF Member. The scope of the report may include information concerning your driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment, and personal references.

Should an organization rely upon a consumer report for an adverse action, the FCRA mandates you be provided with a copy of the consumer report and a summary of your rights. An adverse action is defined as "a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee or volunteer."

I, _____ hereby consent and authorize Checkr on behalf of the **Harrison County Community Foundation, to prepare a report as defined above for the purposes of evaluating me to be a HCCF Member.** I authorize and release individuals, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies, and courts, to provide all information requested to the organization or Checkr. I agree the report may be released to the Harrison County Community Foundation.

The applicant should expect an email from Checkr to complete the background check process. Please follow the instructions per Checkr to finish the process in a timely manner.

Applicant Legal Name: _____
First M Last

Email Address: _____

Signature: _____ Date: _____

Adopted 130328
Amended 191211
Amended 221220
Amended 231204