

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