

## **Conflict of Interest Policy FY**

The Partnership for Children of Cumberland County is aware that in the process of fund allocation by its management, employees, members of the board of directors or other governing body, instances may arise which have the appearance of a conflict of interest or appearance of impropriety.

In order to avoid conflicts of interest or the appearance of impropriety, should instances arise where a conflict may be perceived, any individual who may be perceived, any individual who may benefit, directly or indirectly, from the entity's disbursement of funds, shall abstain from participating in any decisions or deliberation by the entity regarding the disbursement of funds.

The Partnership for Children of Cumberland County recognizes the possibility that it may be the recipient of funds that are allocated consistent with the purpose and goals of its programs. If such allocations are made, the Local Partnership will strive to ensure that funds are expended in such a manner that no individual will benefit, directly or indirectly, from the expenditure of such funds in a manner inconsistent with its programs.

The Partnership for Children of Cumberland County shall not employ any person having such interest during the performance of this Contract. The Partnership for Children of Cumberland County shall notify the NCPC in writing of any instances that might have the appearance of a conflict of interest.

All appointed local board members shall acknowledge any conflicts of interest and the appearance of impropriety. An exception to this would be parent representatives who may have a conflict by virtue of being a consumer of services. Board members should declare a conflict of interest before an agenda item in question is discussed or voted upon by the full board. Conflict of interest is further defined in the following examples:

- A board member should not participate in discussions or voting related to contracts/funding decisions in which he/she or their spouse would derive a direct benefit due to their involvement on behalf of the public agency they serve.
- If a board member is related to a contractor who will receive a contract for services from the Local Partnership, they should not participate in discussions or voting related to that contract.
- A board member who also sits on the Board of Directors of a local organization that is seeking funding from the Local Partnership should not participate in discussions or voting related to that contract/funding decision.

---

Signature

---

Date

**The Partnership for Children of Cumberland County, Inc.**  
**Conflict of Interest Disclosure Statement**

Preliminary note: In order to be more comprehensive, this disclosure statement also requires you to provide information with respect to certain parties that are related to you.

These persons are termed “affiliated persons” and include the following:

- a. Your spouse, domestic partner, child, mother, father, brother or sister or spouse of a child, brother or sister; and,
- b. Any corporation or organization of which you are a board member, an officer, a partner, employee or participate in management or funding decisions.

1. NAME \_\_\_\_\_

2. Have you or any of your affiliated persons provided services or property to Partnership for Children (PFC) in the past year?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

3. Have you or any of your affiliated persons purchased services or property from PFC in the past year?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

4. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which PFC was or is a party? (Direct interest being a transaction or contract between PFC and you or any of your affiliated persons. An indirect interest being a transaction or contract between PFC and an entity in which you or an affiliated person has a material financial interest or is a director, officer, agent, partner, employee, trustee or other legal representative.)

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, describe the transaction(s) and entity and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

5. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from PFC or as a result of your relationship with PFC, that in the aggregate could be valued in excess of \$100?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

6. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving PFC?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

7. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by PFC's Executive Committee in accordance with the terms and intent of PFC's Conflict of Interest Policy?

\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

---

---

---

I HEREBY CONFIRM that I have read and understand PFC's Conflict of Interest Policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this Policy, I will notify the Board Chair immediately.

\_\_\_\_\_  
Name, please print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Media Consent Waiver and Release

Your Name/Child's Name \_\_\_\_\_

Address \_\_\_\_\_ (work or home)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Home Email \_\_\_\_\_

***To be signed by the subject, parent, or guardian:***

I hereby give permission to the Partnership for Children of Cumberland County, Inc. and other news media entities, to prepare, reproduce, publish, or exhibit my or my child's picture, portrait, or likeness for use by the news media or the Partnership in their news and public awareness programs. Any photograph, photo transparency, drawing, or other illustrative graphic material, audio-visual tape, or audio-visual illustrations, news report, story, or article may be used without my prior examination of the finished product.

I hereby waive my or my child's right to privacy in connection with consent above-given and hereby release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of a future claim of any kind.

Signed: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date: \_\_\_\_\_

## Board and Committee Member Data Addendum

Preferred to be contacted ☐ Work Address *or* ☐ Home Address

Name \_\_\_\_\_  
Place of \_\_\_\_\_  
Employment \_\_\_\_\_

Birthdate \_\_\_\_\_  
Position \_\_\_\_\_  
Spouse Place of \_\_\_\_\_  
Employment \_\_\_\_\_  
Assistant's Name \_\_\_\_\_  
Assistant's Email \_\_\_\_\_

Past PFC Committee's you  
have served on

### Affiliations in our Community

Affiliations are other organizations for which you serve or work which could potentially cause a conflict of interest.  
This information must be divulged, and you must abstain from voting on items affecting that organization

#### Church

Church Committees (list all)

#### Civic Organizations

Civic Committees \_\_\_\_\_  
City Council \_\_\_\_\_  
County Commissioner \_\_\_\_\_  
League of Women Voters \_\_\_\_\_  
Jr. League \_\_\_\_\_  
Other \_\_\_\_\_

#### Community Service Organizations

Kiwanis \_\_\_\_\_  
Habitat for Humanity \_\_\_\_\_  
Other \_\_\_\_\_

#### Educational Organizations

College Alumni Associations \_\_\_\_\_  
Public School PTA/PTO \_\_\_\_\_  
Public School Booster Club \_\_\_\_\_  
Coach of children's sports \_\_\_\_\_  
Other \_\_\_\_\_

#### Board and Committees Outside of the PFC

Please List All \_\_\_\_\_

#### Professional Organizations

Please List All \_\_\_\_\_

#### Skills

Fundraising \_\_\_\_\_  
Public Relations \_\_\_\_\_  
Event Planning \_\_\_\_\_  
Financial \_\_\_\_\_  
Personnel \_\_\_\_\_