

**National School Public Relations Association
Conflict of Interest Questionnaire**

Name: _____

In accordance with NSPRA’s Conflict of Interest Policy 205.15, this questionnaire is being provided to you to disclose any interest that might result in a conflict or the appearance of a conflict. The questions herein apply to NSPRA.

For a definition of the duty to disclose, refer to the NSPRA Policy 205.15 and in particular, Section A thereof.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. Disclosure should include relevant information pertaining to you to members of your family. “Family” includes spouse, co-habitant partners, children, parents, siblings, stepparents or stepchildren, grandparents, dependants of respondent or persons residing in the same household as respondent; or any person who may have an influence over the respondent’s decisions and/or actions relative to the Corporation.

If prior approval of an actual or potential conflict was obtained, provide the identity of the person(s) or entity that provided approval.

All information disclosed will be provided to the Executive Committee of NSPRA in a confidential report and, in the judgment of that committee, may also be disclosed to the Executive Board of NSPRA as provided for in the Conflict of Interest policy.

1. If you are not employed by NSPRA, please state your principal occupation, title, and employer. If employed by NSPRA, please state your title, department and the individual to whom you report.
2. Please list all for-profit organizations not named in Question 1, which you or a member of your family are a director, officer, trustee, partner or employee or in which you or a member of your family have a material financial interest. A director or officer shall be considered to have a material financial interest in an organization if such person owns or controls 10% or more of such organization.

<u>Organization</u>	<u>City and State</u>	<u>Nature of Organization’s Business</u>	<u>Nature of Your Relationship to Organization</u>
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3. Please list all not-for-profit organizations not named in Question 1 of which you, or a member of your family, are a trustee, director, officer, partner or employee.

<u>Organization</u>	<u>City and State</u>	<u>Nature of Organization's Business</u>	<u>Nature of Your Relationship to Organization</u>
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4. To the best of your knowledge, do any of the organizations listed in response to Questions 1, 2 or 3, or their parent organizations, subsidiaries or affiliates engage in business with NSPRA?

Yes _____ No _____

If yes, which organizations and in what manner? Be specific as possible.

5. To the best of your knowledge, do any of the organizations listed in response to Questions 1, 2 or 3, or their parent organizations, subsidiaries or affiliates provide services within NSPRA or services similar to the services of NSPRA?

Yes _____ No _____

If yes, which organizations and in what manner? Be specific as possible.

6. Except as already disclosed above, have you or a member of your family been a director or officer of, or been employed by any legal firm, accounting firm, consulting firm, investment banking firm, commercial bank, or other financial institution that has performed services for or sought significant business from NSPRA, within the last 12 months?

Yes _____ No _____

If yes, which organizations and what services?

7. Do you or any member of your family have a material financial interest (e.g., 10% or more ownership or control) in an improved or unimproved real estate or other property that is being leased to or held for sale to NSPRA?

Yes _____ No _____

If yes, please describe.

8. Within the last 12 months, did you or a member of your family have an interest in any actual or proposed contract, sale or transaction or series of similar transactions involving a total amount in excess of \$5,000 to which NSPRA was a party? A person is considered to have an “interest” in a contract, sale or transaction if he or she is one of the parties contracting or dealing with the entity, or is a trustee, director, officer, partner or employee of one of the parties, or has a material financial or other beneficial interest in one of the parties (e.g., 10% or more ownership or control) or is otherwise likely to gain personal benefit if the contract or transaction is approved.

Yes _____ No _____

If yes, please describe.

9. Have you or a member of your family entered into any personal or business financial arrangements as a result of access to confidential information gained through your position with NSPRA?

Yes _____ No _____

If yes, please describe fully.

10. Except for receipt of a salary and related benefits, has your position with NSPRA resulted in any significant personal gain to you or a member of your family from any source?

Yes _____ No _____

If yes, please describe fully.

11. Have you, or to the best of your knowledge and belief, has a member of your family, accepted any gifts, entertainment, loans, favors or other exceeding an aggregate value of \$300 during the past year from any person or entity seeking to do business or doing business with NSPRA?

Yes _____ No _____

If yes, please describe fully.

12. Have you hired or influenced the hiring of any member of your family to a position of employment with or as a consultant to NSPRA?

Yes _____ No _____

If yes, please describe in detail.

13. Except as already disclosed above, do you have any interests (financial or non-financial) or relationships that might affect your judgment while performing your duties for NSPRA or the might pose a potential conflict or the appearance of a conflict with the interests of NSPRA?

Yes _____ No _____

If yes, please explain fully.

I have received a copy of the NSPRA Conflict of Interest policy. I have read and understand the policy and I agree to comply with it. I understand that NSPRA is a charitable organization and in order to maintain its federal tax exemption must engage primarily in activities directed to one or more of its tax-exempt purposes and cannot engage in activities which benefit private individuals/entities more than incidentally.

The above statements are, to the best of my knowledge, correct and complete. I hereby agree to report to the Executive Committee of NSPRA Board any new situations involving a potential conflict or appearance of same arising before completion of next year's questionnaire.

Name: _____
(Please Print)

Position: _____

District/Department: _____

Signed: _____

Dated: _____

Adopted: March 2009