



Scholarship Selection Committee Policies and Agreements

Each member of a scholarship committee must read and sign this form which is to be retained by the Committee Chair in case of an IRS inquiry.

CONFLICT OF INTEREST POLICY

1. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect interest, as defined below, is an interested person.
2. Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. an ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
 - b. a compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
 - c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
3. Compensation: Includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
4. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
5. Violations of the Conflict of Interest Policy:
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and correction action.

CONFIDENTIALITY POLICY

Confidentiality is the preservation of any privileged information concerning students and the student's family that is disclosed in the process of evaluating applications for scholarships.

1. The volunteer will keep the communication with the student confidential.
2. All records dealing with specific students must be treated as confidential and be maintained according to school policy.
3. Scholarship Selection Committee Members will not discuss students' confidential information outside of the committee meetings.

General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential.

My signature below certifies that I have read the material above and understand the Conflict of Interest and Confidentiality Policies. I understand that my duty as a volunteer Sisters GRO Scholarship Selection Committee Member is to abide by the laws and policies regarding disclosure of any conflict in the scholarship selection process and the preservation of confidential information.

Name of Scholarship:

Check this box if you donate to the scholarship (note: The scholarship selection committee must have at least three members. The scholarship selection process may not be controlled by the donor; that is, a selection committee must include more non-donors than donors. This is the result of federal legislation known as the Pension Protection Act of 2006.)

Name:

Email:

Initial to Signature:

Date: