

**Annual Conflict of Interest Disclosure for  
Northwest Florida State College Foundation, Inc.**

Name: \_\_\_\_\_

Position (employee/volunteer/director/trustee): \_\_\_\_\_

**Please initial next to your responses below:**

\_\_\_\_\_ I affirm that I have received, read, and understand the most current version of the Northwest Florida State College Foundation's Conflict of Interest Policy ("the Policy") ([www.nwfscfoundation.org/AboutUs/Policy Manual](http://www.nwfscfoundation.org/AboutUs/PolicyManual))

\_\_\_\_\_ I agree to comply with the Policy

\_\_\_\_\_ Based upon a good faith belief, to the best of my knowledge, and except for the material facts disclosed below, I certify that I currently comply with the Policy

\_\_\_\_\_ I agree to disclose to the board *immediately* any material facts that become known to me regarding any relationship, transaction, position, or circumstance that could create, create the appearance of, or contribute to an actual or potential conflict of interest between Northwest Florida State College Foundation and my personal interests, financial or otherwise, or could impact any compliance with the Policy

\_\_\_\_\_ I understand that the Northwest Florida State College Foundation is a nonprofit 501(c)3 organization and that in order to maintain federal tax exemption must engage primarily in activities which accomplish one or more of its tax exempt purposes

**Do you have a family relationship or a business relationship with any other officer, director, trustee, or key employee?**

\_\_\_\_\_ No, I do not have a family or business relationship with any other officer, director, trustee, or key employee.

\_\_\_\_\_ Yes, I have a family or business relationship with another officer, director, trustee, or key employee.

Name of person(s): \_\_\_\_\_

Describe relationship (it is sufficient to enter "family relationship" without greater detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Conflict of Interest Policy of the Northwest Florida State College Foundation, Inc.**

Signature: \_\_\_\_\_

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



**TITLE: CONFLICT OF INTEREST**

**DATE ADOPTED: 01/07/14**

**REVISIONS:**

**SIGNATURE OF BOARD SECRETARY:**

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**PURPOSE OF POLICY**

To establish expectations regarding a conflict of interest.

**Local Language**

The Northwest Florida State College Foundation conflict of interest policy shall comply with Florida Statute [Chapter 112, Part III](#) which defines a “Conflict’ or ‘conflict of interest’ as a situation in which regard for a private interest tends to lead to disregard of a public duty or interest” (section [112.312](#)). Further, provisions related to voting conflicts shall note that no “local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss; which he or she knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in s. [112.312\(2\)](#); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the public officer. Such public officer shall, prior to the vote being taken, publicly state to the assembly the nature of the officer’s interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes” (section [112.3143](#)). Form 8B, memorandum of voting conflict for local public officers shall be used to record a voting conflict. This form can be accessed at:

[http://www.ethics.state.fl.us/forms/form8b\\_2000.PDF](http://www.ethics.state.fl.us/forms/form8b_2000.PDF)

Annually, Foundation board members will be asked to complete a conflict of interest disclosure form in the interest of the organization’s satisfactory completion of its IRS form 990.