

# Community Scholarships Program Volunteer Evaluator

## Conflict of Interest and Confidentiality Policy and Agreement

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### Committee Requirements

All volunteer evaluators/reviewers must commit to and abide by the following requirements:

1. You must ensure a fair, competitive and unbiased process to select scholarship recipients.
2. Do not allow anyone to directly or indirectly influence your decisions.
3. You must not be related to or have a vested interest in any of the applicants or named recipients in the year you are reviewing. Please inform scholarship staff of any conflicts of interest in order to be replaced on your current assignment and reassigned to another pool, if possible.
4. Information provided by an applicant or noted in the application is confidential and should not be shared outside of your committee.
5. At the close of the process, you must delete all files containing applications and supporting materials and shred all printed applications and supporting materials at home or give them to scholarships staff for shredding.
6. Recommendations are not official and are to remain confidential until they have been reviewed and approved by the Foundation's Community Scholarships Program Committee and Board of Governors.

### Committee Requirements

All communications with San Diego Foundation from scholarship applicants regarding their applications or award decisions should be made through Staff. At no time should volunteers have direct contact with students/applicants, and should immediately notify Staff if a student/applicant contacts an evaluator. Discussions held by Community Scholarships Program members in all Foundation meetings shall be confidential. All data shared with volunteers, including any students' data and award decisions, is confidential and shall only be discussed with fellow committee members.

### Conflict of Interest Guidelines and Disclosure

1. San Diego Foundation recognizes that Community Scholarships Program volunteers and their families play an active and vital role in the community. From time to time, potential conflicts of interest may arise for one or more committee members. It is the Foundation's policy to deal with each conflict of interest in as open and appropriate a way as possible.
2. The interested person has the primary responsibility to determine the existence of a conflict of interest. If the interested person determines that there is a conflict of interest, he or she must disclose it. If the person is uncertain as to existence of an actual, perceived or possible conflict of interest, that person discloses it, for consideration by San Diego Foundation Community Scholarships Program Staff ("Staff").

3. A conflict of interest is considered an activity or interest, which may cause bias for or against a particular decision being considered by or on behalf of the Community Scholarships Program. This could include any position held presently or in the recent past, investment in any business; or any other activity, which may result in a possible biased opinion.
4. At the beginning of each Scholarship Evaluation Season (annually), the Community Scholarships Program volunteer will be requested to complete a Conflict of Interest Disclosure Statement identifying any positions held by them (self) or any immediate family member and affiliation with any organization using the following guidelines:
  - a. Any position held by self, immediate family or household member with any charitable or community organization currently or within the past two years.
  - b. Any position held by self or immediate family member with any business enterprise that has a formal or informal association with any charitable or community organization currently or within the past two years.
  - c. Any consulting work or other affiliation with organizations that may be perceived as an interest or bias with respect to the Foundation's action.

Any possible conflicts shall be disclosed prior to starting evaluations of scholarship applications or as soon as possible once a potential conflict is identified. If Staff determine there is indeed a conflict of interest, the evaluator will be reassigned to a different scholarship pool if possible, and another reviewer will take the original evaluator's place.

- Within the past two years, I have been an officer, director, trustee or employee of the following charitable and/or nonprofit organizations. If none, state "None."
- Please comment regarding any financial interest or financial involvement with any nonprofit organizations or scholarship applicants and/or recipients. Note: donations are not considered financial involvement. If none, state "None."

## Acknowledgement

I acknowledge having received and reviewed San Diego Foundation's Community Scholarships Program Conflict of Interest Policy and Nondisclosure Agreement, and have disclosed all conflicts to the best of my knowledge.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_