

# Conflicts of Interest Disclosure Statement

Instructions: 1) Please consult the enclosed vendor list in answering these questions. 2) Please complete this Statement and return it in the enclosed envelope as soon as possible. Responses are **due by October 1**. 3) Please sign this Statement and print your name.

For each question, “you” refers to both yourself and any member of your immediate family.

**1. BUSINESS RELATIONSHIP:** For any vendor on the attached vendor list, or any individual, company or organization that (to your knowledge) competes with any such vendor, indicate and describe any:

- Compensation arrangement: \_\_\_\_\_  
 Self  
 Family member: \_\_\_\_\_  
(name) (relationship)
- Contract or other business relationship: \_\_\_\_\_  
 Self  
 Family member: \_\_\_\_\_  
(name) (relationship)
- Authority or ability to influence transaction: \_\_\_\_\_  
 Self  
 Family member: \_\_\_\_\_  
(name) (relationship)
- NONE

**2. INVESTMENTS:** For any organization, entity or individual a) from which CSS obtains goods or services, e.g., on the vendor list, b) to which CSS sells goods or services, or c) that provides goods or services competitive with CSS, indicate companies in which you have any:

- Stock ownership: \_\_\_\_\_
- Other investment: \_\_\_\_\_
- NONE

**3. OUTSIDE ACTIVITIES:** Indicate and describe any outside activities involving board, advisory board, managerial or consulting services for any outside business, government agency or individual that does business (e.g., on the vendor list) or competes with CSS.

- Board member/officer: \_\_\_\_\_
- Advisory board member: \_\_\_\_\_
- Managerial services: \_\_\_\_\_
- Consulting services: \_\_\_\_\_
- NONE

**4. TRANSACTIONS:** During the last 12 months, have you engaged in any of the following transactions with CSS, and for any “yes” answer, explain the transaction:

Sale, exchange or lease of property:

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

Lending of money or other extension of credit:

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

Furnishing of goods, services or facilities (except as already disclosed above):

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

Payment of compensation, or payment/reimbursement of expenses in excess of \$1,000 annually:

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

Transfer of income or assets:

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

**5. PARENT** of a camper and/or staff member, including summer staff:

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

**6. OTHER:** List any other activities in which you are engaged which might be regarded as a potential or actual conflict of interest in connection with your position at CSS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I HEREBY CERTIFY that neither I nor any member of my immediate family have used information, or accepted employment, business, gratuities, gifts or entertainment, or other favors, in violation of CSS’s Policy on Conflicts of Interest and fiduciary duties of directors and managers, and that my answers given above are correct and complete.

\_\_\_\_\_  
Signature

(check all that apply)

Board of Directors

CSS Employee

Volunteer

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date