

**ANNUAL CONFLICT OF INTEREST STATEMENT**  
**2007/08 Fiscal Year**  
Kappa Delta Pi and Kappa Delta Pi Educational Foundation

Attached is a copy of the Annual Conflict of Interest Policy. In compliance with this policy, please complete the form on the last page and return it to Kappa Delta Pi. All information on the report will be held in strict confidence. If the information requested does not apply to you, please indicate by writing "Not Applicable."

**CONFLICT OF INTEREST POLICY**

Employees and Board Members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Kappa Delta Pi and the Kappa Delta Pi Educational Foundation wish the business to operate. The purpose of these guidelines is to provide general direction so that employees and Board Members can seek further clarification on issues related to the subject of acceptable standards of operation.

A conflict of interest occurs when there is an actual or perceived benefit to an individual as a result of his or her actions or decisions. A conflict also occurs when an employee or Board Member is in a position to influence a decision that may result in personal gain for that employee, Board Member, relative, or acquaintance as a result of Kappa Delta Pi's or the Foundation's business. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or Board Member is similar to that of persons who are related by blood or marriage.

Transactions with outside firms must be conducted within a framework established and controlled at the executive level of Kappa Delta Pi or the Foundation. Business dealings with outside firms should not result in unusual gains for those firms.

The following list some conflicts of interest:

- Having an ownership interest in a vendor's business with which Kappa Delta Pi or the Foundation conducts business.
- Using the organization's resources for other than nonprofit-related activities.
- Making use of confidential information that benefits an individual Board Member, employee, or relative.
- Receiving product bonuses, gifts, special fringe benefits, unusual price breaks, remuneration, and other windfalls designed to ultimately benefit the employer, the employee, or both.

- Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

Conflict of interest doesn't necessarily preclude a nonprofit from doing business with a related party. However, if an employee or Board Member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of Kappa Delta Pi or the Foundation, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Any Board Member or employee who would be affected shouldn't participate in any decision about transactions involving personal interests.

Personal gain may result not only in cases where an employee, Board Member, or relative has a significant ownership in a firm with which Kappa Delta Pi or the Kappa Delta Pi Educational Foundation does business, but also when an employee, Board Member, or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization.

The materials, products, designs, plans, ideas, and data of Kappa Delta Pi and the Kappa Delta Pi Educational Foundation are the property of the organization and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee or Board Member has personally gained by such action, constitutes unacceptable conduct. Any employee or Board Member who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment or removal from the board and legal action.

The following schedule lists all outside individuals or organizations which propose to enter into any transaction with Kappa Delta Pi or the Kappa Delta Pi Educational Foundation for the sale, purchase, lease, or rental of property or to render services in which I hold any direct or indirect interest or relationship.

Relationships with related parties will be considered only if they are based on the same terms and selection process as with any other vendor or entity.

<u>Name of Individual/Organization</u>	<u>Description of Interest</u> (Position or Office Held, Type of Payment Received, Type of Investment Held)
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I further acknowledge by my signature acceptance of the provisions of the attached Conflict of Interest Policy. I acknowledge that I have listed all potential conflicts of interest.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_