

## **Scholarship Advisory Committee Conflict of Interest - Policy Agreement**

The Written In Red Foundation (Foundation) currently administers the Written In Red Scholarship. The donor who established and funded this scholarship program has requested specific guidelines. It is the Foundation's responsibility to manage the scholarship program in a way that ensures the donor's wishes are realized, and the award process is objective and fair to all applicants.

Scholarship Advisory Committee members must be able to make independent decisions on behalf of the scholarship program and the Foundation without potential or perceived influence caused by conflict of interest. Members must evaluate the eligibility of all applicants without bias and make selection recommendations based on the established objective criteria for the scholarship.

Scholarship Advisory Committee members should avoid any situation where personal and/or business relationships could have, or give the appearance of having, undue influence on the member's judgment in matters under consideration.

To ensure fairness, the Foundation requires all members of the Scholarship Advisory Committee to adhere to this Conflict-of-Interest Policy. By agreeing to serve on this committee, members agree to comply with the following rules:

- A member has a conflict of interest if (a) the member is related by blood, marriage, or adoption to a scholarship applicant; (b) the member will receive a direct or indirect financial benefit from recommending a scholarship to a particular applicant; or (c) due to personal or business relationships, or any other reason, the member exerts influence to recommend a recipient without regard to the scholarship criteria.
- If a member has an actual or potential conflict of interest concerning an applicant, the member will disclose the conflict. The member shall not discuss the scholarship applicant with anyone on the committee, and the member will not be present in the deliberations and possible selection of the applicant.
- Members agree to treat their committee's deliberations and recommendations as confidential and will not disclose information to anyone outside the committee.
- Members acknowledge that the Executive Director and Board of Directors of the Written In Red Foundation have the final authority concerning the awarding of scholarships.

*By signing this disclosure agreement, I agree to comply with the policy and understand that the Written In Red Foundation is a charitable organization. I also understand that in order to maintain its federal tax exemption, the foundation must engage primarily in activities which accomplish one or more of its tax-exempt purposes.*

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Name (Please Print)

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Signature

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Date