**Statement of Confidentiality and Conflict of Interest for**

**Scholarship Selection Committee Members**

Statement of Confidentiality: Information contained in student scholarship application forms, essays and letters of recommendation must be maintained in a confidential manner at all times.

As a member of a scholarship selection committee who has access to the above information, you are required to maintain this information in a confidential manner. The unauthorized modification, deletion, or disclosure of information contained within these documents may compromise the integrity of the volunteer committee structure, the Adams County Community Foundation, and its programs, and otherwise violate individual rights of privacy.

Distribution and/or reproduction of any application forms, essays, and letters of recommendation outside the intended and approved use is strictly prohibited.

All application forms, essays and letters of recommendation shall be returned to the Adams County Community Foundation or its representative following the final meeting of the scholarship selection committee. Absence from the final meeting does not constitute an acceptable reason for non-compliance~~.~~

A Fund's donors may not control the selection committee. This means that no combination of donors, persons appointed or designated by donors, and persons (a term that includes partnerships, corporations and trusts as well as individuals) related to them may constitute a majority of the committee, be given a veto power, be allowed to chair the committee or otherwise be permitted to control the committee’s decisions.

Conflict of Interest: If you are related to any of the applicants (spouse, child, stepchild, grandchild, step-grandchild, sister or brother), please contact the chairperson of your committee with that information. In a case where you have a conflict of interest, we ask that you not participate on the committee during the year in question.

If you know any of the applicants, you may use your discretion and/or the discretion of the committee as to whether you should participate in the selection discussion and/or vote on that applicant.

Donors and their immediate families (spouse, child, stepchild, grandchild, step-grandchild, sister or brother) are not eligible for assistance from the scholarship for which they are the primary donor or for whom the fund is named.

I have read and understand the conditions for participation on the Adams County Community Foundation Scholarship Selection Committee.

I agree (please initial)

I agree to abide by all the above conditions during my term of service on the Adams County Community Foundation Scholarship Selection Committee.

I agree (please initial)

I will respect the privacy of all applicants whose applications I read during my term of service and into the future.

I agree (please initial)

Name of Scholarship: All 2022 scholarships

Committee Member Name:

Email:

Signature:

Date: