



Bloomington-Normal YMCA Conflict of Interest Board Policy

Purpose of this Questionnaire

The Conflict of Interest Policy (the "Policy") adopted by the Board of Directors of the Bloomington-Normal YMCA requires disclosure of certain Interests. It is not uncommon to have these interests, but it is very important to make them known to the YMCA you serve.

Use this questionnaire to disclose where you or your Family Members have certain affiliations, interests or relationships, and/or have taken part in transactions that, in light of your relationship to the YMCA, might possibly give rise to an actual, apparent or potential conflict of interest.

How to Use this Questionnaire

1. Please read the Conflict of Interest Policy for the definitions of all capitalized terms used in the Questionnaire.
2. Answer all questions. Check "No" where applicable (please do not leave any question blank if the correct response is "no").
3. Any response should take into consideration your relationship with and your role within the Bloomington-Normal YMCA.
4. Where this Questionnaire refers to "you," it is also referring separately to each Family Member. For purposes of this Questionnaire, the definition of "Family Member" is extremely inclusive. "Family Member" includes a brother, sister, parent, grandparent, child, grandchild or great grandchild (by whole or half blood) of the "Significant Person" or his/her spouse.
5. Your response should indicate whether you are disclosing an Interest of you or of a Family Member (and, in the case of a Family Member, the nature of your relationship with that Family Member).
6. Include all material facts as requested by this Questionnaire.
7. Disclose all possible Interests that currently exist, even if you previously reported them. Interests that are new either since the filing of your last Questionnaire, or since the beginning of your relationship with the YMCA should also be reported on this Questionnaire. A potential Conflict of Interest can arise from many circumstances, not just those described in this Questionnaire. **You must report to the Board any**

relationship that creates an Interest that occurs between now and the completion of the next annual Questionnaire. Any potential conflicts of interest that arise after the questionnaire has been completed should be immediately reported to: B.J. Wilken; Executive Director/CEO.

8. Complete the questionnaire, date it and sign the affirmation at the end of the document.

(To be completed by Officers, Directors, Trustees, Key Employees and members of Board committees)

NAME: _____

POSITION: Board Member

In accordance with the purposes and intent of the Conflict of Interest Policy adopted by the Board of Directors of the Bloomington-Normal YMCA, a copy of which has been furnished to me, I hereby disclose that I or my Family Members have the following affiliations, interests or relationships, and/or have taken part in the following transactions:

I. BACKGROUND

1. What position(s) do you hold and what relationship(s) do you maintain with respect to the Organization (e.g., trustee, director, committee member, officer, executive, professional advisor, vendor, etc.)?

II. OUTSIDE INTERESTS

1. Do you or any Family Member (as defined on previous page, number 4) hold, directly or indirectly, through business, investment or immediate family, any of the following:

- An ownership or investment interest in a company that does or may do business with, or that competes with, the Y, regardless of the percentage of ownership or value of the ownership interest?
() No () Yes - Explain below
- A compensation arrangement with any Company that does or may do business with, or that competes with, the Y (such as compensation for employment or independent contractor services, consulting fees, board stipends or fees, advisory committee fees, honoraria and the like)?
() No () Yes - Explain below

- A director, trustee, officer or board committee position with any other Company that does or may do business with, or that competes with the Y (including competition for grants or donations)?
() No () Yes - Explain below
 - Any personal loans, advances or other borrowing from, or indebtedness to, any customer or supplier who also does or may do business with any the Y? (You may exclude charge cards, and personal or mortgage loans at market rates at financial institutions such as banks, finance companies, insurance companies, and savings and loan associations.)
() No () Yes - Explain below
2. Do you or any Family Member compete, directly or indirectly, with the Y in the purchase or sale of property rights, interests or services?
() No () Yes - Explain below
 3. Do you or any Family Member provide directive, managerial, consultative or other services to or on behalf of any other Company that does or may do business with, or that competes with, the services of the Y?
() No () Yes - Explain below
 4. Do you or any Family Member employ or otherwise retain any Y personnel for work on non-Y business done outside of the Y?
() No () Yes - Explain below
 5. Have you or any Family Member used Y property to conduct business that is not YMCA business, without prior approval of an executive of the Y?
() No () Yes - Explain below
 6. If you are employed by the Y, have you or any Family Member accepted assignments outside of the Y, either as an employee or as an independent contractor, over and above your primary or full-time assignment with any Y?
() No () Yes - Explain below
 7. Do you or any Family Member hold an elected or appointed office or other position of public responsibility that serves residents in the Y's service area?
() No () Yes - Explain below
 8. Have you or any Family Member been a party to any action, suit or proceeding during the past five years that might be deemed material to evaluating your ability, your integrity or your interests with respect to the Y?
() No () Yes - Explain below
 9. Do you or any Family Member know of any recent or pending actions, suit or proceeding in which you have an interest adverse to the interests of, or are a party adverse to any the Y?
() No () Yes - Explain below

III. INSIDE ACTIVITIES

1. In your area of direct responsibility within the Y, do you employ or otherwise retain any Family Member or other individual with whom you have a business or personal relationship? Have you or any Family Member attempted to influence the Y concerning

the employment or retention of any immediate family member or other individual with whom you have a business or personal relationship?

() No () Yes - Explain below

2. Attached to this form is a complete list of the directors, officers, key employees and significant service providers for the Bloomington-Normal YMCA. We need certain additional information to complete the annual Form 990 tax return for the Y. We are required to ask each person or entity on the attached list the following questions:

1. Is any person on the list a Family Member?

If yes, please specify name and relationship: _____

1. Are you an employee of any person or entity on the list?

If yes, please specify employer(s): _____

Do you (PERSONALLY, and not through any business interests) have a written contract with any person or entity on the list?

If yes, please specify name and relationship: _____

Do you (PERSONALLY, and not through any business interests), together with any person or persons on the list, have more than a 35% ownership interest in any corporation, partnership or trust?

If yes, please specify name and relationship: _____

IV. GIFTS, GRATUITIES AND ENTERTAINMENT

1. Have you or any Family Member accepted gifts, entertainment, benefits, discounts or other favors from any outside entity that does, or is seeking to do, business with, or is a competitor of, the Y, under circumstances from which someone might think that such action was intended to influence or possibly would influence you in the performance of your duties on behalf of the Y? This does not prohibit the acceptance of reasonable entertainment by suppliers or prospective suppliers or items of nominal value that are clearly tokens of respect or friendship and not related to any particular transaction or activity when the value of such entertainment or items does not exceed One Hundred Dollars (\$100.00).

() No () Yes - Explain below

2. B. Have you or any Family Member accepted any gifts, honoraria, perquisites, favors or benefits valued in excess of One Hundred Dollars (\$100.00) from customers, suppliers or agents of the Y?

() No () Yes - Explain below

V. OTHER

In the space below, please disclose any other interest, activities, investments or involvement that you think might be relevant for full disclosure of all actual, apparent or possible conflicts of interest. If none, indicate "none." **[Use additional pages as necessary.]**

VI. AFFIRMATION

I hereby state that:

- (i) I have received a copy of the Bloomington-Normal YMCA's Conflict of Interest Policy,
- (ii) I have read and understand the Policy,
- (iii) I agree to comply with the Policy,
- (iv) I understand that the Bloomington-Normal YMCA is a charitable organization and that, to maintain its federal tax-exempt status, it must engage primarily in activities that accomplish one or more of their tax-exempt purposes,
- (v) I agree to report to the appropriate person (1) any change in the responses to each of the foregoing questions that may result from changes in circumstances or (2) any further financial interest, situation, activity, interest or conduct that may develop before completion of my next annual Questionnaire, and
- (vi) The information contained in this Questionnaire is true and accurate to the best of my knowledge and belief as of the date below.

Signed: _____

Print Name: _____

Date: _____