



TRUSTEES & EMPLOYEES CONFLICT OF INTEREST TRANSACTIONS POLICY

The Arc Tampa Bay Foundation serves the community as a nonprofit fundraising organization and as such operates in a role that calls for a high degree of community trust. Because The Arc Tampa Bay Foundation's activities are subject to public scrutiny¹, conscientious efforts must be continually taken to maintain the confidence of the community, and to avoid circumstances which might lead to a harmful conflict of interest and lessened credibility in pursuing the mission of The Arc Tampa Bay Foundation.

Therefore, it is the policy of The Arc Tampa Bay Foundation that representatives of the Foundation, including Trustees and key employees, should not, on behalf of The Arc Tampa Bay Foundation., engage in any business or professional activity with persons or organizations outside The Arc Tampa Bay Foundation where that activity might result in personal benefit to The Arc Tampa Bay Foundation representative, and thereby result in a conflict of interest. A representative of The Arc Tampa Bay Foundation should not accept gifts, monies, entertainment of significant value, or other gratuities from persons outside The Arc Tampa Bay Foundation, or otherwise deal preferentially with suppliers and others where personal gain accrues to the representative.

Trustees and Officers of The Arc Tampa Bay Foundation shall exercise their best judgment for the benefit of the Foundation and shall refrain from being influenced by personal considerations of any kind in the performance of their duties. Trustees and officers shall avoid employment, investments and personal interests which may work to the disadvantage of The Arc Tampa Bay Foundation.

This policy is not intended to prohibit Trustees, key employees and such other persons from furnishing services, merchandise, equipment or supplies to The Arc Tampa Bay Foundation pursuant to arm's-length arrangements or contracts for fair and reasonable consideration. However, all such contracts, arrangements or transactions, and the terms thereof, must be fully disclosed to the Board of Trustees and shall at all times be available for examination.

¹ July 1, 2014, Florida House Bill 629, The Act, contains a new provision requiring that organizations registered to solicit contributions in Florida adopt a policy regarding "conflict of interest transactions." The Act also mandates that the policy adopted by the organization must require annual certification of compliance with the policy by all trustees, officers, and trustees of the organization. A copy of the annual certification must be submitted to the Department as part of the organization's annual registration.

The Arc Tampa Bay Foundation

BOARD OF TRUSTEES & EMPLOYEES CONFLICT OF INTEREST TRANSACTIONS STATEMENT

Board of Trustees
The Arc Tampa Bay Foundation
1501 N. Belcher Rd., Suite 244
Clearwater, FL 33765

Ladies and Gentlemen:

I have read and I am familiar with the Conflict of Interest Transactions Policy of the The Arc Tampa Bay Foundation as related to conflicts of interest and contracts or transactions between the The Arc Tampa Bay Foundation and its Trustees or Officers. To the best of my knowledge, I have had no interest nor have I taken any action which would contravene this policy, except such interest or action which is fully disclosed below:

Sincerely,

(Name)_____

(Title or Position)_____

(Date)_____

The Arc Tampa Bay Foundation

BOARD OF TRUSTEES & EMPLOYEES
CONFLICT OF INTEREST TRANSACTIONS
DETERMINATION LETTER

Board of Trustees
The Arc Tampa Bay Foundation
1501 N. Belcher Rd., Suite 244
Clearwater, FL 33765

Request for Determination Concerning Possible Conflicts of Interest

1. I have read and am familiar with The Arc Tampa Bay Foundation's policy concerning conflicts of interest transactions.
2. At this time I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the policy:

Sincerely,

(Name) _____

(Title or position) _____

(Date) _____