

APPENDIX A
CONFLICT OF INTEREST DISCLOSURE STATEMENT

This form is to be used for the following purposes:

1. For annual disclosures to be submitted by September 30th of each year.
2. For disclosures of potential Conflicts of Interest whenever they occur.

Submit completed form to Paige Payne, Executive Assistant to the CEO/Dean. For questions concerning the information required by this form, or any definitions, refer to 400.1 Conflict of Interest Policy or contact Paige Payne, (406) 447-6927, paige.payne@helenacollege.edu.

I. CERTIFICATION

By signing below, I hereby certify:

1. I have read and understand the Conflict of Interest Policy 400.1, and
2. I have: [check the applicable box]
 - a. No relationships, contractual commitments, or financial interests that are or might reasonably be perceived to be in conflict with my duties and responsibilities at Helena College;
 - b. A potential conflict of interest which has been duly disclosed previously and there has been no change which requires an updated disclosure; or
 - c. Potential conflicts of interest not previously disclosed as described below in the Disclosure Statement.

II. DISCLOSURES

Complete this section only if you have checked 2c above. If you checked 2a or 2b, sign the bottom of the form, date it, and submit it Paige Payne, Executive Assistant to the CEO/Dean and provide a copy to your immediate supervisor.

- 1. I, my spouse and/or dependent child(ren) have the following interests or relationships (check all applicable):
 - a. A Significant Financial Interest in a non-college entity/enterprise directly related to my duties as follows:
 - Salary or other payment for services (e.g., employment, consulting fees/ honoraria)
 - Ownership interest (e.g., stock, stock options, partnership interest, or other)
 - Intellectual property rights (e.g., patents, copyrights, or royalties)
 - b. Hold a position of executive, officer, or director in an entity engaged in commercial activities directly related to my Helena College responsibilities.
 - c. Other potential conflict of interest.
- 2. In my position at Helena College, I have responsibility for decisions that may result in direct benefits or detriments to:
 - a. A relative as defined in Helena College's Nepotism Policy (parent, grandparent, great-grandparent, child, grandchild, great-grandchild, brother, sister, aunt, uncle, niece, nephew, or cousin, by blood relationship; spouse; or brother, sister, parent, or child of spouse; or spouse of one's brother, sister, parent or child).
 - b. A person in whom or with whom I (or my spouse or dependent children) have a financial interest.
 - c. A person with whom I have a romantic relationship.
- 3. I participate as an employee, officer, board member, or owner in an entity which has (or wishes to have) rights to intellectual property for which I was an inventor or creator in my work for Helena College.

With regard to the above-disclosed interests, attach a written explanation including the name of the entity or person, the nature and extent of the interest or relationship, and any other information necessary to an understanding of the potential conflict of interest.

The information contained in this form is complete and accurate to the best of my knowledge, and I acknowledge my continuing obligation to update my disclosure when there is a significant change in my personal or financial interests creating potential conflicts of interest.

Signature: _____ Date: _____

Print / Type Name: _____