



Annual Conflict of Interest Disclosure Form

Purpose:

In compliance with Western Dressage Association of America's Conflict of Interest Policy (the "**Policy**"), each director, officer, employee, contractor, and volunteer must annually disclose all actual, potential, or perceived conflicts of interest and any previously unreported conflicts of interest. This form also asks for information to assist Western Dressage Association of America in accurately completing the required IRS Form 990 annual filing.

Related Party:

As used in this form, "**related party**" means:

- Your relatives, which include your:
 - Spouse or domestic partner
 - Ancestors
 - Siblings or half-siblings, children (whether natural or adopted), grandchildren, and great-grandchildren, and their spouses and domestic partners
- Any entity or trust of which you or your relatives serve as a director, trustee, officer, employee, or volunteer.
- Any entity or trust in which you or your relatives have a thirty-five percent (35%) or greater ownership or beneficial interest.
- Any partnership or professional corporation in which you or your relatives have a direct or indirect ownership interest in excess of five percent (5%).
- Any other entity or trust in which you or your relatives have a material financial interest.

Certification:

By signing this form, you certify that you:

1. Have received a copy of Western Dressage Association of America's Policy.
2. Have read and understand Western Dressage Association of America's Policy.
3. Have agreed to comply with Western Dressage Association of America's Policy.
4. Either have no conflict of interest to report or are reporting current and potential and any previously unreported conflicts of interest.
5. Have answered the questions on this form completely and truthfully.
6. Will notify Diana (Dini) Swanson (720-662-4584; dini@westerndressageassociation.org) immediately if you become aware of an error or material change to the information on this form.
7. Understand that Western Dressage Association of America is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

You may add additional pages as needed. If you have concerns about any questions on this form, please contact Diana (Dini) Swanson (720-662-4584; dini@westerndressageassociation.org).

Questionnaire:

1. NAME: _____

2. POSITION: (check all that apply)

___ Board Member

___ Committee Member

Committee Name(s): _____

___ Officer

___ Employee

Employee Position(s): _____

___ Contractor

___ Volunteer

3. **General Disclosures.** Please describe below any relationship, event, activity, transaction, or arrangement you believe could create an actual, potential, or perceived conflict of interest, as described in the Policy.

___ I have nothing to report.

___ I have the following information to report.

4. **Positions and Financial Interests.** Please list all other for-profit and non-profit entities for which you or a related party serve or anticipate serving as a director, trustee, officer, employee, contractor, or volunteer, or have an ownership, beneficial, or financial interest in.

___ I have nothing to report.

___ I have the following information to report.

5. **Compensation Received.** Please describe any compensation arrangement (for example, wages, commissions, royalties, honoraria, fees, grants, loans, gifts, favors, or any other direct or indirect benefits) you or any related party have with Western Dressage Association of America or with any entity or individual with which Western Dressage Association of America has a transaction or arrangement.

- I have nothing to report.
- I have the following information to report.

6. **Ownership or Investment Interests.** Please describe any ownership or investment interest you or any related party had in any entity with which the Western Dressage Association of America had a transaction or arrangement in the past year.

- I have nothing to report.
- I have the following information to report.

7. **Sales to Western Dressage Association of America.** Please describe any goods, services, or property that you or any related party sold or provided to Western Dressage Association of America in the past year.

- I have nothing to report.
- I have the following information to report.

8. **Purchases from Western Dressage Association of America.** Please describe any goods, services, or property that you or any related party purchased from Western Dressage Association of America in the past year.

- I have nothing to report.
- I have the following information to report.

9. **Loans.** Please describe any loans made to or from Western Dressage Association of America from or to you or any related party in the past year (other than travel advances and similar indebtedness).

- I have nothing to report.
- I have the following information to report.

10. **Other Assistance from Western Dressage Association of America.** Please describe any grants, scholarships, stipends, or other assistance that you or any related party received or became entitled to receive in the past year from Western Dressage Association of America.

- I have nothing to report.
- I have the following information to report.

11. **Legal Proceedings.** Please describe any pending legal proceedings involving Western Dressage Association of America in which you or any related party are a party to or have an interest in.

- I have nothing to report.
- I have the following information to report.

Signature _____ Date _____

Name Printed: _____