



BFA PTO Conflict of Interest Policy

Conflicts of interest arise whenever the professional or personal interest of an Executive Officer, Committee Chair, or Committee Manager is potentially at odds with the best interests of Ben Franklin Academy's Parent Teacher Organization (BFA PTO). Executive Officers, Committee Chairs, and Committee Managers will not derive any personal profit or gain by their participation in the BFA PTO.

If an issue is to be decided by the BFA PTO that involves a potential conflict of interest for an Executive Officer, Committee Chair, or Committee Manager the following procedures apply. It is the responsibility of the individual involved to:

1. Identify the potential conflict of interest.
2. Not participate in discussion of the program or motion being considered.
3. Not vote on the issue.
4. Please send the potential conflicts of interest issue to PTO@bfacademy.org.

Executive Officers, Committee Chairs, and Committee Managers in violation of this policy may be subject to removal of his/her office.

Printed Name _____

Signature_____

PTO Position_____

Date Signed_____