



Conflict of Interest Questionnaire

Attached as Exhibit A is a list of business enterprises with which Alexandria Country Day School (“the School”) has in the past fiscal year transacted or expects in the coming year to transact.

1. Are you a director, officer, sole owner, partner or employee of, or consultant or advisor to, (a) a business enterprise listed on Exhibit A, or (b) any other business enterprise, which to your knowledge, supplies the School with any property, goods, or services?

_____yes _____no

If your answer is “yes,” please identify the business enterprise and describe your relationship to it.

2. Do you or any member of your immediate family have any direct or indirect financial interest in (a) any business enterprise listed on Exhibit A, or (b) any other business enterprise, which to your knowledge, supplies the School with any property, goods, or services?

_____yes _____no

If your answer is “yes,” please identify the business enterprise and indicate the nature and extent of your financial interest.

3. In the past twelve months, have you participated on behalf of the School in any transaction between the School and any business enterprise identified in your answer to Question 1 or 2?

_____yes _____no

If your answer is “yes,” please describe the transaction.

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Date adopted: 4/30/2019

Date to be reviewed: 9/1/2022

Responsible: Committee on Trustees

4. In the past twelve months, have you received any compensation, loan, gift, benefit, or unusual hospitality from (a) any business enterprise listed on Exhibit A, or (b) any other supplier of the School?

_____yes _____no

If your answer is “yes,” please give details.

5. In the past twelve months, have you made any loan to any employee of the School that exceeds \$1,000 or for which the amount of the loan, when combined with any other loan or loans by you to such employee, resulted in a total amount outstanding, at the time of the loan, in excess of \$1,000?

_____yes _____no

If your answer is “yes,” please give details.

6. Have you or a member of your family received any profit or gain from your position as a Trustee of the School?

_____yes _____no

If your answer is “yes,” please give details.

7. Are you aware of any other situations not explicitly noted above, but may be construed as a conflict of interest?

_____yes _____no

If your answer is “yes,” please identify the situation and describe the conflict.

Signed: _____

Name (print): _____

Date: _____

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EXHIBIT A

List of Vendors

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