



AGENCY REVIEW CONFIDENTIALITY AND CONFLICT-OF-INTEREST GUIDELINES

All information acquired in this process is confidential. Please note that information considered "public information," such as the 990 or the audit should be kept confidential.

During the course of your information gathering you may learn about agency staff, clients, management issues or board issues. This information is to be held in confidence within the citizen review board.

During the allocation meeting, please feel encouraged to raise issues that you consider pertinent to the process. In order to ensure that individuals feel safe about honestly expressing their thoughts, we agree that what is said at the panel meetings will not be repeated outside of the group.

Members of the citizen review board are to disclose any direct affiliations they have with an agency, currently or in the past. A direct affiliation would consist of being a past or present board member, a volunteer, a client, or related to a staff member of an applicant agency. **Board members and/or volunteers of applicant agencies may not serve on the interview panel for which they volunteer.**

All participating volunteers will be asked to declare any applicant agency relationship and sign a Conflict-of-Interest Form before accepting their committee assignments.

Thank you for volunteering! The agency review process is truly unique to the City of Tempe and we want to thank all of the citizens who volunteer and make this process possible.