

The USA Karate Federation

Annual Disclosure Form for Members of the Board of Directors, Officers and Key Employees¹

Please Complete, Sign, and Return

Before completing this questionnaire, you should read the USA Karate Federation (the "USAKF") Code of Ethics. Your responses below should cover the period from _____ (or the date you first became associated with the USAKF, if after that date).

Please note that the provisions of the Code are broader than the disclosures set forth below and providing the information requested does not address all of the situations in which a conflict of interest may exist. You should refer to the Code in order to determine, from time to time, whether other situations that may arise constitute potential conflicts of interest that should be brought to the attention of the USAKF through disclosure to the Director.

I. Name, Address and Confirmation of Position(s) with the Foundation

Your Name: _____

Home Address: _____

Business Address: _____

Preferred Telephone Number: _____

List the positions you hold at the USAKF (e.g., trustee, officer, key employee)

II. Management Positions and Controlled Entities

In order to assist the USAKF in identifying conflicts of interest and then following appropriate procedures, members of the Board of Directors, officers and key employees should annually disclose to the Foundation: (i) charitable organizations of which they are a director, trustee or officer, (ii)

¹ This form should be completed by all current directors, officers and any employee who exercises the functions of the chief executive officer, chief operating officer or the chief financial officer and anyone who was a director, officer or chief executive officer, chief operating officer or chief financial officer in the last 5 years.

business organizations² of which they are a director, trustee or officer and (iii) entities³ of which they are a trustee, director, officer, employee or general partner or in which they own, directly or indirectly, thirty-five per cent (35%) or more of the voting power, value or profit or beneficial interests and that are, or you reasonably believe will be in the future, doing business with the USAKF.

A. I serve as a trustee, director or officer of the following **charitable** organizations:

B. I serve as a trustee, director, or officer of the following **business** organizations (includes dojos or other martial arts enterprises:

C. I serve as a trustee, director, officer, employee or general partner of, or own, directly or indirectly, thirty-five per cent (35%) or more of the voting power, value or profit or beneficial interests of the following **entities** that are, or I reasonably believe will be in the future, doing business with the USAKF:

D. I serve as a trustee, director, or officer of the following **martial arts** organizations:

III. Family and Business Relationships with Other Members of Board of Directors, Officers and Key Employees

Listed below are the family relationships⁴ and/or business relationships (other than with respect to the Foundation) that I have with any other member of the Board of Directors, officer or key employee.

² A “business organization” is any corporation, partnership, trust, proprietorship, firm, association or other entity that has as its principal business the sale or lease of goods or provision of services to customers or clients who routinely pay for such services.

³ An “entity” is more inclusive than a business organization and means any corporation, partnership, trust or other

entity which is, or you believe will be in the future, doing business with the USAKF.

⁴ “Family Member” includes a spouse, domestic partner, brother or sister (whole or half-blood), or lineal descendants or ancestors (or the spouse of such brother, sister, descendants or ancestors), or any other family member or family member’s spouse, if living in the same household as the director or employee.

IV. Confirmation of the Code

I have received and have read the Code. I believe that I am and have been, to the best of my knowledge, in substantial compliance with the provisions of the Code. If applicable, I wish to bring to the attention of the USAKF the following situations that may constitute a conflict of interest now or in the future.

Signature

Date

Please mail or scan/email this completed form to:

eMail pmhickey1@gmail.com
The USA Karate Federation
1550 Ritchie Road
Stow, Ohio 44224
