

**BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY**  
**202 Chesterfield Avenue, Centreville, MD 21617**  
**(410)758-2403**  
[www.qacps.org](http://www.qacps.org)

**FINANCIAL DISCLOSURE SHORT FORM**

*I Would Like To Be Notified If Someone Looks At My Form*

This form is to be used by members of the Board of Education of Queen Anne's County ("BOARD") and employees of Queen Anne's County Public Schools ("QACPS") as required by the Board.

**Instructions:**

1. Fill in the preliminary information requested in the box below. Be sure to correctly identify the reporting period.
2. Upon completion of your financial disclosure statement, sign and date the lower portion of the page and make the required oath or affirmation before a notary public or other officer authorized to take oaths.

Regular Reporting Period: January 1 through December 31, **2020**

or

Termination Report: January 1 through \_\_\_\_\_, **20**\_\_

**PLEASE PRINT OR TYPE**

FIRST NAME	INITIAL	LAST NAME
CURRENT POSITION OR OFFICE HELD WITH the Board OR QACPS, IF ANY (OR OFFICE FOR CANDIDACY)		
E-MAIL ADDRESS		

This financial disclosure statement describes all interests and related transactions and matters required to be disclosed by the Board of Education of Queen Anne's County Policy and Administrative Regulation with respect to the period indicated and pertaining to the person filing the statement. The statement consists of this cover sheet, the checklist, and Schedules A through I.

I hereby make an oath or affirm under the penalties of perjury that the contents of this financial disclosure statement, including the Schedules attached hereto, are complete, true and correct to the best of my knowledge, information, and belief.

Signature of Person Filing: \_\_\_\_\_

(SEAL)

Date: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Printed/Typed Name of Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**Schedule D – Gifts**

On or before April 30 of each year during which an employee holds employment, an employee shall file a statement disclosing gifts received during the preceding calendar year from any person that contracts with or is under the authority of the Board or the QACPS, including the name of the donor of the gift and the approximate retail value at the time of receipt.

During the calendar year ending December 31, 2020, I received the following gifts with the retail value at the time of receipt noted:

Not applicable.

<u>Donor</u>	<u>Retail Value</u>
_____	_____
_____	_____
_____	_____
_____	_____

**Please use additional sheet(s), if necessary, for any additional entries.**

**Other**

Is there any additional information or interest you would like to disclose?

Please return on or before April 30, 2020, to:  
 Board of Education of Queen Anne's County  
 Ethics Advisory Panel  
 202 Chesterfield Avenue, Centreville, MD 21617  
 (410) 758-2403

NOTICE: the Board of Education of Queen Anne's County Ethics Policy and the QACPS Financial Disclosure Forms can be accessed online: [www.qacps.org](http://www.qacps.org)

**STANDARDS OF CONDUCT**

The standards address disqualification from participation, prohibited secondary employment, prohibited ownership interests, misuse of position, prohibited solicitation and acceptance of gifts, misuse of confidential information, post-employment limitations, prohibited dealings with the Board or QACPS, and procurement specifications assistance restrictions. The administrative regulation provides for exceptions and exemptions under certain circumstances.

Filers wanting more detailed information about these requirements should contact the office of the Superintendent.