

**KANSAS STATE UNIVERSITY
4-H / K-STATE RESEARCH & EXTENSION
ETHICS & CONFIDENTIALITY COMMITMENT**

By my signature below, I pledge to adhere to the following:

1. As a member of the 4-H Kansas Award Portfolio (KAP) interview committee, I accept my responsibility, shared by my fellow committee members, to protect the integrity and confidentiality of the KAP applicants.
2. I agree to disclose promptly to the State 4-H Staff any appearance of real or potential conflict of interest in a relationship between myself and an applicant.
3. I acknowledge that information management is a crucial component of the 4-H KAP applicant's work. Through this work, I will acquire access to a wide range of information developed and received about the youth. I pledge my commitment to the following principles, subject to any and all legal rights and responsibilities:
 - I will respect the **absolute** confidentiality of all applicants. I will not reveal the identity of, or any other information about applicants before or after the committee completes its work.
 - I will be fair, accurate, honest, and responsible in my assessment of information.
 - I will guard against inaccuracies, carelessness, bias, and distortion made by either emphasis or omission of information.
 - I will strive to treat issues impartially and handle controversial subjects dispassionately. I will give accurate and complete reports on applicants.
 - I will not share application materials with others (including parents).
4. I will place the best interests of 4-H ahead of all special and personal interests, and I will, to the best of my ability, exercise common sense and good judgment in applying ethical principles to my review work.
5. I consider the letter and spirit of this statement to be a matter of personal responsibility.

Signature

Date