

**INSTRUCTIONS FOR DISCLOSURE BY SCHOOL COMMITTEE MEMBER
OR CHARTER SCHOOL TRUSTEE AS REQUIRED BY 930 CMR 6.09**

FINANCIAL INTEREST IN A GENERAL SCHOOL FEE

WHEN TO USE THIS DISCLOSURE FORM

You are a member of a **School Committee** or a **charter school Board of Trustees**.

The School Committee or charter school Trustees will be considering a **particular matter regarding a general school fee**.

- A **general school fee** means a fee, waiver or exemption established by a school committee or charter school board of trustees for a school service, program or activity. It includes, for example, fees for school bus transportation, preschool or after school programs, sports or extracurricular activities. It does not include a fee that applies to a single event or the children of a single family.

You have a **child in the school system** -- your biological child, adopted or pre-adoptive child, foster child, ward, or step-child -- and **the general school fee will affect your child**

Before you participate in any discussion or vote about the general school fee, you must **complete a written disclosure** explaining how the school fee would affect your child.

If the school fee applies only to a **single event** or only to **your child**, you **may not participate** and you **do not need to file a disclosure**.

FILING THE DISCLOSURE

Complete the **disclosure** form below.

A **charter school trustee** should file the disclosure with the **State Ethics Commission**.

A **school committee member** should file the disclosure with the **city or town clerk**.

A regional school committee member should file the disclosure with the **clerk or secretary of the regional school committee**.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500 or e-mail the State Ethics Commission at requestadvice@massmail.state.ma.us.