I, _____, have accepted the volunteer position of Ocean Charter School Trustee. In performing the duties involved, I understand that I will see and have access to confidential or sensitive documents and information that are in the possession, custody, and control of Ocean Charter School and the members of its Board of Trustees.

1. As a condition of my involvement as a Trustee, I agree that I will not copy for my own use any document or content therein that I am given, shown, or have access to, except to the extent that I am given permission to do so by the Board of Trustees as expressed directly by the Chair.

2. As a condition of my involvement as a Trustee, I agree that I will not look at, examine, or retrieve any document or file except those to which I am given access or that I am otherwise authorized to handle.

3. As a condition to my involvement as a Trustee, I agree that I will not discuss with anybody outside the Board of Trustees of Ocean Charter School any fact, matter, document, or file, the substance or existence of which I would not have known if I were not involved as a Trustee, except as authorized in advance by the Executive Officers, e.g., the Chair, Vice President, Secretary, or Treasurer.

4. If I am uncertain whether a particular fact, matter, document, or file is covered by the confidentiality strictures in this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that item, and I will seek clarification from the Chair directly before engaging in any conduct that might jeopardize the confidentiality of that item.

5. I understand that any unwarranted violation of the terms of this agreement will subject me to termination immediately, and may also cause the Chair to refer such violation to appropriate law enforcement authorities for appropriate adjudication or prosecution. Further, such unwarranted violation may prevent me from any and all subsequent involvement in any aspect of Ocean Charter School, as deemed by the Executive Officers of the Board of Trustees.

By signing and dating this agreement, I certify that I have read this agreement and that I understand the confidentiality strictures to which I am subject during my involvement, and that I agree to observe those strictures during and after my tenure in this position.

_____ **DATE:** _____
Trustee Signature

_____ **DATE:** _____
Chair Signature

12606 Culver Blvd., Los Angeles, CA 90066 phone 310 827-5511 fax 310 827-2012
7400 W. Manchester Ave., Los Angeles, CA 90045 phone 310 348-9050 fax 310 348-9085
www.oceancs.org