

AASF^{AA} Code of Ethical Conduct*

The following Code of Ethical Conduct is applicable to all entities that desire either to support AASF^{AA} activities as an administrator, exhibitor or contributor at an AASF^{AA} conference or workshop, or advertise in an AASF^{AA} publication.

We believe that the adoption of this code will clarify our relationship with the entities that support our efforts in a manner that is consistent with our AASF^{AA} Statement of Ethical Principles in avoiding any appearance of conflict of interest, as well as being consistent with AASF^{AA}'s obligations as a tax-exempt educational organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

Each form of relationship is discussed separately below.

Administrators

Association administrators must agree to the rules and procedures outlined below. An administrator who does not agree to these rules and procedures will be considered in violation of the Code of Ethical Conduct, and at the discretion of the AASF^{AA} Board of Directors, could have his or her membership revoked.

- Adhere to generally accepted standards of moral, ethical and professional behavior.
- Refrain from soliciting or accepting anything of other than nominal value (i.e. less than \$10 fair market value) from any entity.
- Disclose evidence of academic credentials (i.e. education at an institution accredited by a regional or national accrediting association recognized by the U.S. Department of Education), professional memberships, and professional certifications, as necessary, to demonstrate competency in student financial aid or student personnel administration.
- Refrain from taking any actions for their personal benefit.
- Refrain from taking any actions they believe are contrary to law, regulation, or the best interests of the students and parents they serve.
- Ensure that the information they provide is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising their institutions regarding relationships with any entity involved in any aspect of student financial aid.

- Disclose to their institution, in such manner as their institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

Sponsors/Exhibitors

Prospective exhibitors must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of AASF AA, may be required to remove his or her exhibit.

- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value).
- All prize drawings, including scholarships, are prohibited. Exhibitors may not offer program or workshop participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Exhibitors are expected not to organize, sponsor or conduct any social activities that conflict with program or workshop activities.
- Exhibitors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups.

Support for conferences and workshops

Contributors will be acknowledged in the conference and workshop programs and at appropriate points throughout the year via a listing in alphabetical order by tiers and by organization name. Organizations will continue to have the opportunity to make charitable contributions in support of the general activities of the Association, the Annual Conference or any other AASF AA activity, and that support will be properly recognized and substantiated in accordance with Internal Revenue Service requirements. However, contributors must agree to abide by the following rules and procedures in conjunction with conferences and workshops:

- Contributors are expected not to organize, sponsor or conduct any social activities directed towards conference or workshop attendees during sessions or meetings.
- Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups.

Advertisers

There is no change in AASFAA policies respecting advertising in AASFAA publications and on AASFAA's website, provided all such advertising is consistent with Internal Revenue Service requirements.

The AASFAA Scholarship Program

Because the AASFAA Scholarship Program is funded through general income support that avoids any inference or appearance of conflicts of interest, the general scholarship program will continue.

*Adopted by the AASFAA Executive Board on August 10, 2007
Policy & Procedures Manual Section 2.7