



Volunteer Disclosure Form

Instructions: Please complete the information below by entering the applicable information

Name:	
Organization:	
Address:	
City:	
State:	
Zip:	
Country:	

Disclosure Information* (check one)

	I have a direct financial relationship(s) to disclose. <i>If so, please complete the table below.</i>
	I do not have a direct financial relationship(s) to disclose. (Please skip table below and continue to page 2.)

Affiliation/Company/Institution	Type	Dollar/Range <i>Note: Only members of the Board of Governors are required to complete this column.</i>
Please complete the rows below by typing the relevant letters in the cells below.		
Example: XYZ Pharmaceuticals, Inc.	Select from Drop Down Box or Write in Letters Below	Select from Drop Down Box or Write in Letters Below
TYPE	TYPE continued	DOLLAR/RANGE
Honorarium (A)	Non-remunerative Positions of Influence (G)	\$1-\$2,000 (KK)
Employment (Full or Part Time) (B)	Receipt of Royalties (H)	\$2,001-\$15,000 (LL)
Stock Options/Bond Holding (C)	Speaker's Bureau (I)	\$15,001-\$25,000 (MM)
Research Grants (paid to self, institution or practice) (D)	Expert Testimony (J)	\$25,001+ (NN)
Ownership or Partnership (E)	Gifts (K)	
Consulting/Advisory/Other Remuneration (F)	Other (L) (Please specify above.)	

*A "Direct Financial Relationship" is a relationship held by an individual that results in wages, consulting fees, honoraria, or other compensation (in cash, in stock or stock option or in kind), whether paid to the individual or to another entity at the direction of the individual, for the individual's service or expertise. The term Direct Financial Relationship does not mean stock ownership or intellectual property licensing arrangements and is for relationships from the past 12 months.



AAPM&R Participation

Are you a member of the AAPM&R Board of Governors?

No

Yes

-If yes, which position do you hold?

Are you a member of a Council Executive Committee? If so, please select which one from the list below.

<input type="checkbox"/>	Central Nervous System Rehabilitation
<input type="checkbox"/>	Medical Rehabilitation
<input type="checkbox"/>	Musculoskeletal Medicine
<input type="checkbox"/>	Pain Medicine/Neuromuscular Medicine
<input type="checkbox"/>	Pediatric Rehabilitation/Developmental Disabilities

Please fill out the rows below by including your current AAPM&R Committee(s) assignments.

AAPM&R Committees

Membership Committee

Resident Physician Council (RPC)

Medical Education Committee

CME Committee

Knowledge NOW Steering Committee

Knowledge NOW Editorial Board

Program Planning Committee

Self Assessment Committees: SAE-P or SAE-R

Online Case Study Editors

Public & Professional Awareness

Quality Practice Policy Research

Evidence Based Practice Committee

Evidence Committee

Guidelines Committee

Performance Metrics Committee

Health Policy and Legislation Committee

Practice Resources Committee

Reimbursement and Policy Review Committee

Presidents Council Executive Committee

Committees of the Board

Audit Committee

Awards Committee Compensation

Committee

Conflict Advisory Committee

Corporate Relations Committee

History Preservation Committee

Nominating Committee

Finance Committee

Investment Committee

Journal Oversight Committee



Please select any other volunteer categories you participate in from the list below.

	Chair of a Committee or Group
	Member of a Committee or Group
	Task Force Participant
	Work Group Participant
	Liaison/Representative
	Writer/Reviewer
	Faculty/Lecturer
	Member/Chair of a Committee not listed in Committee section
	Other (Please explain in the space below)

Signature: _____ Date: _____

Providing your electronic signature is optional. We understand you may not have the technical capabilities to do so.

V U -

I confirm that the information submitted on this form is accurate and that I understand the above signature statement.

Staff entered information from existing form on file. **(For AAPM&R Staff Only)**

Please return the completed form

Thank you for your time. Please return the completed form by saving to your computer and clicking the "Submit Form" button in the top right hand corner.

If you have any questions or comments, please contact Margaret Keen at mkeen@aapmr.org or (847) 737-6102.

AAPM&R
Instructions and Frequently Asked Questions
Disclosure Template

AAPM&R adheres to policies from many different organizations. In an effort to streamline processes and avoid the need for volunteers to complete multiple disclosures, AAPM&R has created a master template to capture most disclosures.

Please note the following instructions/information:

Who must complete a disclosure form?

- All members of the AAPM&R Board of Governors
- Committee Members; task force members; work groups, etc.
- Council Chairs (Executive Committee)
- Course Planners (*Committee members, staff or others*)
- Course Faculty

Do I have to complete the financial information on the form?

- Only members of the AAPM&R Board of Governors are required to complete the financial range section of the disclosure form (last column). However, everyone listed above must fully disclose all relationships using the other columns.

I do not have any corporate relationships, do I still need to complete this form?

- This form must be completed and returned annually; there is a section to indicate if no relationships exist.

What is the definition of a relationship?

- AAPM&R must comply with several different organizations, therefore, all corporate relationships, even non-financial, must be disclosed. These might include: research grant recipient, consultant, board of directors, paid lecturer and others.

How/where will this information be disclosed?

- Your information will be disclosed to all participants in print prior to the start of the activity or committee meeting.
- Your information may be disclosed to an Academy member or the public upon written request from a member/public.

What time frame must I disclose?

- You must disclose relationships that have occurred in the past 12 months at the time of completing the form.

How often do I need to complete the disclosure form?

- Disclosures must be completed and submitted at least once a year. However, disclosures should be updated if necessary, before the start of every activity, including committee, board or planning meetings.

What if I receive a three-year grant, but receive funds only in the first year?

- The relationship exists regardless of when the funds were dispersed, and must be disclosed as indicated above.

I have already completed a disclosure for AAPM&R this year through an online site, why do I have to complete another form?

- At the current time, the disclosure process for committee members is separate from the disclosure process from faculty and abstract authors, Journal editors and authors, and Knowledge NOW editors and authors. This is because of separate technical platforms. The Academy is investigating possible solutions to simplify the process for our members and appreciates your patience.