

Sociology 150T – Philanthropy & Grant Making
American Humanics Program
California State University, Fresno

CONFIDENTIALITY AGREEMENT

As a student enrolled in Sociology 150T, “Philanthropy and Grant Making,” through the American Humanics Nonprofit Administration Program at California State University, Fresno, I am studying philanthropy and the nonprofit sector.

During the semester, I understand I am assigned to visit a nonprofit agency and conduct an interview with an agency representative to learn about the agency, its mission, programs, impacts on our community, and funding needs for the purpose of gathering information to determine an agency’s possible fit with the funding foci of the American Humanics Philanthropy Project.

I, the undersigned, reviewed and understand the following statements:

- o All information gathered from the site visit interviews with nonprofit agency representatives is considered confidential and should not be used for purposes other than its intended use for classroom discussion (what is discussed in class, stays in class).
- o I have an ethical obligation to protect confidential information obtained from the interview.
- o The audio tape will be labeled with an identification number and will not be labeled with the interviewee’s name.
- o In transcribing the interview, I will refer to the person’s position (not his or her name).
- o Upon completion of the transcription of the interview, I will submit the original audio tape(s) from the interview to Dr. Matthew Jendian to be kept in a secure location.
- o Upon completion of the semester, the audio tapes will be destroyed.
- o Unauthorized use of confidential information obtained through the interview may result in a zero or “F” grade on the philanthropy module or for the entire course.

Signed: _____ *PeopleSoft ID #* _____ *Date:* _____

Print Name: _____

Course Instructor Signature: _____ *Date:* _____

NOTE: You may obtain a copy of this confidentiality agreement form at your request.