## **Drexel University**

## **Community Advisory Board Member Attestation**

A Community Advisory Board (CAB) is a collective group of community members and representatives that provide community insight, information, and assistance to a research project or initiative team at Drexel University or one of its affiliated entities, including the Academy of Natural Sciences of Drexel University.

### The Purpose

The purpose of this CAB is [INSERT CAB SPECIFIC PURPOSE/SHORT DESCRIPTION]. CAB Members can do this by:

* Bringing forward the lived experiences, needs, and priorities of the community voices that wouldn’t otherwise be heard or represented at the table.
* Sharing your wisdom, cultural knowledge, and experiences.
* Being a critical “two-way” bridge to promote equity, inclusion, and partnerships.

### The Members

Individual members of the CAB (CAB Member(s)) are from [INSERT INTENDED CAB REPRESENTATION/MEMBER DESCRIPTION]

### The Impact

CAB Members will be able to make an impact in several ways:

* Impact the programs and policies affecting your community.
* Engage with researchers and scholars to disseminate translatable and meaningful knowledge to the impacted communities.
* Raise awareness of University research, students, and available resources to the community.
* [INSERT CAB-SPECIFIC IMPACT STATEMENTS/ACTIVITIES AS APPLICABLE]

### The Time

CAB Members will be expected to [INSERT ATTENDANCE REQUIREMENTS/NEEDS, E.G., HOW OFTEN, WHERE, HOW LONG, FOOD OR DAYCARE PROVIDED]

### Payment to Members

Members of the CAB will receive [INSERT PAYMENT AMOUNT/FREQUENCY]. [INSERT LOGISTICIAL CONSIDERATIONS FOR REIMBURSEMENT, E.G., GAS, MILEAGE]. [INSERT FUNDING INFORMATION, AS APPLICABLE, E.G., This Community Advisory Board is being supported by an award from the Melinda Gates Foundation]

Please select how you would like to receive your payment; if not otherwise affiliated with Drexel University (check one), please note depending upon the payment, additional personal information may be required:

[RETAIN PAYMENT METHODS AVAILABLE, REMOVE THOSE NOT APPLICABLE:]

□ Check (Vendor Process) □ Gift Card □ JP Morgan Chase (electronic payment)

[INSERT WHEN MEMBERS TYPICALLY WOULD RECEIVE PAYMENT, E.G., AFTER EACH MEETING, TYPICALLY WITHIN 30 DAYS OF THE ABOVE ACTIVITIES BEING COMPLETED]

The University will not pay or withhold federal, state, or local income or other payroll taxes on behalf of the Individual (U.S. citizens and/or permanent residents). The exception are payments to individuals who are non-Pennsylvania residents, performing community board duties in Pennsylvania. Effective January 1, 2018, the University is required to withhold Pennsylvania state tax on non-employee compensation payments that exceed $4,500 in a calendar year.

If payment is anticipated to be greater than 600.00 a year, the University must report to the Internal Revenue Service (IRS) on Form 1099-NEC for all U.S. Citizens and Resident Aliens payments of $600 or greater during a calendar year. As a result, we will need to collect a Form W-9, Request For Identification Number, separately from this document.

### Attestation Statement

By signing below, I confirm that I have reviewed, understand, and agree to abide by the terms of this Attestation and, specifically, the following statements about my participation as a Community Advisory Board Member with Drexel University:

1. I understand that by being a CAB Member, I am not an employee of Drexel University.
2. I understand under no circumstances will I be considered an employee, agent, or representative of the University as a result of this Attestation document*.*
3. I understand as a member of the Advisory Board; I am directly responsible for my actions and activities, including deciding how I will conduct myself as an Advisory Board member.
4. I will be honest in my feedback and considerate of other CAB members’ values, and I understand that if I do not respect others, I may be asked to leave and/or terminated from service in this CAB.
5. I grant to Drexel University the right to use, display, copy, and share with others my ideas, thoughts, or other knowledge shared as part of my participation as a Community Advisory Board Member for any purpose related to Drexel’s mission, including but not limited to research.
6. I understand that I can stop my participation as a CAB Member at any time without penalty. Please let your University contact person know of your intention in this regard.

CAB Member’s Signature: Date of Signature

CAB Member’s Printed Name:

CAB Member’s email CAB Member’s Phone

CAB Member’s Address

DREXEL UNIVERSITY

Drexel Staff Who Obtain Attestation Signature:

Date of Signature

Drexel Staff Printed Name: