



United Way of
Portage County

UNITED WAY OF PORTAGE COUNTY PRINCIPLES OF PARTICIPATION

United Way agrees to:

1. Conduct a year-round public relations program to promote understanding of community problems, support of member agencies and understanding of United Way efforts to deal with community needs.
2. Seek balance in trying to meet the needs of three interest groups:
 - a. People with need or problems.
 - b. Contributors.
 - c. Member Agencies.
3. Make every effort to reach a mutually acceptable and reasonable allocation with each agency.
4. Conduct an annual campaign to raise as much money as possible to help pay member agencies for the cost of services.
5. In the event that the results of a campaign do not match the campaign goal, work with all member agencies to provide a fair distribution of funds.
6. Allocate payments to member agencies in equal monthly amounts (unless variation has been mutually agreed upon), provided that the member agency is not in violation of policies herein stated.
7. Maintain a contingency, as funds are available, to review and recognize valid agency emergency requests for additional funds.
8. Maintain confidentiality of client information in collecting data for service/beneficiary studies.
9. Conduct agency forums to promote a healthy exchange between United Way and its member agencies and among member agencies.
10. Review allocations appeals.
 - a. Whenever the Allocations Committee recommends a lesser allocation than requested by a member agency, the agency will be notified in writing. If the agency wishes to take exception to this recommendation, it must present additional information to the Allocations Cabinet within ten days of the notification. If the Allocations Cabinet sustains the recommendation, it shall so report in writing to the agency and shall carry this sustained recommendation to the Board of Directors.

- b. As a further appeal, the agency may request by the United Way Board of Directors ten days after the Board has approved the Allocations Committee's recommended allocation. The agency's reason for such appeal shall be clearly stated. Action on the recommendation by the United Way Board shall be final.

The Member Agency agrees to:

1. Assist United Way with its annual campaign, where practical and as requested. Specific examples include:
 - a. United Way's annual speakers bureau
 - b. Success stories
 - c. Campaign kickoff and/or victory events
 - d. Other United Way events throughout the year
2. Use a variety of ways throughout the year to inform the public and recipients of member agency services that United Way contributors help to make possible (e.g. use of United Way logo on agency stationery and newsletters, mention of United Way affiliation in news releases and radio spots, etc.)
3. Submit outcomes results and client data annually using the required report format provided by United Way.
4. Submit overall agency budget information and program budget information annually using the required report format provided by United Way.
5. Carry out the programs of the agency in such a manner as will best meet the needs of the community and will be consistent with standards of service, efficiency and economy.
6. Conduct the programs and services for which United Way has allocated funds.
7. Provide ample notification to the United Way Board on program and/or staff expansion that requires United Way support now or in the future, or reduction of staff and/or programs for which United Way has provided support.
8. Provide a copy of the agency's most recent Form 990 and financial statements based on the described formats & schedules as follows:

	Category A	Category B	Category C
	Annual Revenue less than \$100,000	Annual Revenue greater than \$100,000 but less than \$249,999	Annual Revenue greater than \$250,000
Required Annually:	<ul style="list-style-type: none"> • Non-full Disclosure Compilation • Form 990 • Copy of current employee crime coverage 	<ul style="list-style-type: none"> • Independent financial review by a CPA • Form 990 • Copy of current employee crime coverage 	<ul style="list-style-type: none"> • CPA prepared independent audit • Form 990 • Copy of current employee crime coverage
Required Every 3 yrs:	<ul style="list-style-type: none"> • Full Disclosure Compilation 	<ul style="list-style-type: none"> • n/a 	<ul style="list-style-type: none"> • n/a

9. Derive as much revenue for operations as possible through:
 - a. Service fees/memberships
 - b. Sales to local members and
 - c. Supplemental fund raising activities in compliances with United Way of Portage County Supplemental Fund Raising (copy attached).
10. The agency will not conduct capital fundraising or supplemental fundraising during United Way's "blackout period" in order to minimize competition and confusion with the annual United Way appeal.

NOTE: Exceptions to the blackout period may be considered if the agency contacts United Way of Portage County at least 60 days prior to the commencement of the blackout period to discuss the situation. Reasons for exception include: those fundraisers where timing is unavoidable and the fundraising will in no way impact United Way's ability to raise dollars for its member agencies through its annual campaign.

For example, United Way has made exceptions to the blackout period for national fundraisers that some agencies must comply with for membership (eg. Girls Scouts cookie sale, Boy Scouts popcorn and wreath sale, Salvation Army Bell wringing.)

11. All agencies are required to notify United Way of capital campaign plans at least 6 months in advance of capital fundraising activity. Written Notification should include:
 - a. Reasons for capital campaign
 - b. Fundraising goal of the capital campaign
 - c. Timeline of capital campaign activities – starting date & ending date
12. Provide employee crime coverage for all agency employees and provide United Way with a copy of this coverage on an annual basis (see #8 on page 2).

TERMINATION OF AGREEMENT

All violations of this agreement will be referred to the Executive Committee. An agency representative will appear before the Executive Committee, which will make a recommendation to the Board of Directors, which may include cessation of funding. The Board of Directors will vote on the recommendation. The agency may appeal the board action at the following board meeting.

UNITED WAY AGENCY STATUS

If an agency loses its United Way funding, it is no longer a member agency. The agency must re-apply as a new agency in order to regain member status.

2009 ALLOCATION

XXX accepts the allocation for:

Program	Amount
XXX	XXX
Total Allocation	XXX

from the United Way of Portage County, to be allocated in 2009. The XXXX agrees to abide by the above Principles of Participation and Supplementary Fund-Raising Policy (copy attached).

Signed:

Agency Board President

Dave Wirth, 2009 United Way Board President

Date

Date