

## PARTICIPATING AGENCY AGREEMENT

2018-2019

This agreement between United Way of Douglas & Pope Counties, Inc. (to be referred to as the United Way) and \_\_\_\_\_ (to be referred to as the Participating Agency) is hereby entered into with the belief that (a) the goal of meeting the human need of the people of Douglas & Pope Counties demands the united efforts of all segments of the community, (b) human service planning, community-wide fund raising and the allocation of funds based upon citizen review of services are the most effective and efficient means of meeting the human needs of the community and (c) clear understanding and mutual acceptance of the respective roles of the United Way and the Participating Agency is essential to their joint effort to meet the human needs of the Douglas & Pope Counties.

With these mutual beliefs on mind, the United Way and the Participating Agency agree to work cooperatively to increase the public's awareness and understanding of the human service needs of the area and to work together to meet these needs.

### A. The United Way Agrees to:

1. To accept the autonomy and responsibility of each agency's governing body to determine its own policies and to manage its own program within the scope and spirit of this agreement.
2. To publicly promote to the community the participating agencies, their programs and other endeavors throughout the year.
3. To conduct an annual fund raising campaign within the Douglas & Pope County communities in order to make annual allocations to participating agencies.
4. To ensure that all participating agencies are afforded equal opportunity for presentations regarding programs, services and needs during any allocation process.
5. Seek balance in trying to meet the community's social needs or problems.

### B. The Participating agency agrees to:

1. To support and actively participate in the annual United Way fundraising campaign.
2. Inform the public, and recipients of participating agency services, that United Way contributors help make the services possible and to use the United Way logo on agency stationary, newspapers and mention of United Way affiliation in news releases and radio spots.
3. To comply with any request by the United Way for reports and for attendance at special meetings.
4. To submit mid-year and year end service statistics and financial statements and a total agency audit if one is completed.
5. Refuse authority to others to use the participating agency's name for unauthorized solicitations.
6. To keep the United Way informed of any changes in its programs, professional staff or governing board.
7. To be familiar with and abide by all articles of the constitution, by-laws and amendments of the United Way of Douglas & Pope Counties. (See attachment/Article IX)
8. Refrain from conducting any fundraising efforts in Douglas and Pope County during the United Way Black Out Period from September 1 to October 31, in order to minimize competition and confusion with the annual United Way appeal.



9. Exceptions may be granted through submission of written request to the United Way Board of Directors at least sixty (60) days in advance. Refer to the fundraising guidelines section for more information.
10. Report the results of all fundraising efforts to the United Way through an annual budget.

### **C. Fund-raising Guidelines**

The annual United Way campaign approaches the general public, civic groups, businesses and corporations once a year on behalf of funded agencies. In order for United Way to obtain the maximum financial support for agency operating purposes from these sources, in principle, any form of workplace solicitation of employee groups or the direct solicitation of corporations or businesses by participating agencies is NOT acceptable during the United Way Black Out Period from September 1 – October 31.

No fund raising of any type for member agencies is allowed during the United Way annual campaign covering the period from September 1 to October 31 of any calendar year. This prohibits any recruitment of fundraising volunteers for an organization within the community during the above period.

Generally accepted fundraising activities during the United Way Black Out Period include but are not limited to:

#### 1. Membership Enrollment

It is recognized that an agency would have a natural constituency of individual and/or families who have a special interest in furthering the objectives of the agency, or have a direct and continuing interest in the programs of the agency. Two general types (could be named differently) could be:

Participating Membership - an affiliation with an agency primarily because of a desire to actively serve or promote the aims of the agency. Such members may form the voting constituency of the agency and may elect the Board of Directors. Any fee for participating membership should be modest and could include newsletters, program and meeting notices

Sustaining Membership - An affiliation with an Agency primarily to financially support the aims of the agency, without expectation to use services or participate in the activities of the agency. Sustaining memberships should only be offered to those who wish to affiliate themselves on a continuing basis with a particular agency because of strong personal convictions as to the importance of the organization's programs and services. This would include former contributors, present and former board or agency committee members, present and previously registered agency members and their families after participation ceases, and volunteers in the agency program. Participating agency must establish linkage to all sustaining members.

#### 2. Merchandise Sales

Merchandise sales may constitute a source of revenue for some agencies which, if properly controlled, could add to the total funds available from the community. Such door-to door sales (i.e. cookies, candy, light bulbs, popcorn) may be made to the public provided:

- a. The price of the merchandise is reasonable in relation to its value.
- b. The agency does not lend its name to the promotion of the company's product.

