



STATEMENT OF UNDERSTANDING
BETWEEN UNITED WAY OF KNOX COUNTY, INC.
AND PARTNER AGENCIES

The United Way of Knox County (hereinafter called UW) and its partner agencies have a common purpose and objective to provide a broad range of human services designed to meet the needs of people in the Knox County community and to assure public awareness of and volunteer involvement in both the UW's efforts and those of its partner agencies.

United Way of Knox County Partner Agency Policies in United Way's Bylaws govern the relationship between United Way and all partner agencies:

Standards of Membership

Agencies considering applying for United Way partner agency status must review and agree to abide by United Way's Statement of Understanding. This formal agreement between United Way and an agency reflects board approved policies established in these by-laws. The Statement of Understanding should be reviewed during a board meeting or executive committee meeting and be signed by both the Chief Professional Officer and a Board Officer. All partner agencies, including potential partner agencies, must certify the following to United Way on an annual basis:

An organization or agency, rendering health and welfare services for Knox County citizens, interested in the objectives of the corporation (United Way) and agreeing to operate in accordance with this set of by-laws, may become a partner agency of the United Way for one year at a time upon recommendation of the Fund Distribution Committee, and upon approval of the Board of Trustees of this corporation. Organizations must be governed by a Board of Trustees or Directors representative of the Knox County area, maintain a permanent record of income and expense, establish a competent lay budget committee, and render significant and non-duplicating community health and welfare services.

- A. No agency is eligible for membership until it has operated successfully for at least one year.
- B. No strictly religious organization serving a limited group shall be eligible as a partner agency, and no funds shall be allocated or budgeted for religious purposes.
- C. Partner agencies shall give assistance, when needed, to the Campaign Committee before and during the annual campaign.
- D. United Way cannot be the sole source of financial support for any partner agency.
- E. Agencies should regularly look for sources of funding other than United Way, including governmental aid, fees for services rendered, membership dues, endowment income, legacies, special purpose gifts, and donations from civic organizations.
- F. Partner agencies will be required to complete a financial accountability certification (attached) at a board or executive committee meeting and abide by the following financial accountability practices:
 - 1. When total annual gross income exceeds \$250,000, financial statements should be audited in accordance with generally accepted auditing standards;
 - 2. When total annual gross income exceeds \$100,000 and is less than \$250,000, a financial review by a certified public accountant is required;

3. For partner agencies whose annual gross income is less than \$100,000, an internally produced, complete financial statement is sufficient to meet this requirement.
- G. No agency will solicit local funds during the campaign blackout period of September 1 through November 15. The selling of products is permitted as long as agencies acknowledge being United Way partner agencies in marketing materials and displays. Special considerations will be given to agencies that conduct holiday mail campaigns beginning after November 1.

United Way has the right to refuse funding to any agency whose fundraising activities are perceived to be detrimental to the United Way campaign. If an agency is found to be out of compliance with United Way policies, the following process will be implemented:

1. The United Way Board of Trustees will forward a letter to the agency outlining the infraction and stating that it be immediately corrected;
2. Should such infraction continue, the agency will be required to come before the United Way Board of Trustees to explain why no corrective actions were taken;
3. Should such infraction continue, the United Way Board of Trustees will suspend all funding to that agency.

Any 501(c)(3) health and human service agency meeting the guidelines in the Statement of Understanding can apply for membership. Annual program applications are available at least two months prior to the submission deadline. The availability of membership packets shall be published in the local newspaper and announced on local radio stations.

This 2012/2013 agreement was reviewed and accepted by our Executive Committee or Board of Trustees of

_____ (agency name) on _____ (date).

Any one officer and the Chief Professional Officer must sign this agreement before any agency will be considered for agency partner status and funding.

Chief Professional Officer's Signature

Board Officer's Signature

Print CPO Name

Print Officer's Name/Position Held