

ARTICLE VIII  
Policies Relating to Organizations Receiving Support

Section 1. Single Cooperative Annual Campaign: To eliminate duplication of efforts that would be required by individual solicitation for each organization desiring support, there shall be but one annual combined fund-raising campaign in which all organizations requesting financial support and having been approved by the Board of Directors of the United Way of Winneshiek County will cooperate. Participating organizations must meet and adhere to the following guidelines to qualify for designations:

- a. The organization is a 501(c) 3 tax-exempted organization, or a qualifying local, state, or federal government agency.
- b. Funding is to provide or promote a health or human service.
- c. Funding must not be used to sustain or promote political, religious, scientific, animal welfare or cultural goals. If the function or program of an organization is unclear or in dispute the Executive Committee will meet with the organization to demonstrate how it promotes health or human services.
- d. The organization must serve people within Winneshiek County in the state of Iowa.
- e. United Way of Winneshiek County must have a completed application from a participating agency that meets the specified deadline and requirements.
- f. The organization must have been in existence for a minimum of three years.

Section 2. Application for Support: Any organization desiring support of the United Way of Winneshiek County shall make application in writing to the Board of Directors to include:

- a. A statement by the head of the organization that the governing board is familiar with the provisions of the Articles of Incorporation and the By-laws of the United Way of Winneshiek County; has voted to apply for support; and agrees to cooperate with other participating organizations in furthering the purposes of the United Way of Winneshiek County.
- b. A statement of the background, purpose, services provided, current accomplishments, and functions of the organization.
- c. The names and addresses of representatives to be contacted.

Section 3. Annual Requests: An organization desiring to participate in the proceeds of the United Way of Winneshiek County financial campaign shall submit every year a list of its officers and directors, financial statements, detailed reports of services rendered and program accomplishments. It shall also submit a request for the coming year and a proposed budget together with explanation or justification of the amount requested. That same organization must annually complete the "Application for Financial Allocation."

Section 4. Acceptance by United Way of Winneshiek County. Applications for support shall be referred to the Allocations Committee. The Allocations Committee shall review all requests in the light of anticipated fund-raising potential compared with relative effectiveness and need of the participating organization, and in a proposed budget shall recommend specific amount to the Board of Directors, where final actions shall be taken.

Section 5. Obligations of Participants. In accepting financial support participating agencies agree:

- a. To conduct no benefit campaigns, or solicitations for financial assistance for ordinary purposes during the months of the official United Way of Winneshiek County Campaign from August 1<sup>st</sup> through October 31<sup>st</sup>, nor any similar campaigns for special financial purposes within the geographic area included in the United Way of Winneshiek County except with prior consent obtained from the Board of Directors.

- b. To accept the apportionment of funds made to it by the Allocations Committee and approved by the Board of Directors.
- c. To maintain responsible management, with a qualified board of unpaid directors or administrative committee.
- d. To keep complete and regular books of account open to inspection by the duly accredited representative of the United Way of Winneshiek County.
- e. To abide by the rules and regulations promulgated by the Board of Directors of the United Way of Winneshiek County.
- f. Member agencies will agree to attend meetings designated by the Board of Directors. Member agencies should designate a specific staff person, board member, volunteer, or other person who will act on behalf of a single recipient organization and participate in the United Way Campaign activities. These representatives are required to attend 100 percent of the designated meetings July through October. If unable to meet this requirement, the Executive Committee will review participation and reserves the right to penalize the agency by loss of up to 25 percent of their allocation.
- g. Member agencies also agree to be active participants in the campaign process and are expected to be involved in planning, solicitation, publicity/public relations and events as needed. Lack of participation during the campaign process may also result in loss of allocations as noted in item (f).
- h. Any agency representative may make recommendations during the open floor discussions at regularly scheduled board meetings.

In addition to the By-laws for United Way of Winneshiek County, the Code of Ethics and Diversity Statement (adapted in 2007) shall be honored by the Board, volunteers, member agencies and community partners.