



United Way of Skagit County
831 S Burlington Blvd PO Box 451
Burlington, WA 98233-0451

MEMORANDUM OF AGREEMENT
and ANNUAL RENEWAL

YEAR

between

UNITED WAY OF SKAGIT COUNTY

(hereinafter referred to as the “United Way”)

and _____

PARTNER AGENCY NAME

(hereinafter referred to as the “Partner Agency”)

This agreement describes conditions for Partner Agency funding and must be followed for the agency to remain in good standing as a Partner Agency.

PREAMBLE

- I. United Way is a broad voluntary effort aimed at improving the quality of life for people in Skagit County. This is achieved through its primary role of mobilizing financial resources and promoting cooperation among community entities.*
- II. Together, the United Way and its Partner Agencies form a coalition of concerned people who are dedicated to improved living conditions for Skagit County citizens. This is demonstrated by United Way emphasis on the support of local human service agencies and by agency accountability to United Way standards.*

III. *The United Way and its Partner Agencies have specific roles that are necessary for a viable partnership.*

A. *The United Way organization conducts an annual countywide fund raising Campaign. It provides financial support to Partner Agencies and assists however possible in providing their services to the community.*

B. *Partner Agencies provide programs to meet health and human services needs of people in Skagit County.*

IV. *Underlying all activities and services of both groups is the fundamental belief that voluntary citizen participation in planning, evaluating, organizing and operating community programs is essential for community health and well being.*



**The Chief Executive for the _____
(Partner Agency) will initial each provision.**

Initials

_____ I. The Partner Agency will be a United Way Partner Agency and as such will receive consideration when United Way funds are distributed. The Partner Agency's allocation shall be determined by the United Way Board of Directors upon recommendation from the Chair of the Allocations Committee.

_____ II. The Partner Agency will abide by all conditions contained in this agreement.

_____ III. The Partner Agency will cooperate with and give enthusiastic support to the United Way organization and the annual fund raising Campaign. The Partner Agency will make available a minimum of one participating Campaign Volunteer (Campaign Associate) to assist with the Fall Campaign.

_____ IV. The Partner Agency Director will help as needed by participating in Campaign Presentations, Campaign training, and such other services as may be helpful to assure success of the United Way Campaign.

- _____ V. The Partner Agency will annually conduct an internal “United Way of Skagit County Campaign” for all employees/volunteers. A United Way Campaign Associate will assist with this campaign.
- _____ VI. The Partner Agency will provide a copy of its 501 (c) 3 IRS determination letter and current registration with the Secretary of State's Charities Program.
- _____ VII. The Partner Agency will make no public solicitation for funds or conduct any fund raising activities during the annual United Way Campaign (Labor Day through Thanksgiving) without prior approval in writing from the United Way Board President.
- _____ VIII. To facilitate good communication, the Partner Agency will advise the United Way Executive Director of plans for building or capital campaigns. Base Allocations to partner agencies may not be used to fund capital or building projects.
- _____ IX. The Partner Agency will allow its name and emblem to be used on United Way Campaign materials and will provide photos and other media to United Way to help with Campaign outreach.
- _____ X. The Partner Agency will publicize its membership as a United Way partner on its stationery, brochures and other communications material. This includes television and radio publicity. Letterhead and locally prepared publicity material will carry a phrase such as “A United Way Agency” or “United Way Member Agency”, and the United Way emblem in a size easily seen.
- _____ XI. The Partner Agency will have a representative attend any Partner Agency meetings scheduled by United Way.

- _____XII. The Partner Agency will annually submit to the United Way:
- A. A funding request for the upcoming year.
 - B. Sufficient information to permit understanding of its program, including how United Way funds are to be spent.
 - C. Any requested budget information.
 - D. This signed Partner Agency Agreement.
- _____XIII. The Partner Agency agrees to submit a copy of their financial reports yearly based on the following criteria:
- A. If the Partner Agency receives a United Way allocation of more than \$20,000, the Agency is required to submit to the United Way a full audit every third year with a review by an independent auditor on the other two years.
 - B. If the Partner Agency receives a United Way allocation of less than \$20,000, but more than \$10,000, the Agency is required to annually submit to the United Way a review of its finances by an independent auditor
 - C. Partner Agencies/Programs that receive an allocation of \$10,000 or less are not required to submit an audit or review. However, they must submit to United Way a budget plan for the upcoming year and a record of income/expenditures for the past year.
 - D. Partner/Agencies/Programs will prepare and submit any special financial reports requested by United Way.

The financial information described above is to be submitted annually or as requested by the United Way.

- _____XIV. The Partner Agency may withdraw from United Way at any time by written notice to the United Way Board of Directors. In such a case, the Partner Agency shall continue to receive its allocations during the current fiscal year, provided that the Partner Agency continues to provide the service for which the funds were allocated (as determined by the United Way Board of Directors).

_____XV. If a Partner Agency does not meet any of the above requirements, the United Way Executive Director will meet with the Partner Agency and develop a course of action. If the Partner Agency does not comply with the course of action, the United Way Board of Directors may terminate the membership of a Partner Agency for failure to comply with the membership requirements as outlined in this Agreement, or for conduct detrimental to the best interest of the United Way of Skagit County or the community. Such action shall be taken by a vote of two-thirds of the members of the Board of Directors present at any meeting of the Board providing that the Partner Agency in question has received written notice of the charges and has been given the opportunity for a hearing before the Executive Committee prior to the meeting when termination will be considered.

_____XVI. Allocations to Partner Agencies are normally made quarterly. Monthly allocations can be made by special arrangement.

ACCEPTED BY: _____
(*Partner Agency Name*)

_____ Phone: _____
Print Name - *Partner Agency Executive*

_____ Date: _____
Signature - *Partner Agency Executive*

_____ Date: _____
Signature - *Partner Agency Board President*

ACCEPTED BY: **UNITED WAY OF SKAGIT COUNTY**

_____ Date: _____
Board President

_____ Date : _____
Executive Director