

# Agreement

## United Way of Eastern Oregon

*(To be referred to as **United Way**)*



and

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*(To be referred to as **Participating Agency**)*

United Way of Eastern Oregon 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.

### **CAMPAIGN AND ALLOCATIONS**

The United Way agrees to:

- ◆ Conduct an annual community-wide fundraising campaign, to perform all collection duties of the pledges received, and to make payments to the Participating Agency in accordance with the annual payment schedule.
- ◆ Provide opportunities to involve the Participating Agency in supporting roles in the annual campaign (e.g., speakers bureau, kick-off event, etc.)

The Participating Agency agrees to:

- ◆ Promote and actively support the annual United Way campaign. This includes participating in United Way sponsored events, encouraging constituency, Board, and staff members to contribute to United Way, and offering payroll deduction.
- ◆ Refrain from appealing to United Way donors to designate a portion or all of their United Way contribution to the Participating Agency during the period beginning September 1, 2010 and ending November 15, 2010.
- ◆ Acknowledge and promote United Way's support in articles, brochures, reports, papers or other publications produced, distributed and presented

about programs described in the Participating Agency's Request for Participation and Funds application.

### **Public Disclosure**

All materials prepared and submitted by the Participating Agency to United Way, as well as those prepared and submitted by United Way to the Participating Agency are considered a matter of public record.

Either party, without notice to the other, may copy or share said information with anyone it chooses unless the information has been marked as "confidential" by the Participating Agency or United Way.

### **Protection of Proprietary Information**

Both parties agree to ensure that all information that is confidential, privileged, or nonpublic, is not disclosed inappropriately (e.g., donor addresses, mailing lists, etc.)

### **Accountability**

United Way agrees to provide clear and timely feedback to the Participating agency on questions or concerns associated with the program(s) described in the Participating Agency's Request for Participation and Funds application.

The Participating Agency agrees to provide additional information in a clear and timely manor for any changes, or requests to supplement or clarify information, associated with the program(s) described in the Participating Agency's Request for Participation and Funds application. The Participating Agency certifies that it maintains accounts for its funds in accordance with generally accepted accounting principals (GAAP.)

### **Administration and Management**

The United Way agrees to:

- ◆ Respect the Participating Agency's autonomy and right to determine its own policies and programs.
- ◆ Encourage a cooperative atmosphere for community-wide human service planning and development.

The Participating Agency agrees to:

- ◆ Keep accurate records of all expenditures and income in conformance with the Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations.
- ◆ Encourage a cooperative atmosphere for community-wide human service planning and development.
- ◆ To comply with United Way policies and procedures.

## Diversity

United Way and the Participating Agency believe that all people deserve to have full and complete access to the services that will help them grow to their greatest potential. Therefore, every United Way funded program will not exclude any person who seeks services from receiving any service based on their race, creed, color, religion, gender, disability, marital status, sexual orientation, veteran status, national origin, age or any other characteristic protected by law.

United Way supports the right of programs to develop and equitably enforce behavioral expectations of all service recipients. High expectations for behavior are a critical component of many successful United Way programs. The United Way does require any behavioral expectations to be equitably enforced; that is, without discrimination. Behavioral rules and consequences must be the same for all service recipients and implemented without discrimination.

United Way will continue to encourage mission-based programs that target specific age, gender, health or disability populations in order to better meet the unique or special needs of the clients and participants.

While United Way recognizes the rights of programs to select their staff, board and volunteers, it strongly encourages diversity in those selections.

*For additional information see UWEO “Diversity Policy Statement.”*

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Participating Agency’s Name

United Way of Eastern Oregon

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Signature Chief Professional Officer

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Signature Chief Professional Officer

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Date

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Date