

UNITED WAY OF YORK COUNTY

REQUIREMENTS FOR AFFILIATION

To be a full partner agency of the United Way, an agency must meet the following requirements:

1. Be legally incorporated as a non-profit agency and tax exempt under section 501(c)(3) of the Internal Revenue Code.
2. Be in operation for at least one year prior to applying for affiliation.
3. Be governed by a volunteer Board of Directors whose members:
 - Adopt a constitution or bylaws that state the agency's mission, purpose and responsibilities;
 - Adopt all policies and procedures necessary for governing the agency.
 - Code of Ethics
 - Record Retention Policy
 - Business Contingency Plan
 - Conflict of Interest Policy
 - Agency Reserve Policy
 - Investment Policy
 - Gift Acceptance Policy
 - Meet on a regular basis;
 - Conduct an annual meeting;
 - Serve without pay for a limited number of years or terms;
 - Consist of a diverse group of people representing different segments of the community;
 - Assure the agency meets all legal and financial requirements; and
 - Select, employ and evaluate an executive director.
4. Adopt a mission statement reflecting the overall purpose of the agency and develop a strategic plan, which enumerates strategic goals and objectives to carry out the mission.
5. Have an annual audit conducted by an independent, certified public accountant and comply with all applicable regulations of the Internal Revenue Service.
6. Provide services consistent with United Way policy, which meet a community human services need and do not unnecessarily duplicate services of another agency.
7. Be able to demonstrate a need for United Way funding.
8. Agree to sign and abide by the Statement of Agreement between the United Way and the partner agency and adhere to the Self-Support Policies and Procedures and all other policies defining the relationship between the United Way and partner agencies.