

UNITED WAY OF NOBLES COUNTY

Admission Policy

The United Way of Nobles County recognizes the constantly changing human needs in our community. In its role as a steward of voluntary contributions from the community, the United Way also recognizes the importance of establishing standards to assure that the contributor's donations are used efficiently and effectively in the support of health, human service, character building or otherwise benevolent programs and services for the direct benefit of person living in Nobles County.

Acceptance as a member agency in the United Way of Nobles County is contingent upon the availability of funds and the established priorities relating to the use of those funds. It is assumed that the limited resources of the United Way of Nobles County will make it impossible for all qualified agencies in the community to received financial support. Therefore, the intent of the United Way of Nobles County admission policy is to respond to significant existing and emerging human needs in the community.

Agencies **NOT** eligible for admission are those whose primary purpose is teaching or furthering appreciation of the arts; influencing political campaigns at the local, state, national or international levels; influencing public opinion in favor of a particular political or religious point of view; providing academic training, scholarship or tutoring other than day care. Also, any agency or organization which excludes individuals and families as clients, staff or membership solely on the basis of race, religion, color, sex, national origin, economic status, age or geographic location within Nobles County is not eligible for admission.

AGENCY MEMBERSHIP ADMISSION CRITERIA

THE APPLICANT AGENCY MUST...

...have a written statement of its purpose and functions.

...have a constitution and/or set of adopted by-laws which clearly define the agency's objectives, organization, and the duties, authority responsibilities of its governing body.

...show a copy of the letter from the Internal Revenue Service stating that the organization is tax exempt under the section 501(c)3, or, if exempt under 170, a statement to that effect and a resolution from its governing body authorizing application for funds.

...comply with and enforce all state and federal rules, regulations and laws against discrimination.

...have an unpaid local board of directors of at least four (4) people that holds regular meetings and has clear lines of authority. No paid staff may serve on the agency's board of directors.

...annually provides for an audit in accordance with the Minnesota Charities Act, by an independent certified accountant. The United Way of Nobles County Board of Directors reserves the right to waive this requirement if another accounting report is submitted.

...actively strive to maintain necessary programs and must evidence willingness to cooperate with the United Way and other member agencies to reduce duplication of services and minimize overhead expenses.

...exhibit a reasonably broad base of community support through its membership.

...have been in operation for at least one (1) year at the time of application. In the event the agency does not meet this requirement but does offer a new or creative service for which there is documented need, Venture Grants are available. Inquire about the requirements.

...participate on a year round basis with the United Way and other member agencies to improve fund raising efforts and community awareness of the annual fund drive. Funded agencies will be asked to participate in the United Way fund drive.

FAILURE TO COMPLY WITH ADMISSIONS-MEMBERSHIP CRITERIA

Failure to meet one or more of the preceding admission-membership criteria by an applicant agency shall be grounds for membership refusal.

Failure by a member agency to comply with the membership criteria shall result in a warning. An agency upon receiving a warning has 30 days to achieve compliance without a funding penalty being invoked. An agency, which receives a second warning within a 12-month period, shall have 30 days to achieve compliance. During the 30-day period the agency shall be considered temporarily suspended and monetary penalty at the discretion of the Board of Directors. Upon achieving compliance, all rights to membership will be reinstated. A third warning within a 12-month period shall result in immediate termination of membership. Any and all funds not yet disbursed to the terminated agency shall be considered forfeited. A terminated agency may not seek membership in the United Way for a period of one (1) year.

PROCEDURE FOR ADMISSION

- 1. Applicants for admission to the United Way of Nobles County will be accepted from March 1st through April 30th. Applications must be received by April 30th to be considered for membership and funding in the following calendar year. No applications will be accepted after April 30th.**
2. All applications for admission and inquiries about membership should be addressed to:
**United Way of Nobles County
1121 Third Avenue
Worthington, MN 56187**
3. Agencies which meet the United Way's admission criteria will be scheduled to present their request to the Board of Directors.
4. Final determination concerning each application for admission and Allocation remains with the United Way Board of Directors.

5. All agencies will be notified of the acceptance or refusal of the application by June 30th.

GENERAL RESTRICTIONS ON AGENCY FUND RAISING

“Membership agencies will not possess a license to conduct gaming.”

This policy however does not preclude a member agency from soliciting funds from organizations such as the Elks, Eagles, VFW, and Legion, etc., which conduct gaming for the purpose of distributing monies to charitable agencies. These organizations may be solicited for contributions at any time during the year. This policy also does not restrict a member from conducting a legally licensed raffle outside the September 15th to November 15th time frame.

“Membership agencies may not conduct any fund raising (sustaining membership, raffle or capital fund appeal) activity during the period of September 15th – November 15th, the primary funded period of United Way. “

Fundraisers of a closed or limited scope are permissible on a year round basis.

Example #1 – A local scout troop may sell fruit or Christmas wreaths during the restricted period and it would not constitute a violation.

Example #2 – An agency conducting a general mail solicitation of the community between September 15th and November 15th would be in violation. However, a group such as a church sponsored agency may conduct a mail out to its church membership without violating the United Way agreement.

“Member agencies may conduct the following types of fund raising on a year round basis.”

- 1) Submission of grant applications to private foundations and/or government agencies.
- 2) The sale of crafts, food or other similar items at events such as bazaars, Turkey Day, etc.
- 3) The sale of new or used clothing, furniture, craft items, or other general merchandise at the agency’s business location(s).
- 4) Fundraisers outside of Nobles County.

“Member agencies may also be the recipients of unsolicited gifts, which are the result of another organization’s fundraising efforts, even if this activity occurred during the restricted period of September 15th - November 15th. The recipient agency however may not suggest or encourage another organization to raise funds on its behalf during the period of September 15th - November 15th.”

Example – If a group such as a local service club conducted a pancake breakfast between September 15th and November 15th and gave the receipt from the breakfast to a member agency, this is not a violation.

However, if a member agency asked a service club to conduct a pancake breakfast on its behalf between September 15th and November 15th, this would be a violation.

Agencies with questions about fund raisers are reminded that the United Way exists to help its member agencies and that whenever possible, fund raising activities will be accommodated. Only fund raisers which adversely affect the ability of the United Way to raise funds or are scheduled to occur between September 15th and November 15th are restricted.

APPLICATION FOR EMERGENCY OR EXTRAORDINARY ALLOCATIONS

1. An agency, which meets the United Way's established admission criteria, is eligible to apply for an emergency or extraordinary allocation.
2. Emergency and extraordinary allocations will only be awarded to those agencies which clearly demonstrate a need. To be considered for an emergency allocation, all other reasonable avenues of financial support should have been pursued. All burdens of proof in documenting need are the responsibility of the applicant agency.
3. All United Way "Application for Membership" forms must be completed and submitted to the United Way of Nobles County office.
4. Applications for emergency or extraordinary allocations will be screened by the staff to determine eligibility. Final determination concerning each emergency or extraordinary application will remain with the United Way Board of Directors.
5. The award of emergency or extraordinary allocations is also subject to the availability of funds.
6. An agency receiving funds under these provisions must continue to comply with all established United Way rules, regulations, and admission criteria.