

**United Way of Wilson
County, Inc.
Designation-Only
Agency
Agreement**

Proud Designation-Only Agency



United Way Wilson County

Foreword

Each United Way of Wilson County, Inc. funded program is but a part of a total network focused on meeting the needs in our community with measurable positive outcomes in the areas of income, education, and health. The United Way of Wilson County, Inc. has a responsibility to consider agencies and their programs as a whole when promoting the Annual United Way Employee Campaign.

These procedures have been prepared to provide information about the responsibilities between United Way and its designation-only agencies.

Responsibilities of United Way and Designation-Only Organizations

Dual Responsibilities

Designation-Only Agencies and the United Way have a dual responsibility: to promote program awareness for human services in Wilson County. Each will positively promote the work of the other and be an advocate for strong collaborations between the agencies.

Designation-Only agencies with a budget in excess of \$250,000 and the United Way of Wilson County, Inc. must be audited annually by independent certified public accountants retained and paid for by each agency. A copy of the Designation-Only agency Agreement should be submitted annually to be included in the upcoming United Way Employee Campaign.

United Way of Wilson County, Inc.

United Way agrees to offer Donors Choice on Employee Campaign Pledge Cards to promote Designation-only Agencies throughout the year.

United Way will correspond with Designation-Only Agencies about community and volunteer opportunities.

United Way will distribute Donors Choice designations based on Campaign closure. Distribution time may be adjusted during a delay in campaign closure.

Designations are based on a United Way Campaign closure. Typically, designations from the most recent campaign closure are paid during in late July. The United Way deducts 14% from designations to offset fundraising expenses and uncollected pledges. The United Way will provide you with a list of your donors. (The designation list is based on submissions received.)

Designation-Only Agencies

Designation-Only Agencies review/approve information on the United Way website and Campaign Brochure. Visit unitedwayofwilson.org/about-us/agencies to see agency information.

Agencies may not ask donors to designate verses to give to the general campaign, but agencies may share that the United Way Campaign offers Donors Choice as a donation option.

Posting the United Way Designation-Only Agency sticker and adding the Designation-Only United Way logo will help donors recognize that your agency is part of the United Way Campaign. (Window stickers are ordered through the United Way office.)

Community Impact Committee

The Community Impact Committee of the United Way of Wilson County, Inc. will consist of a minimum of 10 diverse community volunteers and a chair. The volunteers represent Wilson County and are selected by the Committee Chair.

Specific duties and requirements of the Community Impact Committee include the following:

- The Community Impact Committee convenes annually to review Designation-Only Agency Agreements to ensure that the Agencies are providing services in Wilson County, in good standing with their 501(c)(3) and have submitted their annual 990 to the IRS.
- The Community Impact Committee makes recommendations to the United Way's Board of Directors concerning requests for continuing as a Designation-Only Agency and they review new requests to become a new United Way Designation-Only Agencies.
- The Community Impact Committee works with the United Way Executive Director to inform the United Way Board of Directors of any inter-agency or intra-agency problems of which they should have knowledge, and makes recommendations for possible solutions.

United Way of Wilson County Designation-Only Application

1. The applying agency must be incorporated, not-for-profit, and have an IRS tax exempt letter. United Way must verify compliance with the state's charitable regulations, must receive a copy of an IRS tax exempt letter or 501(c)(3) status and the agency bylaws.
2. The agency must offer human service programs with an focus on income, education, basic needs and or health in Wilson County.
3. The agency must provide a community service based on documented need. Services should be clearly defined, their impact documented, and targeted to a population or locale not presently served by existing programs.
4. The agency must be nondiscriminatory in programs, services, staffing, and volunteer development.
5. The agency must have an active, rotating, volunteer leadership that represents the diverse elements of the community and meets at least quarterly. Members of the volunteer structure should not receive financial remuneration from the programs or services they oversee.
6. An applying agency should have sound financial and program management. As part of the application process, **a new applicant** must submit a 990 to the IRS and conduct an independent audit if the agency budget is over \$50,000 and must be providing services in Wilson County for at least three years.

**Designation-Only
Membership Agreement
United Way of Wilson County**

This Membership Agreement is made and entered on this date, _____20____, by
and between United Way of Wilson County, Inc., and the following Designation-Only Agency,

(Insert Designation-Only Agency Name Above)

The above organizations agree to follow the policies described in the Designation-Only Agency
Manual.

United Way Executive Director _____ Date ___ / ___ / ___

United Way Community Impact Chair _____ Date ___ / ___ / ___

Designation-Only Agency Director _____ Date ___ / ___ / ___

Designation-Only Agency Board Chair _____ Date ___ / ___ / ___