



**2017-2018 PARTNER AGENCY
MEMORANDUM OF AGREEMENT
BETWEEN**

(Name of Agency)

AND

UNITED WAY OF TOMPKINS COUNTY

_____ and United Way of Tompkins

(Name of Agency)

County agree that by joining together as partners in a voluntary, community-wide effort we will mobilize our resources to deliver responsive, effective and efficient human service programs.

To this end, both parties agree to:

- Recognize the need for full accountability to donors contributing to the United Way of Tompkins County.
- Promote the understanding of community issues and support of the member organizations' program that address human service needs.
- Comply with the policies and procedures adopted by the United Way Board of Directors.
- Comply with the Generally Accepted Accounting Principles (GAAP).
- Not discriminate on the basis of race, creed, religion, color, gender, national origin, age, disability, marital status, or sexual orientation.
- Maintain responsible management, including a Board of Directors and a Chief Executive Officer.
- Keep each other informed on current operations, programs and services, problems and contemplated operating and capital changes.

It is agreed that Partner Agencies will:

- Make optimal use of resources in meeting the needs of its target population and the community it serves, including appropriate cooperation, coordination and collaboration with other service providers.
- Participate in the community investment review process, submit required application and financial forms in a timely manner and prepare outcome models which reflect the mission, vision and practice of the partner agency.
- Cooperate fully in the annual County Campaign by 1) supporting a United Way campaign; and 2) participating in community events.
- Recognize and respect United Way's responsibility to modify funding patterns in response to changing community needs in order to maximize benefits to the community.
- Refrain from general community fundraising campaigns during the United Way of Tompkins County's blackout period (September 15th-November 1st). The United Way of

Tompkins County recognizes that there are fund-raising activities that do not compete or dilute the effectiveness of the Community Campaign. Partner agencies agree to submit a request in writing prior to engaging in such additional fundraising activities during the Community Campaign. These requests will be reviewed and a decision made by the United Way of Tompkins County in a timely manner.

- Identify participation as a United Way partner in news releases, media programs, letterheads, web pages, brochures, etc., including use of the UWTC logo.
- Report any major program/budget changes that may affect how United Way invested dollars are spent.

It is agreed that the United Way of Tompkins County will:

- Conduct an annual community-wide fundraising effort to effectively and proactively develop financial resources to support health and human service organizations in Tompkins County.
- Provide partner agencies with campaign expectations in a timely manner.
- Convene forums for partner agency feedback on policy and programming changes.
- Provide training, technical assistance and coordination for special projects and collaborative efforts as deemed appropriate by the United Way Board, staff and partner agencies.
- Participate in community assessment projects on a regular basis to insure that United Way funds address community needs.

United Way of Tompkins County reserves the right to withhold funding should a partner agency fail to comply with one or more terms of this agreement. Funding may be withheld until the issue is resolved between the agency and United Way.

A partner agency may terminate its participation with United Way at the end of any month, with a minimum of 30 days written notice. The agency shall return to the United Way any funds that were intended for use after the date of termination.

CHIEF EXECUTIVE OFFICER'S SIGNATURE

DATE

AGENCY'S BOARD CHAIR SIGNATURE

DATE

PRESIDENT, UNITED WAY OF
TOMPKINS COUNTY

DATE

CHAIR OF THE BOARD, UNITED WAY OF
TOMPKINS COUNTY

DATE