

AGENCY PARTNERSHIP AGREEMENT

Between

United Way of Greater Knoxville, Inc. & _____

For the Year _____

- I. As a United Way Partner Agency we HEREBY AGREE to the following upon receiving financial support through the UNITED WAY OF GREATER KNOXVILLE, INC.
- A. To maintain a responsible board of directors which shall meet at least four times a year.
 - B. To abide by mutually agreed upon operating principles and procedures, including closed period guidelines and fund raising policies.
 - C. To cooperate with other agencies in promoting effective services, efficiency, and economy.
 - D. To conduct no separate campaigns within the area of United Way for current expenses, capital, or other purposes, without prior approval by United Way of the manner of solicitation, collection, and of the purpose of which the funds shall be used.
 - E. To identify itself in every practical manner as a recipient of United Way support through the display of United Way insignia on its property, offices, stationery, publications, etc., and through any other procedure which would be mutually beneficial in the promotion of the UNITED WAY.
 - F. To actively participate in the promotion and conduct of the UNITED WAY CAMPAIGNS.
 - G. Whenever practical, to establish a fee charging policy and practice that is properly related to the cost of providing the service, and to do everything possible to insure that those persons who receive service pay in accordance with their ability.
 - H. To undertake no substantial expansion or modification of existing services which will involve or require United Way operating funds until agreement has been reached between United Way Board of Directors and the Agency, and to notify United Way in advance of any other substantial program changes.
 - I. To keep its books open to inspection upon request by United Way, and to file with United Way at the end of each fiscal year and otherwise upon request, a certified copy of a complete and independent audit of all accounts and holdings of the agency, in accordance with the American Institute of Certified Public Accountants (AICPA) Industry Audit Guide, "AUDITS OF VOLUNTARY HEALTH AND WELFARE ORGANIZATIONS."
 - J. To provide United Way, in addition to quarterly and annual financial statements and success indicators reports, information concerning finances, program, etc., in such form as may be requested.
 - K. To operate without discrimination.
- II. The UNITED WAY OF GREATER KNOXVILLE, INC., in its agreement with participating partner agencies receiving financial support, shall bind itself:
- A. To respect the autonomy of United Way partner agencies.
 - B. To maintain a responsible board of directors which shall meet at least four times a year.
 - C. To conduct annually a fund raising campaign for agencies receiving financial support from the United Way.
 - D. To permit contributors to the UNITED WAY CAMPAIGN to designate their contribution to one or more of the United Way partner agencies.
 - E. To promote the identity of each partner agency in its relationship to the giving public.
 - F. To distribute, through a citizens review process, funds raised in the annual UNITED WAY CAMPAIGN.
 - G. To permit participating agencies to accept unsolicited funds for capital needs and equipment and not to deduct the amount of such donations from the United Way allocation, and to accept endowments and bequests.
 - H. To keep its books open to inspection by a representative of any United Way partner agency upon request.
 - I. To inform United Way partner agencies promptly of special problems confronting the United Way when such problems affect the agency partner.
 - J. To provide prompt consideration and response to any request from a partner agency.
 - K. To operate without discrimination.
- III. The parties further understand and agree:
- A. That financial support decisions are made by United Way of Greater Knoxville annually, and each agency must apply annually for such support.
 - B. That the commitments made in this Agreement by the United Way of Greater Knoxville to the Agency, and by the Agency to United Way of Greater Knoxville, are conditioned upon the providing and receiving of financial support, and are limited to the year in which such support decision is made.
 - C. That in the event the United Way of Greater Knoxville makes no award of financial support to the Agency, the commitments set forth in this Agreement shall be void and have no further effect.

Agency Chief Volunteer Officer

United Way Chief Volunteer Officer

Agency Chief Executive Officer

United Way Chief Executive Officer

City Solicitation Permit Number (#)

State Permit Number (#)

United Way of Greater Knoxville, Inc.
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