

**United Way of Central Virginia, Inc.**  
**Admissions Policy**

The Chairperson of the Admissions Committee shall be the Vice Chairperson of the Fund Distribution Committee and shall be appointed by the Chairperson of the Board with the approval of the Board of Directors. No person employed by a partner agency shall be a member of the committee. The committee's membership shall consist of no more than nine (9) persons and no fewer than five (5) persons, including the chairperson, who have agreed to serve a minimum of a one-year term, with a maximum of three terms. In addition, the Fund Distribution Chairperson shall serve as an ex officio member of the committee without voting privileges.

The committee shall meet as necessary or as requested by the Chairperson of the Board of Directors.

**Admissions Criteria**

An organization applying for admission with United Way of Central Virginia must meet the following criteria to be considered. Compliance with these criteria does not guarantee admission.

If admitted, a partner agency will receive its first allocation in the funding year to be considered by the Fund Distribution Committee the following year. Therefore, the Board will examine agencies for admission in the late Spring of a year with initial funding to begin in July of the next year. This schedule will enable the Fund Distribution Committee to complete its work without attempting to integrate a new agency's funding at the same time. However, this timing will enable the new agency to be listed on all campaign materials for the year's campaign and be eligible to receive designations.

1. It must maintain its status as a non-profit corporation or association operating a program deemed by the United Way Board of Directors to be important to the general human service system of the community and have exemption status under appropriate sections of the Internal Revenue code and registered with the Virginia Department of Agriculture and Consumer Affairs.
2. Its governance must be vested in a duly constituted board of volunteers, large enough to be properly representative and with provision for reasonable turnover, which meets at least quarterly, and assumes responsibility and accountability to the public for the governance of the agency.
3. It must render a service which meets a recognized human need; its program must be accessible to its target clientele. Its hours of service and facility(s) must be appropriate for the purpose of conducting its operations; and, its program must provide quality services and results to an appropriate number of clients thereby demonstrating its continued need for support.
4. Operate on a sound financial basis and maintain an adequate accounting and reporting systems covering both its services and finances. It must have a plan for organization and operation that is satisfactory to the United Way Board of Directors. Partner Agencies with total budgets under \$150,000 must complete a financial review and partners with total budgets above \$150,000 must complete an audit annually. Audited statements must be in accordance with Generally Accepted Auditing Standards (GAAS).

5. It must certify that its governing body has agreed to abide by the United Way of Central Virginia's Bylaws, Fund Distribution Policies, and Non-Discrimination Certificate. Acceptance of admission by the agency is its agreement to abide by these items.
6. It must make effective use of volunteers wherever appropriate and feasible.
7. If it employs staff, they must be qualified by training and/or experience to carry on an effective program.
8. It must have demonstrated its viability prior to its request to become a partner agency.

During the review process, and in determining its recommendations or decision, the committee and Board shall consider other factors that may not be reflected by the criteria or admissions application. Such issues may include, but are not limited to, United Way's current and anticipated fund raising ability, the overall economic environment, the effect admissions has on the ability for United Way to effectively serve the community, the impact on current partners, and the agency's ability to raise funds independently.

Current partners shall be informed of all agencies requesting membership prior to the Board of Directors taking action on the committee's recommendations. Current partners may provide input regarding issues that they believe should be considered in the decision-making process. This input must be provided by letter or e-mail to President and/or Vice President, Community Impact. Such input shall remain confidential.

Any agency or organization which applies for partnership shall submit an admissions application and such historical, financial, service, and other information as the Admissions Committee and/or Board of Directors may request during the review process.

### **Future Funding**

Partner agencies will be required to complete a funding application for each funding cycle.

### **Method of Review**

Applications for admission must be received by March 15<sup>th</sup> for consideration during that year's process.

### **Application Process**

1. Admission package submitted to Vice President, Community Impact office by March 15<sup>th</sup>.
2. Vice President, Community Impact reviews the package to determine if the agency meets the basic criteria for admission as a partner agency.
3. Admissions Committee members meet initially to review the package and develop questions for the agency's consideration.
4. Agency submits its response to the committee's questions to the Vice President, Community Impact for distribution to the committee members.
5. Admissions Committee and agency representatives meet to discuss its program and financial information.
6. Committee meets to develop recommendation regarding agency's admission for review by the Board of Directors.
7. Admissions Committee Chairperson discusses admission of agencies with Fund Distribution Committee Executive Committee to determine how new agency(s) will fit with United Way's overall funding strategy.
8. A summary of the agency's admissions package along with the committee's comments is mailed to the Board prior to its May meeting.
9. The committee's recommendations are presented to the Board by the Admissions Committee Chairperson.

10. If necessary, the Board requests additional information.
11. The Board votes on admission. Its decision is final.
12. Vice President, Community Impact notifies the applicant agencies of the Board's action by May 31<sup>st</sup>.

### **Amendments**

Amendments to the Admission Policy may be approved by the United Way Board of Directors at any regular meeting.

COMMITTEE REVIEWED – March 13, 1998

Approved – April 14, 1998

Board Approved – November 20, 2008