

United Way of Hood County
CRITERIA FOR ADMISSION

An agency/organization requesting admission into United Way as a member agency must meet the following criteria:

1. Provide health and a human care services to Hood County citizens without regard to race, color, or creed.
2. Must be a 501c(3) tax-exempt organization for 12 months preceding the application. Any organization with less than 12 months must apply for special review to be considered as a fund recipient.
3. Have an unpaid volunteer Board of Directors who meets at least four times a year and have representation from Hood County United Way's service area.
4. Have a written Affirmative Action plan.
5. Have service programs with clearly defined target population(s) and geographic area(s).
6. Have a mission statement that addresses the improved well-being of its target population.
7. Provide an annual outside Certified Audit to United Way upon request.
8. The organization's service(s) must not be primarily religious or political in nature.
9. The organization's service(s) must be available to all in the target population regardless of ability to pay.
10. General administrative expenses must be limited to 25% or less of the organization's operating expenses (capital items, rent supplies, utilities, training.)
11. The organization must have community support of the agency/programs.
12. Organizations applying to become participating agencies must submit the information required by the policies and procedures of the Allocation Committee and, following the Allocation Committee study and report to the Board, be elected by a majority vote of the total membership of the Board.
13. The participating agencies must attend an interview with the Allocation Committee upon request and provide:
 - Summary of services and highlights
 - A right to audit
 - Other items as requested.
14. Agencies must be available for site visit by Allocation Committee.
15. Major fundraising events are not to conflict with the annual United Way Campaign.
16. Participating agencies must comply with the use of United Way Logo as stipulated by United Way of America. All printed material will have United Way logo.

Accepted By

Board President

Acting Director

Date

UNITED WAY ALLOCATION RATING SYSTEM

1. Need. Does the agency meet a crucial need for Hood County? Look at the population served and the types of services to determine what is the critical need versus a need that is not so critical. This does not imply that the organization is not doing positive things but allows the committee to rank organizations according to the community's greatest need. *25 points*.
2. Ability to deliver service. Does the organization have the staff or volunteers to do what they say they are going to do? Look at the number served, field of service, and the types of service. Can they do what they say they can? This category is crucial to the whole process because some organizations have good intentions but because of some reason such as lack of organization, too few volunteers or staff, or lack of direction, are not able to reach their goals. Site visit will be part of this decision. *25 points*.
3. Interview. How did they conduct themselves in the interview? Could they answer the questions? Were they prepared? Did they have a mix of volunteers and professional staff at the allocation meeting? *25 points*.
4. Application. Did they fill out all of the requirements? Do they have a Hood County representative on their board? Did they have an audit? Were all their financials in order? Is the money requested justified by need? Can they substantiate why the dollars are needed? *25 points*.