

## **ADMISSION POLICIES & PROCEDURES**

United Way of the Desert has as its primary objective uniting the community, its people, and its institutions in a common effort to apply the financial and human resources of the community towards the improvement of life.

Recognizing that the social environment is in continuous motion, the United Way operates in cooperation with contributors, users and providers of services. The United Way has a concern for people, the problems they have, and the means by which to resolve them.

The United Way seeks to incorporate into its annual Campaign, voluntary non-profit, human care service agencies that are providing the necessary and valuable services to a significant number of citizens of the Coachella Valley and Morongo Basin.

It is neither possible nor feasible to include all voluntary agencies in the federated campaign. Therefore, the emphasis shall be on the quality and necessity of the programs and services.

### **MINIMUM PROVISIONS FOR ADMISSION TO BE A UNITED WAY OF THE DESERT MEMBER AGENCY**

Funding for a new member agency is usually determined at the end of the campaign, and before the new fiscal year begins.

Determination of any agency's admission in the United Way of the Desert shall be based upon the following requirements.

Compliance with the following requirements does not assure automatic funding. The Board of Directors of the United Way of the Desert makes all decisions based on a variety of factors, including, but not limited to, eligibility and available funds.

1. To receive United Way support, an agency must show evidence that it is meeting a community need. The agency must show evidence that its program and services will not duplicate existing programs and services in the same geographic area.

2. Tax exempt status: Each agency must be exempt from Federal Income Tax under the provision of Section 501(c)3 of the Internal Revenue Code and applicable State of California Laws for the purpose of income, estate, inheritance, and gift taxes.

3. Responsible voluntary agency management: Each agency must have an active, responsible governing Board, none of whom shall be paid employees and all of whom shall serve without compensation. Experience indicates that most effective Boards are not less than 15 or more than 35 members. The Board will set policy that provides services to its constituency in an economical, professional manner and maintains sound standards of management and supervision.

4. Maintenance of proper financial records: Each agency shall keep accurate accounts of all receipts and expenditures and shall submit a compiled financial statement prepared by a CPA each year when its revenues are below \$250,000; each agency shall submit a reviewed financial statement prepared by a CPA each year when its revenues are between \$250,000 and \$500,000; each agency shall submit an audited financial statement each year when its revenues are in excess of \$500,000. Each agency shall submit to the United Way for review a copy of its IRS Form 990 and CPA prepared financial statements no later than six months after the close of the agency's fiscal year. Each agency shall provide information about its reserve amounts, as well as amounts in any other funding sources having reserves available for its use.

5. Each agency should maintain administrative and fund raising expenses acceptable to United Way, preferably under twenty percent. The agency's IRS Form 990 shall be used to determine the percent of such expenses to total revenues.

6. The agency must have continued in existence for at least the two immediate preceding years.

7. Community support: An agency must demonstrate evidence of broad community financial support and interest in the services provided. Broad community support should indicate that the agency's financial support by the United Way will attract increased financial support and community involvement in the annual United Way Campaign. Some indications of broad community support are successful

independent fund-raising campaigns, exclusive of foundation and government grants and income from benefits; a sizeable and active volunteer membership.

8. The agency shall keep data records which adequately reflect the local programs and services, local clients served, local administration and local financial records.

9. The agency shall provide data records that accurately show that funding from United Way of the Desert is used only for the needs of local residents.

10. The agency is able to determine the success rate for local clients served.

11. The agency agrees to comply with the fund-raising policies of United Way of the Desert, and to actively participate in the United Way for (1) fund raising, including the annual solicitation of employees and board members, (2) joint planning efforts, and (3) coordination of services for maximum productivity of human care services.

The agency also agrees to the Dark Period Policy to restrict fundraising activity that has the potential to negatively affect the United Way annual campaign. Items in direct conflict are workplace/employee solicitations and solicitations for donor designations. The agency also agrees to notify United Way of the Desert of any capital campaign or significant fundraising campaign that the agency might conduct throughout the year.

12. The agency is permitted to give prominent visual evidence of their participation in the United Way by having United Way identification at their place of business and on agency letterhead and other printed promotional material.

13. Each agency shall maintain an Affirmative Action Plan acceptable to both the United Way and appropriate public regulatory agencies.

14. Consistent with its responsibility for stewardship of community funds, the United Way shall review annually the eligibility of organizations for continued support. The agency agrees to annually submit a completed application by the deadline set by United Way of the Desert. The agency Chief Professional Officer shall be present for an on-site application interview and be present for a presentation to the Community Impact Committee's panel. Any designee of the CPO must be pre-approved annually by United Way of the Desert.

## UNITED WAY OF THE DESERT Program/Services and Member Agencies

### Youth Care

- **Youth care for character, leadership, education, career development, health and life skills, arts, sports, fitness, and recreation** - Boys & Girls Club of Palm Springs; Boys & Girls Club of Cathedral City; and Boys & Girls Club of Coachella Valley.
- **Case management and advocacy for court-appointed youth** - CASA for Riverside County, Inc.
- **All day child care** - Family YMCA of the Desert.
- **Youth development for citizenship, leadership, and community service** - Boy Scouts/Inland Empire Council.
- **Programs for girls that build character and skills for success** - Girl Scouts/San Gorgonio Council.

### Family & Emergency Care:

- **Rental, utility, food, clothing and counseling assistance** - Catholic Charities.
- **Food distribution** - F.I.N.D., Inc.
- **Senior assistance for the homebound** - Jewish Family Service of the Desert.
- **Emergency hot meals for the hungry** - Martha's Village & Kitchen.
- **Senior volunteers to assist youth in public schools** - Retired & Senior Volunteer Program.
- **Domestic violence, recovery and counseling** - Shelter from the Storm.
- **Mental health counseling for individuals, family, group, and schools** - Family Services of the Desert, Inc.

### Health Care:

- **In-home health care and hospice for the disabled and physically ill** - Visiting Nurse Assoc. of the Inland Counties.
- **Cancer prevention and education** - American Cancer Society – Desert Palms Area.
- **Cancer patient medical financial assistance** - Desert Cancer Foundation.
- **Developmentally disabled adult day care and workshops** – DesertArc.
- **Child health care at Children's Hospital** - Children's Hospital of Los Angeles.
- **Alcohol and drug recovery for women** - MFI Recovery Center, Inc.

## UNITED WAY OF THE DESERT DARK PERIOD POLICY

In order to effectively maintain the mutually beneficial image of a single, united campaign, participating agencies agree to respect a Dark Period between October 15 and January 31. During this period, agencies will not conduct any major external fund-raising activities that could be viewed as duplicating or competing with the United Way of the Desert's campaign. While external and corporate campaigns are hereby restricted, fund-raising efforts conducted within the agency's constituency, and events that involve a significant quid-pro-quo, are not subject to Dark Period restrictions.

For more information on how the United Way of the Desert supports local human and health care programs and services, contact  
United Way of the Desert  
at (760) 323-2731, or  
[psunitedwy@aol.com](mailto:psunitedwy@aol.com)



United Way of the Desert

## AGENCY ADMISSION POLICIES & PROCEDURES INFORMATION

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Updated: May 2011