



Letter of Agreement Between United Way of the Virginia Peninsula and Funded Agencies

First, the Agency shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices.

Second, the Agency shall not endanger its own or United Way's public image or credibility, particularly in ways that would hinder our accomplishment of Ends as listed in item four below. This clause includes the expectation that all service recipients are treated with dignity and respect.

Third, the Agency agrees that these funds will be used to provide services to people in United Way of the Virginia Peninsula's service area (cities of Hampton, Newport News and Poquoson, and the counties of York, Gloucester, Mathews and Middlesex).

Fourth, the Agency agrees that these funds will be used to directly address at least one of United Way's stated Ends:

People in our community have adequate food and shelter (Board-selected priority).

People in our community are safe from violence and abuse (Board-selected priority).

People in our community are healthy.

People in our community are well educated.

People in our community are valued and respected.

Fifth, with respect to the actual, ongoing financial condition of the Agency, the Agency CEO shall not fail to settle its payroll and debts in a timely manner or allow tax payments or other government-ordered payments to be overdue or inaccurately filed.

Sixth, the Agency shall not receive, process or collect funds under controls insufficient to meet the Agency's Board-appointed auditor's standards.

Seventh, the Agency has received an unqualified audit.

Eighth, the Agency agrees to conduct annual internal employee United Way campaigns and agrees to remit pledge payments to United Way at least quarterly.

Ninth, the Agency agrees to provide United Way with statistics, impact statements, photographs, stories, testimonials, or any other material necessary to appropriately market it as one of United Way's Partner Agencies.

The signature of the CEO on this form indicates that the undersigned has read, understood, and agreed to the provisions of this Letter of Agreement; read the attached cover letter and documents; and understands that United Way of the Virginia Peninsula reserves the right to cease funding upon providing the Agency with written notice thirty (30) days prior to such action. If funding is terminated under this procedure, the Agency will be compensated for services already rendered.

Signature of CEO

Full Legal Name of Agency

Printed Name

Date