

April 17, 2003

Dear CEO of Agency:

In accordance with our board governance process, United Way of the Virginia Peninsula is required annually to inform agencies of their rights and responsibilities under the treatment of Service Providers Policy. The policy states:

With respect to interactions with service providers, the United Way CEO shall not allow conditions, procedures, or decisions that are unfair or unnecessarily intrusive. Furthermore, the CEO shall not:

- 1) Use application forms that elicit information for which there is no clear necessity.*
- 2) Use methods of collecting, reviewing, transmitting, or storing information that fail to protect against improper access to the material elicited.*
- 3) Fail to establish with service providers a clear understanding of what is expected in return for funding offered.*
- 4) Fail to inform service providers of this policy, or to provide a means to be heard for persons who believe they have not been accorded a reasonable interpretation of the protections under this policy.*

This letter is intended to remind you of this policy and to offer you the opportunity to respond. To do so, contact me at 873-9328, ext. 18 or Kevin Fleming at ext. 13.

Thank you for partnering with United Way to address critical community needs.

Sincerely,

Ty Joubert
President