

# SOLICITATION POLICY

## I. PREFACE

- A. The Franklin County Area United Way has been fortunate to establish and maintain open and cooperative relationships with those agencies to which it provides funding. It is in this spirit of cooperation that the following policy is enacted.
- B. It is the intent of this policy to state clearly the expectations of the Franklin County Area United Way regarding agency fund-raising activities. In addition to observing the following restrictions, agencies are asked to respect the spirit of cooperation on which their United Way relationship is based. If supplemental fund-raising is not implemented appropriately, it will weaken the United Way campaign and handicap our efforts to raise funds for member agencies.
- C. The geographic area of the Franklin County Area United Way refers to Franklin County *and* its school districts.

## II. POLICY GUIDELINES

- A. United Way agencies may not at any time, directly or indirectly, solicit corporations listed on the top thirty (30) contributors list for any of the past three (3) years (list is attached).
- B. Solicitation and acceptance of in-kind, non-cash donations and services are acceptable at any time of the year.
- C. Solicitation of employees at the workplace is prohibited at all times. This restriction applies to solicitation of employees in a workplace for the purposes of one-time or payroll deduction contributions, either by representatives of the agency or by an employee of the company for the benefit of the agency. Not included in this restriction are solicitations at event-related activities which are initiated by the organization.
- D. All agencies are to submit plans for supplemental fund-raising activities to the United Way for the board's review.
- E. Agencies are required to submit a complete and accurate accounting of planned fund-raising activities to the United Way annually. This plan should be submitted with the agency's annual United Way funding application. (If an agency decides to conduct a fund-raising activity that was not included in the annual funding application, the agency is to submit a Supplemental Fund-raising Request Form to the United Way for the board's review.)
- F. Site visits will be scheduled as directed by the Franklin County Area United Way Board of Directors. Site visit committees will consist of current board members, prior board members, members of the Advisory Council or others as determined by the Board of Directors.
- G. If the United Way guidelines and solicitation policy are not adhered to, current and future funding may be affected.**

I certify that I have read and understand the FCAUW Solicitation Policy. In addition, my organization agrees to conform to this policy as stated above.

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Executive Director or CEO

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Board President