



2010 United Way Worldwide Membership Certification

Instructions:

- Both the Board Chair and Chief Executive Officer must sign this certification.
- Share this certification and your responses with the entire board and note date of meeting on page 3.
- Answer all questions and provide a written explanation for any omissions or “no” answers.
- Submit this certification by **June 30, 2010**, to UWW Membership Accountability, 701 North Fairfax Street, Alexandria, VA 22314, or fax to 703.683.7813.

Responses will be kept confidential and will only be shared with essential volunteers and staff of United Way Worldwide.

System Citizenship

Yes No

Does your United Way refrain from taking any actions or conducting activities likely to damage the welfare, interests, or reputations of the United Way system?		
If your United Way takes public policy positions, are they consistent with those of United Way Worldwide?		

Requirement A: Tax-Exempt Status

Yes No

Is your United Way recognized as exempt from taxation under Section 501(c)(3) of the Internal Revenue Code as well as from corresponding provisions of other applicable state, local and foreign laws or regulations?		
Does your United Way file the IRS Form 990 in a timely manner (within nine months of fiscal year end)?		
Date the last IRS Form 990 submitted to IRS:		
Have you followed the UWW Implementation Requirements for Membership Requirement A in completing the IRS Form 990?		
Was a copy of the IRS Form 990 provided to the organization’s governing body before it was filed?		
Does your United Way highlight its program service accomplishments in the IRS Form 990?		
Do your expense allocations on the IRS Form 990 reconcile to the expense allocations in your financial statements?		
On the IRS Form 990, Schedule A, Part 1, is box 7 checked?		
In 2009, did the organization become aware of a material diversion of the organization’s assets? Please provide an explanation for a YES response to this question. Per the IRS, a material diversion is more than 5% of gross annual receipts or more than \$250,000, whichever is less.		
Does your United Way make the following documents available to the public? • IRS Form 990 (Return of Organization Exempt from Income Tax) or 990 E-Z • Form 990-T (Exempt Organization Business Income Tax Return)		
METRO 1 & 2 ONLY: Have you submitted the most current entire IRS Form 990 to United Way Worldwide?		

Requirement B: Legal Requirements

Yes No

Does your United Way comply with all other applicable legal, local, state, and federal operating and reporting requirements (e.g., nondiscrimination)?		
In the last 12 months, have there been any government agency led investigations of your United Way for violations of local, state, or federal laws? (Note: Attach written explanation for a YES response to this question.)		
Does your United Way conduct anti-terrorism compliance measures?		
Does your United Way comply with provisions of Sarbanes-Oxley applicable to nonprofit corporations (whistleblower protection and implementation of document retention and destruction policies)?		
Does your organization promote itself as an equal opportunity employer? (N/A if no employees)		
Is your United Way currently registered to conduct charitable solicitations at the state and local level (where applicable)?		

Requirement C: Governance

Yes No

Does your United Way have an active, responsible, and voluntary governing body which ensures effective governance over the policies and financial resources of the organization?		
Does the board approve the annual budget?		
Does the board include at least two members with financial experience?		
Does the board (or Finance Committee) review financial statements on at least a quarterly basis?		
Does the board review and approve fund distribution decisions?		
Does your United Way regularly provide training to governing board members?		
Does your United Way produce an annual report?		
Does your United Way’s governing board review its bylaws and other governance documents at least once every three years?		
Are meeting minutes maintained for all governing board meetings?		

Requirement C: Governance *continued*

Yes No

Does your United Way have a board-approved business expense reimbursement policy?		
Does your board meet at least quarterly?		
Does your board have an audit committee and understand that the auditors are engaged by and work for the board?		
Does your board review the annual audit?		
Did the process for determining the CEO's compensation include a review and approval by the governing board?		

Requirement D: Diversity & Inclusion

Yes No

Does your United Way adhere to a locally developed and adopted policy to ensure volunteers and staff broadly reflect the diversity of the community it serves?		
Has your board reviewed the diversity statement in the last three years?		
Does your United Way have a formal mechanism or process for attracting diverse members for the governing board based on the following?		
• Gender		
• Age		
• Race or ethnicity		
• Sexual orientation		
• Other		
Within the last two years, have you measured the staff's perception of your United Way's level of engagement with regard to diversity and inclusion through a formalized assessment process?		

Requirement E: Trademark

Yes No N/A

Does your United Way represent itself as a United Way in accordance with all United Way Worldwide trademark standards and requirements, including those contained in the licensing agreement?			
Does your organization's name include a geographic modifier (e.g., United Way of XYZ County), and is the full corporate name included in public advertising?			
Does your website display your United Way's complete name with a geographic identifier?			
If using an Internet fundraising service, is the percentage of the donation to the recipient organization disclosed?			
Is your United Way brand compliant in all respects?			
Does your United Way limit its solicitations to businesses and individuals located in your zip codes on file at United Way of America (GiftLink)?			

Requirement F: Membership Investment

Yes No

Does your United Way provide financial support to United Way Worldwide in accordance with the agreed-upon membership investment formula?		
Membership investment is to be paid in full no later than December 31, 2010.		
Does line 1 of your United Way's membership investment form equal UW1 + UW2 from Database 2 of the corresponding campaign year?		

Requirement G: Code of Ethics

Yes No

Does your United Way adhere to a locally developed and adopted code of ethics for volunteers and staff, which includes provisions for ethical management, publicity, fundraising practices, and full and fair disclosure?		
Do all staff and board members annually verify in writing they have reviewed the code of ethics?		
Does your United Way have a written conflict of interest policy or does the code of ethics include a provision for handling conflicts of interest?		
Is there a provision to guide board members and staff in avoiding conflicts of interest which would act against the best interest of United Way?		
Is there a mechanism for resolving conflicts of interest should they occur?		
Are there guidelines restricting the use of United Way assets on non-United Way business?		
Are the board members and staff required to disclose in writing, on an annual basis, any potential conflicts of interest with the operations of the United Way?		
Has your board reviewed or updated the code of ethics in the last three years?		
METRO 1 & 2 ONLY: Have you submitted a copy of current code of ethics to UWW?		

Requirement H: Audit

Yes No

Does your United Way have an annual audit conducted by an independent certified public accountant whose examination complies with generally accepted auditing standards and GAAP? Organizations with annual revenue less than \$100,000 may have their financial statements reviewed by an independent certified public accountant.		
Have you followed the UWW implementation requirements for Membership Requirement H and the Functional Expense and Overhead Reporting Standards for United Ways in preparing the annual audit?		

Requirement H: Audit *continued*

Yes No

Is the audit or financial review presented to the full board by the independent certified public accountant or audit committee chair?		
Does the board, executive committee or audit committee review the management letter and take appropriate actions to minimize any risks identified?		
Fiscal year of most recent audit:		
METRO 1 & 2 ONLY: Have you submitted audited financial statements to United Way Worldwide?		

Requirement I: Self-Assessment

In the last three years, did your United Way conduct and submit to UWW a copy of its volunteer-led self-assessment of their community impact work, financial management, and organizational governance and decision making?

Indicate year of last self-assessment: 2007 (next self-assessment in 2010) 2008 (next self-assessment in 2011)
 2009 (next self-assessment in 2012) 2010 (next self-assessment in 2013)

Requirement J: Database II

Yes No

Did/will your United Way submit the Database 2 Survey to UWW by May 15, 2010?		
Did/will your United Way submit the Amounts Raised Card to UWW by March 1, 2010 (early estimate of campaign results)?		

Requirement K: Income and Expense Survey

Yes No

Did/will your United Way submit the Income/Expense Survey to UWW by March 31, 2010?		
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Requirement L: Campaign Reporting

Yes No

Does your United Way adhere to standard reporting guidelines contained in the Database II Survey in reporting campaign revenue and resources generated to United Way Worldwide?		
Are your Standardized Campaign Production Figure (UW1 and UW2 of the United Way Continuum) and Continuum figure reported in accordance with the NPC Total Resources Generated Policy?		
Has your United Way talked with neighboring United Ways and United Ways with whom you share accounts to ensure that your campaign proceeds are being properly reported in accordance with NPC policies?		

Requirement M: Cost Deduction Standards

Yes No

Does your United Way adhere to the following cost deduction standards on designations (agency transactions): a) fees charged will be based on actual expenses; b) will not deduct fundraising or processing fees from designated gifts originating by or from another United Way organization.		
Does your United Way accept designated gifts? If so, please complete the remaining questions for this requirement.		
Have you calculated the maximum cost deduction rates according to the Cost Deduction Requirements for Membership Requirement M (Part I) and are the rates you charge at or below those rates?		
Has the chief executive officer and the board approved in writing the currently used cost deduction rates?		
Does your United Way pay designated gifts quarterly that include reports required under this standard?		
Does the campaign literature explain the costs deducted from designated gifts?		

This certification was reviewed with our board of directors at their meeting held on: _____ and is reflected in the minutes of this meeting.

Board Chair Certification:

I affirm that the information provided in this certification is accurate.

 CHIEF VOLUNTEER OFFICER'S SIGNATURE

 DATE

 PHONE NUMBER

 NAME PRINTED

 E-MAIL ADDRESS

 MAILING ADDRESS

Chief Executive Officer Certification:

I affirm that the information provided in this certification is accurate.

 CHIEF PROFESSIONAL OFFICER'S SIGNATURE

 DATE

 PHONE NUMBER

 NAME PRINTED

 E-MAIL ADDRESS

 MAILING ADDRESS

Please provide contact information so that UWW may communicate directly with local United Way leadership. UWW will not share nor disclose this information to outside parties.