

## Each agency/program must agree to the following guidelines:

### Responsibilities

1. Agencies / programs adherence to these guidelines and policies are one determining factor in the UGN Board's funding of agencies / programs. Non-compliance with these stipulations may result in reduction or termination of funding. Agencies / programs will have an opportunity to explain to the UGN Board or its subcommittee their reasons for non-compliance prior to termination.
2. All participating agencies / programs agree to maintain financial records in conformance with State and Federal standards for non-profit organizations and make all such records and reports available to the public.
3. All participating agencies / programs agree to maintain financial records as prescribed by UGN policy and to submit annually:
  - a) A financial report
  - b) Requirements for Funding Package report
  - c) Other reports as necessary
4. All participating agencies / programs agree to cooperate with other community service organizations in order to prevent duplication and gaps in service.
5. All participating agencies and programs agree to provide optimum support for each annual UGN fundraising campaign. This may include offering presentations, tours, volunteer support, and encouraging contributions from officers, directors, staff, clients and volunteers constituency.
6. The UGN and its participating agencies / programs promote the concept of a single annual fund drive as the most economical and effective means of soliciting corporate and individual support. UGN of Prosser, therefore, conducts a single annual drive in the fall of each year to raise funds for its participating agencies.
7. This agreement has been reviewed and agreed to by our Board of Directors.

### Agency / Program

\_\_\_\_\_  
Name of Agency / Program

\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Print Name--President or Agency Designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date