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Arvest Bank

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University of Arkansas-Fort Smith

Rob Ratley
Campaign Chair

Lavon Morton
Endowment Chairman

April 12, 2019

Sarah Biggs
Parents As Teachers
811 North T St
Fort Smith, AR 72904

Dear Sarah:

On behalf of the United Way of Fort Smith Area's Board of Directors, staff and Community Investment Team, we want to thank you for the service that your agency provides to our community.

Your organization has been allocated \$35,000 by the United Way of Fort Smith Area, Inc. for the calendar year 2019. Since a January –April payment has been issued by our office, United Way will disburse the balance of this 2019 allocation on a monthly basis May through December 2019.

In accordance with the United Way *Policies Section XII*, if you believe circumstances in existence at the time of this decision were not considered, you may appeal the decision as outlined: *An appeal request should be completed and sent by the Board President of the organization to the United Way Board Chairman either directly or through the United Way staff within 10 business days of the agency's notification of the decision that is being appealed.* The final date will be April 29, 2019.

Once again, we thank you for the service provided by your agency and your partnership with your local United Way. Together we are stronger. Please feel free to contact us at 479-782-1311 if you have questions.

Yours In Service,

A blue ink signature of Tim Thorne.

Tim Thorne
United Way Board
Chairman

A blue ink signature of Suzy Wilson.

Suzy Wilson
Community Investment
Chairman

A blue ink signature of Eddie Lee Herndon.

Eddie Lee Herndon
President

AGREEMENT CONTRACT BETWEEN

Parents As Teachers

AND

UNITED WAY OF FORT SMITH AREA, INC.

- I. This agreement shall begin May 1, 2019 and be in force for a term ending April 30, 2020, unless terminated by either the agency or the United Way, either of which may terminate at will by giving notice to the other party. The party to whom such notice is given shall have the right to a hearing before the governing board of the other request consideration of such action.
- II. **THE UNITED WAY AGREES:**
 - a. To recognize and respect the Agency's autonomy in determining polices for administration and managing its program(s).
 - b. To exercise its best efforts to meet the agency's financial needs as identified by the United Way Community Investment volunteers.
 - c. To act as a responsible steward of funds contributed to the United Way, making available to the community, records of the allocation and use of such funds and to submit all records to an annual audit by a qualified and independent Certified Public Accountant.
- III. **THE UNITED WAY AND AGENCY BOTH AGREE:**
 - a. To maintain a responsible and respective local governing body which serves without pay and which meets at least four (4) times a year.
 - b. To strive to increase the public's understanding of and appreciation of human welfare and character-building services.
 - c. To keep one another fully informed on all matters of common concern.
- IV. **THE AGENCY AGREES:**
 - a. The officers, directors and staff of the Agency agree to support the United Way to the fullest extent possible in terms of advocacy, financial contributions and volunteer services, and to attend United Way events (Community Investment, Kick-Off, etc.).
 - b. To post and maintain a "United Way Community Partner" sign in a prominent exterior place at each Agency facility or location.
 - c. To display on all envelopes, letterheads, literature, brochures, etc. henceforth produced, the "United Way Community Partner" logo or the phrase "United Way Community Partner" (see logo guidelines at www.unitedwayfortsmith.org).
 - d. To include in all public service announcements, news releases, articles for publication, including digital and social media (if possible) wording to the effect that the organization is a "United Way Community Partner".
 - e. To comply with the *United Way By Laws* and abide by the *Policies and Procedures* adopted by the United Way Board of Directors.
 - f. To submit a revised budget upon request after the funding announcement.
 - g. To furnish United Way with periodic financial, service and statistical reports as requested.
 - h. To provide status reports of ongoing and recently completed campaigns and fundraisers upon request.

- i. To publicize the identity and accomplishments of the Agency whenever possible and appropriate and assist the Agency in its year-round education of the community.
- j. To permit and honor donor designations to the Agency per United Way policy.
- k. To notify United Way prior to the following actions:
 - 1. Implementing a new, or terminating an existing line of work of service in the community.
 - 2. Substantial contraction or expansion of services or facilities.
 - 3. Any other activity which would significantly affect the operating budget presented to United Way.
 - 4. Any substantive change to programs, venture or special purpose funded programs supported by community investment from United Way.

V. **APPEALS:**

The agency may appeal in writing to the United Way Board of Directors for reconsideration of its annual allocation.

VI. **APPROVAL:**

This agreement has been read and approved at the meeting of the Agency's Board of Directors on _____ (date).

AGENCY:

By: _____
Chairman of the Board

By: _____
Executive Director

Date: _____

UNITED WAY OF FORT SMITH AREA, INC:

By: _____
Chairman of the Board

By: _____
Executive Director

Date: _____