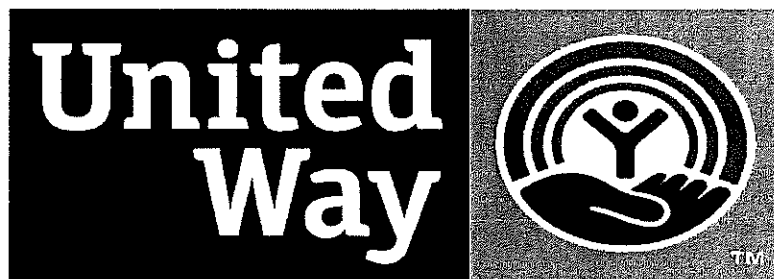


**SCHUYLKILL
UNITED WAY**



Board Member
Orientation
Packet

WELCOME!

We're glad to have you aboard. As you'll see, the Schuylkill United Way board of directors is a dedicated but fun group of volunteers who is committed to providing help to those in need.

We all work hard year-round to support our agencies, and we are all proud to see the results of our efforts through the eyes of the men, women and children who receive our help.

We're eager to share this commitment and pride with you and for you to get to know us while we get to know you. We think you'll find your time on the board rewarding, enlightening, and inspiring.

Thank you.

Kelly and Tarah

MISSION STATEMENT

The Schuylkill United Way is dedicated to providing funding, guidance, and encouragement to the 15 human service agencies it supports. Together last year, these agencies provided half of all county residents with a wide range of services including healthcare, social service, character-building, and disaster aid.

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BOARD OF DIRECTORS

COMPOSITION: The Board of Directors shall consist of 30 members to be elected by the Board of Directors of the organization.

TERM AND QUALIFICATION: All Directors shall be elected for a term of three years. The 30 Directors shall be divided into three classes of 10 each, with two to be elected each year. A Director who has served two consecutive terms shall not be eligible for re-election to the Board for one year after the expiration of his or her second term, except in the case of a Director elected as Second Vice-President. He or she shall be eligible for as many additional terms as needed to move to the post of President and to remain on the Board for one additional year as Immediate Past President.

ATTENDANCE: Any member of the Board of Directors who is absent for three consecutive meetings without sufficient cause shall be notified by Certified Mail that he or she is being dropped from membership, and at the next regular meeting the Board may appoint a successor. Monthly meetings of the Board of Directors are scheduled for the second Monday of each month.

QUORUM: Ten members of the Board of Directors present at any meeting, regular or special, shall constitute a quorum.

NOMINATIONS: Each year, the Nominating Committee shall nominate 10 people for election to the Board of Directors at the November meeting of the Board. Additional nominations may be made by the Board of Directors at that time or at the December meeting of the Board at which time the election of Directors shall be made.

DUTIES OF THE BOARD **OF DIRECTORS**

(I) The Board of Directors shall manage the affairs of this organization between meetings of the members thereof.

(II) It shall adopt such by-laws for the government of this organization as may be consistent with this constitution and designed to carry out the objects of this organization.

(III) It shall appoint such committees as it may deem expedient for the carrying out of the objectives of this organization.

(IV) It shall control the distribution of funds collected.

(V) It shall employ such persons as it may deem necessary for the successful prosecution of the objectives of this organization.

(VI) It shall give at least once a year a full and complete report of its activities at a meeting of the members.

OFFICERS

(I) The officers of this organization shall consist of a President, a First Vice-President, a Second Vice-President, and a Treasurer, who shall all be elected from among its members by the Board of Directors at its December meeting.

(II) The Board of Directors may elect and employ an Executive Director, who in that case, shall serve as Secretary of the Board of Directors. If they do not so name an Executive Director, the Board of Directors shall elect a Secretary from among its members.

(III) DUTIES

- a) It shall be the duty of President to preside at all meetings of the Board of Directors, to appoint all committees unless otherwise directed, and to call special meetings whenever he or she deems it necessary, or upon written request of five members of the board.
- b) The Vice-President in their order, shall perform the duties of the President in the event of his or her absence, resignation, or inability to perform his duties.
- c) The Treasurer shall have charge of the funds of the organization and shall give bond with approved surety for the faithful performance of his or her duties, in such amounts as shall be fixed by the Board of Directors.
- d) The funds of the Schuylkill United Way shall be deposited in a bank selected by the Board of Directors in the name of the Schuylkill United Way.
- e) The Executive Director, or Secretary, shall keep the minutes and records of this organization, and of its Board of Directors and of its official committees and shall perform such other duties as the Board of Directors shall decide.

COMMITTEES

EXECUTIVE COMMITTEE:

(I) The Executive Committee shall consist of the officers of the Board of Directors and such other members as the Board of Directors shall appoint from its own membership.

(II) The duties of the Executive Committee shall be to supervise and direct the general routine work and administration of the organization subject to the supervision and direction of the Board of Directors.

BUDGET COMMITTEE:

(I) The Budget Committee shall consist of an uneven number of members advisable by the Board of Directors, but not less than 11, and shall be appointed by the President with the approval of the Board of Directors.

(II) The duties of the Budget Committee shall be to consider and decide all matters pertaining to the allowance, increases and reduction of budgets, including payments to the agencies in accordance with these budget allowances and all other matters incident thereto. All actions of the Budget Committee shall be subject to the final approval of the Board of Directors.

CAMPAIGN COMMITTEE:

(I) The campaign committee of this organization shall consist of the Campaign Chairperson, Assistant Campaign Chairperson and other such additional persons as named with the approval of the Board of Directors.

POLICIES

DIVERSITY POLICY:

The Schuylkill United Way is committed to developing and utilizing the diverse talents and energies of all our employees. We respect our employees and all people throughout our area who are touched by the Schuylkill United Way without regard to their differences or similarities. Our actions and behaviors must demonstrate and confirm our respect for each other and each other's contributions.

Our differences and similarities include but are not limited to:

Age and experience	Personal style
Culture	Physical and mental abilities
Economic status	Race, nationality and ethnicity
Education and training	Religion
Gender	Sexual orientation
Job level	Thoughts and perspectives
Job tasks and responsibilities	Veteran and active armed service status
Lifestyle, including marital status and family status	

To reinforce this commitment in our daily work, all United Way activities, policies, practices, and procedures are to be carried out in accordance with this policy. Each of our employees is personally responsible and accountable for ensuring that her/his actions and behaviors reflect this policy.

NONDISCRIMINATION POLICY:

Section 1. The Schuylkill United Way shall not discriminate on the basis of race, color, religion, ancestry, union membership, age, sex, sexual orientation, national origin, or mental or physical challenge.

Section 2. Compliance with the Pennsylvania Human Relations Act (43 P.S. Sections 951-963) shall constitute compliance with this paragraph.

Section 3. Application-This policy shall apply to any person served, membership on Board of Directors, and staff employment.

**CONSTITUTION AND BY-LAWS
SCHUYLKILL UNITED WAY**

ARTICLE I

Section 1. The name of this organization shall be the

SCHUYLKILL UNITED WAY

ARTICLE II

OBJECTS

Section 2. The object of this organization shall be to develop cooperation among the health, welfare and character building agencies serving Schuylkill County, to coordinate in the effective planning of the social service programs and to facilitate the raising of funds for the furtherance of their work.

ARTICLE III

MEMBERS

Section 1. The members of this organization shall be individual, institutional and honorary.

Individual Members

Section 2. (a) Any resident of this community agreeing to give service through this organization, may upon the approval of the Board of Directors of this organization, can become an individual member.

(b) Each contributor to the Schuylkill United Way shall be a member of this organization.

Constitution Members

Section 3. Any Organization or agency, public or private, interested in the object of this organization, may upon the approval of the Board of Directors of this organization, become an institutional member.

Honorary Members

Section 4. The Board of Directors may elect one or more honorary members each year. The selection of such honorary members shall be made in recognition of outstanding and unselfish service to the public welfare. The nominations of such honorary members shall be made as provided in the By-laws of this organization.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. (a) COMPOSITION. The Board of Directors shall consist of Thirty (30) members to be elected by the Board of Directors of the Organization.

(b) TERM AND QUALIFICATION. All Directors shall be elected for a term of three (3) years. The thirty (30) Directors shall be divided into three (3) classes of ten (10) each, with two (2) to be elected each year. A Director

who has served two consecutive terms shall not be eligible for re-election to the Board for one (1) year after the expiration of his or her second term, except in the case of a Director elected as Second vice-president. He or she shall be eligible for as many additional terms as needed to move to the post of President and to remain on the Board for one additional year as Immediate Past President.

(c) Any member of the Board of Directors who is absent for three (3) consecutive meetings without sufficient cause shall be notified by Certified Mail that he or she is being dropped from membership, and at the next regular meeting the Board may appoint a successor.

(d) QUORUM. TEN (10) members of the Board of Directors present at any meeting, regular or special, shall constitute a quorum.

Section 2. Each year the Nominating Committee shall nominate ten persons for election to the Board of Directors at the November meeting of the Board. Additional nominations may be made by the Board of Directors at that time or at the December meeting of the Board at which time the election of Directors shall be made.

DUTIES OF BOARD OF DIRECTORS

Section 3. (a) The Board of Directors shall manage the affairs of this organization between meetings of the members thereof.

(b) It shall adopt such by-laws for the government of this organization as may be consistent with this constitution and designed to carry out the objects of this organization.

(c) It shall appoint such committees as it may deem expedient for the carrying out of this objects of this organization.

(d) It shall control the distribution of funds collected.

(e) It shall employ such persons as it may deem necessary for the successful prosecution of this objects of this organization.

(f) It shall give at least once a year a full and complete report of its activities at a meeting of the members.

ARTICLE V

OFFICERS

Section 1. (a) The officers of this organization shall be a President, a First and a Second Vice-president, and a Treasurer, who shall be elected from among its members by the Board of Directors at its December meeting.

(b) In addition, thereto, the Board of Directors may elect and employ an Executive Director, who in that case shall serve as Secretary of the Board of Directors. If they do not so name an Executive Director, the Board of Directors shall elect a Secretary from among its members.

DUTIES OF OFFICERS

Section 1. (a) It shall be the duty of the President to preside at all meetings of the Board of Directors, to appoint all committees unless otherwise directed, and to call special meetings whenever he or she deems it necessary, or upon written request of five members of the board.

(b) The Vice-presidents in their order, shall perform the duties of the President in the event of his or her absence, resignation, or inability to perform his or her duties.

ARTICLE V
DUTIES OF OFFICERS (CONTINUED)

Section 1. (c) The Treasurer shall have charge of the funds of the organization and shall give bond with approved surety for the faithful performance of his or her duties, in such amounts as shall be fixed by the Board of Directors.

(d) The funds of the Schuylkill United Way shall be deposited in a bank selected by the Board of Directors in the name of the Schuylkill United Way.

(e) The Executive Director, or Secretary, shall keep the minutes and records of this organization, and of its Board of Directors and of its official committees and shall perform such other duties as the Board of Directors shall decide.

ARTICLE VI
CAMPAIGN COMMITTEE

Section 1. The campaign committee of this organization shall consist of the Campaign Chairperson, Assistant Campaign Chairperson and other such additional persons as named with the approval of the Board of Directors.

ARTICLE VII
CONSTITUTIONAL COMMITTEES

Executive Committee

Section 1. (a) The Executive Committee shall consist of the officers of the Board of Directors and such other members as the Board of Directors shall appoint from its own membership.

(b) The duties of the Executive Committee shall be to supervise and direct the general routine work and administration of the organization subject to the supervision and direction of the Board of Directors.

Budget Committee

Section 2. (a) The Budget Committee shall consist of an uneven number of members advisable by the Board of Directors, but not less than eleven, and shall be appointed by the President with the approval of the Board of Directors.

(b) The duties of the Budget Committee shall be to consider and decide all matters pertaining to the allowance, increases and reduction of budgets, including payments to the agencies in accordance with these budget allowances and all other matters incident thereto. All actions of the Budget Committee shall be subject to the final approval of the Board of Directors.

Agency Advisory Committee

Section 3. (a) Composition. The Agency Advisory Committee shall consist of the Executive and one lay representative of each agency supported by this organization.

(b) Duties. the Agency Advisory Committee shall advise this organization on matters of fund raising and distribution as well as inter-agency relations.

ARTICLE VIII

MEETINGS

Section 1. The members of this organization shall meet in the month of January each year at such time and place as the Board of Directors shall determine to receive reports and to transact any other business presented to it. Additional meetings of the members may be held on call of the Board of Directors.

Section 2. The Board of Directors shall meet annually in December for the purpose of electing officers and completing its organization, and in addition thereto: as often as may be provided in the by-laws.

ARTICLE IX

GENERAL PROVISIONS

DESIGNATIONS

Section 1. Any subscriber may designate the member agency or organization to which he desires his subscription to be created, but the Board of Directors shall determine whether his subscription shall be so credited in case the total designation shall exceed the budget allowance.

Budget Reports

Section 2. Each member agency participating in the combined campaign shall submit to the Board of Directors such information concerning finances, programs etc., and in such form as the Budget Committee may require.

Special Campaigns

Section 3. No member agency which participates in the annual United Way campaign shall conduct any public campaign or solicitation for financial assistance for ordinary routine purposes, nor any special campaign for special financial purposes, except with the consent first obtained by the Board of Directors of the Schuylkill United Way.

ARTICLE X

Amendment

Section 1. This Constitution may be amended as follows:

Any proposed amendment must be submitted in writing to the Board of Directors at a regularly scheduled meeting. A copy of said amendment shall be distributed to each board member at least ten days prior to the vote. Said amendment will be voted upon at the next regular scheduled meeting of the Board of Directors. For the amendment to be adopted, such proposed amendment, or any amendment germane thereto, requires a two-thirds vote of the members present but not less than ten.

**SCHUYLKILL UNITED WAY
BY-LAWS**

ARTICLE I

MEMBERS

Section 1: Any organization desiring to participate for the first time in the combined campaign as an institutional members of this organization shall submit to the Board of Directors:

First: A statement by its President and Secretary certifying that its governing board has read the Constitution and By-laws governing this organization, and has voted to apply for membership.

Second: A detailed statement of the history, purpose and work of such applying organization.

Third: A detailed audited financial statement of its assets and liabilities and its last annual statement of receipts and expenditures, all in such form as may be required by the Board of Directors, with such audit signed by a Certified Public Accountant.

Fourth: A list of officers and directors thereof.

Fifth: The names of two representatives to act as delegates if the application is accepted.

Sixth: A statement certifying that the organization has been in existence and operation within the geographic area covered by the Schuylkill United Way for a period of at least one year prior to the date of the application for membership.

Seventh: A copy of the Internal Revenue Service determination letter indicating approval of tax exemption status for the organization under Section 501 C3 of the Internal Revenue Service code or such other sections as may from time to time circumvent or supersede said section.

Eighth: Proof of compliance with the State Commission on charitable Organizations.

Section 2: Such application papers shall be referred to the Executive Committee, which shall after proper investigation, report for final action to the Board of Directors.

BY-LAWS
ARTICLE I (continued)
Members

Section 3: Any organization desiring to become an institutional member of this organization, but not desiring to participate in the campaign, shall submit to the Board of Directors a statement similar to that required in Section 1, Item 2, of this article.

Section 4: As a condition of continuing membership in the Schuylkill United Way, each member organization shall, at the time of submission of the annual budget materials, also furnish a copy of such member organizations current certificate of registration under the Pennsylvania Solicitation of Charitable Funds Act and a sworn statement of an authorized officer that such member organizations tax exempt status under Internal Revenue Service Code 501 C3, as amended, is still in effect.

ARTICLE II

Section 1: Nominations for Honorary Membership shall be made annually in the month of December each year by a committee appointed by the President of this organization with the approval of the Board of Directors.

Section 2: Recommendations for such nominations in writing, with date supporting the same, may be submitted to this nominating committee by an individual or institutional member of this organization.

ARTICLE III
MEETINGS

Section 1: Board of Directors.

(a) The organization of the Board of Directors shall be held annually in December for the purpose of completing its organization, electing officers, appointing committees and transaction of such other business as may come before it.

(b) Regular meetings of the Board of Directors shall be held monthly throughout the year, except during July and August. Such meetings may be discontinued if the board so desires.

(c) The time of regular meetings, unless otherwise determined by the Board of Directors shall be the second Monday of the month at 4:00 p.m. at such place as designated by the president in his or her call for each meeting.

BY-LAWS
ARTICLE III (continued)
Meetings

Section 1 : (d) Special meetings of the Board of Directors may be called at any time by the President and shall be called on written request of five members of the Board.

(e) The order of business shall be, at regular meetings of the Board of Directors, as follows:

1. Reading of the Minutes
2. Treasurer's Report
3. Unfinished Business
4. New Business
5. Correspondence

Section 2: Constitutional Committees.

The Executive and Budget Committee shall meet upon call of their Chairperson.

ARTICLE IV

Agreement with Member Participating Agencies in the Annual Campaign.

Section 1: For the purpose of sharing in the joint fund to be raised by the United Way each member agency so sharing shall agree:

(a) To accept apportionment of funds made to it by the Budget Committee and approved by the Board of Directors.

(b) To solicit no funds for current expenses from contributors to the joint fund, provided the total budget has been raised and total payments to member agencies made.

(c) To maintain a responsible management with a Board of Directors or administrative committee which shall meet at least four (4) times a year.

(d) To cooperate with other social agencies in preventing duplicating of effort and in promoting efficiency and economy of administration.

(e) To hold no special financial campaigns for capital or other purposes without due notice and approval of the Board of Directors of the Schuylkill United Way.

(f) To furnish the Budget Committee, for its annual meeting, annual detailed statements showing all income and expenditures.

BY-LAWS
ARTICLE IV (CONTINUED)

Section 1: (g) To keep regular books of account open to inspection by a representative of the Schuylkill United Way.

Section 2: This agreement shall be binding from year to year, unless the member organization gives written notice of their withdrawal from participating in the joint fund at least on or before the date of the December meeting of the Schuylkill United Way Board of Directors.

ARTICLE V

QUORUM

Section 1: Ten members of the Board of Directors present at any meeting, regular or special, shall constitute a quorum.

Section 2: A majority of the Executive Committee, or of the Budget Committee or of any special committee, shall constitute a quorum.

Section 3: A quorum for a regular or special meeting of the membership of this organization shall consist of at least one delegate from at least a majority of the institutional members, plus twenty-five individual members.

ARTICLE VI

AMENDMENTS

Section 1: These By-laws may be enlarged, amended or repealed by a majority vote of the members present at any meeting of the Board of Directors, provided that prior notice of such proposed changes shall have been given.

Code of Ethics Schuylkill United Way

Approved by SUW Board of Directors on March 9, 2009

Schuylkill United Way is synonymous with charitable service. The general public associates the United Way name with hundreds of worthy causes. Indeed, for many people, the United Way is the primary way they meet their desire to help their fellow human beings.

The United Way has a unique role as a leader of philanthropy to benefit human services and as a major resource to local agencies. The Schuylkill United Way has earned public trust, nurtured by years of ethical, honest, and responsible community service. The continued success of the Schuylkill United Way depends upon the ethical conduct of the organization, its employees and representatives.

For the purposes of this document:

- “Ethics” refers to the rules or standards governing the conduct of the staff and volunteers of United Way.
- “Respect” is a willingness to show consideration or appreciation.
- A “volunteer” is considered to be anyone serving as a Director or on a United Way committee.
- An “employee” is an individual who receives compensation from United Way for their services.
- An “agency” is any health and human service organization currently receiving funding from United Way.

Schuylkill United Way and volunteers should set an example for other non-profit organizations by their high standards of performance, professionalism, volunteer and charitable activities, helping of the less fortunate and ethical conduct.

This code of ethics was developed to guide the conduct of all employees, volunteers and agencies affiliated with the Schuylkill United Way.

Personal Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. In their role at United Way, each employee will:

- Respect and seek out the facts and avoid misrepresentation.
- Ensure fairness and objectivity in all activities pertinent to United Way.
- Honor the rights of all people, including co-workers, contributors, and beneficiaries.
- Comply with the law or work to change it.
- Respect all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.

Professional Excellence

As an employer, Schuylkill United Way promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

It is management's responsibility to:

- Encourage employee development. Communicate with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- Evaluate employees on a fair, timely and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations.
- Show respect and empathy for employees. Be considerate while mindful of managerial responsibilities.
- Regularly solicit and respect the opinions of those you supervise.

All Schuylkill United Way employees, at every level, have the responsibility to:

- Carry out the decisions of the Board.
- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of United Way resources.
- Encourage growth and self-improvement in themselves and their co-workers.

- Exhibit respect for co-workers and all those with whom they come into contact.
- Have the courage to face situations squarely and offer a minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the organization.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their manager, the President/CEO or other designated person.
- Report, and protect others who report, ethics or other policy violations.
- Set an example, as an employee of a leading non-profit organization, for high standards of professionalism.
- Volunteer themselves in community service organizations as an affirmation of the value of volunteerism.
- Promote public confidence in philanthropic institutions.

Responsibilities to Volunteers

The service of volunteers is crucial to the success of the Schuylkill United Way. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, it is the responsibility of all United Way staff to:

- Support volunteers so they can perform to the highest level of their contribution and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision-making process.
- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers and appropriately recognize their contributions.
- Provide benefits and prerequisites to volunteers that are consistent with the spirit of volunteerism.
- Make accessible the Code of Ethics to all volunteers.

Responsibilities of Volunteers

Volunteers also represent Schuylkill United Way and should set an example through their ethical conduct and professionalism.

- The Board of Directors will review the code of ethics of Schuylkill United Way and ensure that they adhere to the spirit of the code when making policies or otherwise managing the affairs of the organization.
- No volunteers shall knowingly take any action or make any statement intended to influence the conduct of Schuylkill United Way in such a way as to directly confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she or such member has a significant interest as stockholder, director or officer.
- In the event that there comes before the Board of Directors or a committee a matter for consideration or decision that raises a potential conflict of interest for any member of the board or the committee, the chair shall advise/warn that any member should disclose the conflict of interest as soon as he or she becomes aware of it and abstain from voting in connection with the matter. The disclosure and abstention shall be recorded in the minutes of the meeting.

Responsibilities to Agencies

Health and human service agencies provide vital services to the community and are crucial to the success of Schuylkill United Way. In order to assist these agencies to serve the community effectively and to obtain satisfaction from their service, it is the responsibility of all United Way staff and volunteers to:

- Adhere to ethical guidelines by which funds are distributed.
- Ensure that everyday relations with agencies are guided by respect and courtesy towards agency staff and the clients they serve.
- View agencies as partners in ensuring the community's needs are met.
- Appropriately involve agencies in setting United Way policies that relate to agencies.
- Balance wisely the spending of donors' money, meeting community needs, and addressing the increased need for funding by agencies.
- Deal with conflict or disagreements in an honest and impartial manner, listening carefully to all sides of the issue before making decisions.

Responsibilities of Agencies

Agencies also represent Schuylkill United Way and should set an example through their ethical conduct and professionalism.

- All agencies are expected to adhere to the spirit and terms of their Agency Agreement with Schuylkill United Way.
- All member agencies, by contract, are expected to adhere to the policies and procedures as detailed in their Agency Agreement from the Schuylkill United Way.

Donor Relations

Schuylkill United Way has responsibilities to its donors. Donors have placed faith in United Way; it is the responsibility of United Way not to violate this trust and, where applicable, it will:

- Make full and fair disclosure to donors all relevant information on how their dollars are spent.
- Spend the donors' money wisely, efficiently and effectively.
- Always observe the wishes of the donors as to allocation of their specific donation.
- Be good stewards of donations that are utilized to pay the salaries of and provide benefits to United Way employees, and refrain from allowing expenditures of United Way funds that by their nature or amount do not directly advance the mission or create a view of impropriety of Schuylkill United Way.

Vendor Relations

Vendors must be treated fairly to avoid favoritism or appearances of impropriety.

- Conduct all competitive bidding (\$3,000+) in a fair and professional manner, giving no special preferences or advantages to any vendor, with the exception of locality.

Equal Opportunity

Schuylkill United Way is an equal opportunity employer. Every employee will uphold the Personnel Policies in regard to equal opportunity:

- Support equal employment opportunity programs throughout Schuylkill United Way.
- Refuse to engage in or tolerate in others any form of a hostile environment or sexual harassment, as provided in the organization's policy.

Conflict of Interest

To avoid even the appearance of a conflict of interest which would tarnish the image of the organization and undermine the public's trust in Schuylkill United Way, United Way employees will:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Schuylkill United Way. Any involvement with a current or potential Schuylkill United Way vendor, grantee, or competing organization may violate this code and should be cleared with the CEO as outlined in the Personnel Policies.
- Refrain from participating in or influencing any decision or other action of Schuylkill United Way that could result in a direct or indirect benefit to his or her family or any organization with which the employee is substantially affiliated.

Personal Gain

No employee will accept any gratuity or favor for doing his or her job. Accordingly, Schuylkill United Way employees will not:

- Solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.
- Accept food, transportation, or entertainment unless directly related to Schuylkill United Way business.

Travel, Entertainment and Related Expenses

Travel, entertainment and related expenses will be incurred on a basis consistent with the mission of Schuylkill United Way. Accordingly, expenses incurred will comply with policies adopted by the Board of Directors.

Outside Employment and Other Activities

Outside employment and other activities should not interfere with an employee's responsibilities within Schuylkill United Way. An employee will inform his or her supervisor of any significant outside activities. An employee will avoid using Schuylkill United Way resources to facilitate any outside employment or other activity.

Political Activity

Except as may be otherwise provided by law, the following restrictions on political activity will apply to Schuylkill United Way employees:

- Will not use their Schuylkill United Way positions or influence either for or against any candidate for public office in any jurisdiction or for or against any political issue unless in furtherance of SUW government relations programs.
- Will not use working hours or Schuylkill United Way facilities in any way that is concerned with soliciting or receiving subscriptions, contributions, political service, or to circulate petitions or campaign literature or in any other manner on behalf of candidates for public office in any jurisdiction; or for or against any political issue unless in furtherance of SUW government relations programs.

Nepotism

Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each employee understands that:

- Immediate family, as defined in the personnel policy, of Schuylkill United Way employees is not employable by Schuylkill United Way except under special circumstances that are clearly in the best interest of Schuylkill United Way and are disclosed immediately.
- Employees never have supervisory or management authority over relatives.
- Employees with decision-making authority will establish a fair bidding process in selecting a consultant or service provider in order to avoid the appearance of favoritism toward any relatives or personal friends.

Confidential Information

Confidentiality is a hallmark of professionalism. Employees and representatives shall follow the policies on the disclosure of information and will:

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.

Ensure that all non-public information of other persons or firms acquired by United Way personnel in dealing with outside firms on behalf of United Way is treated as confidential and not disclosed.

SCHUYLKILL UNITED WAY
2010 FINANCIAL STATEMENT

ALLOCATIONS TO MEMBER AGENCIES:

American Red Cross in Schuylkill County	\$ 82,500
Avenues, Founded as UCP in 1952	\$ 73,500
Big Brothers, Big Sisters of Schuylkill County	\$ 77,000
Boy Scouts of America/Hawk Mountain Council	\$ 36,000
Child Development, Inc.	\$ 60,000
Girls Scouts in the Heart of PA	\$ 35,000
Salvation Army/Pottsville Corps	\$ 95,000
Salvation Army/Tamaqua Corps	\$ 88,000
SARCC of Lebanon & Schuylkill Counties	\$ 1,630
Schuylkill County Society for Crippled Children	\$ 48,000
Schuylkill Wellness Center	\$ 26,460
Schuylkill Women in Crisis	\$ 62,500
Schuylkill YMCA	\$ 77,000
Tamaqua Area Meals on Wheels, Inc.	\$ 15,000
YMCA of Tamaqua	\$ 32,000
TOTAL ALLOCATIONS	\$ 809,590

MEMBERSHIP DUES

United Way of America	\$ 9,038
United Way of Pennsylvania	\$ 4,000
	\$ 13,038

ADMINISTRATIVE EXPENSES **\$ 141,540**

CAMPAIGN EXPENSES **\$ 16,000**

SPECIAL PROMOTION EXPENSES **\$ 24,600**

UNCOLLECTABLES **\$ 25,000**

OUT OF AREA DESIGNATIONS **\$ 1,120**

TOTAL EXPENDITURES **\$1,030,888**

AGENCY ALLOCATIONS	\$ 809,590	78.54%
MEMBERSHIPS	\$ 13,038	1.27%
ADMINISTRATION	\$ 141,540	13.73%
CAMPAIGN EXPENSES	\$ 16,000	1.56%
SPECIAL PROMOTION EXPENSES	\$ 24,600	2.39%
UNCOLLECTABLES	\$ 25,000	2.43%
OUT OF AREA DESIGNATIONS	\$ 1,120	.08%
GRAND TOTAL	\$1,030,888	100.00%

Mrs. Jeanne B. Porter	President
Mr. Matt Tacelosky	First Vice-President
Dr. R. Keith Hillkirk	Second Vice-President
Mrs. Naomi Ost	Treasurer
Mr. Henry H. Nyce	Asst. Treasurer
Mrs. Kelly K. Malone	Executive Director
Mrs. Tarah N. Dove	Director of Community Relations

The official registration and financial information of Schuylkill United Way may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

THANK YOU FOR YOUR SUPPORT



Schuylkill United Way

**SCHUYLKILL UNITED WAY BOARD OF DIRECTORS
2010 OFFICERS**

Mrs. Jeanne B. Porter
Mr. Matt Tacosky
Dr. R. Keith Hillkirk
Mrs. Naomi Ost
Mr. Henry H. Nyce
Mrs. Kelly K. Malone

President
First Vice-president
Second Vice-president
Treasurer
Asst. Treasurer
Secretary

EXECUTIVE COMMITTEE

Mr. Jack Bertolet, Jr.
Mr. Patrick Kane
Mrs. Naomi Ost
Mrs. Jeanne Porter
Mr. Mike Tobash

Dr. Scott Fellows
Mr. Henry Nyce
Mrs. Billie Payne
Mr. Matt Tacosky
Dr. R. Keith Hillkirk

**UNITED WAY BOARD OF DIRECTORS
2010 DIRECTORY**

TERM ENDS DECEMBER 2010

Mr. Bill Jones, III
Jones and Company
110 N. Second Street
Pottsville, PA 17901
570-622-5010

Mr. Randy Kalce
Air Products & Chemicals, Inc.
357 Marian Avenue
Tamaqua, PA 18252
570-467-4331

Mr. Charles Ladd IV
Air Products & Chemicals, Inc.
357 Marian Avenue
Tamaqua, PA 18252
570-467-2981 (W)

Mr. Eric Hollen
Wachovia
101 N. Centre Street
Pottsville, PA 17901
570-621-6301 (W)
570-594-3442 (C)
570-621-6313 (F)

Mr. Greg McElvaney
UPS
PO BOX 250
St. Clair PA 17970
570-429-2302

Mr. Ed Redding
R&D Communications
3432 Sweet Arrow Lake Rd
Pine Grove, PA 17963
570-345-5427

Mr. Dave Snyder
Miners Bank
PO Drawer L
Minersville, PA 17954
429-4311(W)
617-3608 (C)

Mr. Dominic Sylvester
Bob Weaver Chevrolet
2174 W. Market Street
Pottsville, PA 17901
570-622-7191 (W)

Mr. Matt Tacosky
Lowe's RDC 961
1200 Keystone Blvd.
Pottsville, PA 17901
570-544-1606 (W)
570-544-3493 (H)
570-573-3283 ©

Ms Kris Verba
Wegmans
820 Keystone Blvd.
Pottsville, PA 17901
570-544-8400

TERM ENDS DECEMBER 2011

Mr. Jack Bertolet, Jr.
J. Bertolet Volkswagen
555 Route 61
Orwigsburg, PA 17961
570-366-0501

Mr. Jim Brennan
Sovereign Bank
120 S. Centre Street
Pottsville, PA 17901
570-628-6625

Mr. Serge Chrush
Sovereign Bank
408 E. Broad Street
Tamaqua, PA 12852
570-668-1122 (Ph)

Dr. Scott Fellows
2223 West End Avenue
Pottsville, PA 17901
570-622-4080

Ms Martha Herron
PPL Utilities
344 S. Poplar Street (HASC)
Hazleton, PA 18201-7199
570-459-7314 (PH)
570-459-7273 (F)

Dr. R. Keith Hillkirk
Penn State Schuylkill
200 University Drive
Schuylkill Haven, PA 17972-2208
570-385-6001
570-385-6002

Mr. Allen Keich
Bob Weaver Chevrolet
2174 W Market Street
Pottsville, PA 17901
570-622-7191
570-640-1473 (C)

Mr. Todd Miller
M&S True Value Hardware Store
10 W. Broad Street
Tamaqua, PA 18252-1951
570-668-3838 (W)
570-778-8492 (C)

Mrs. Naomi Ost
Union Bank and Trust Co.
25 S. Centre Street
PO BOX 119
Pottsville, Pa 17901
570-622-3011 (PH)
570-622-8213 (F)

Mrs. Jeanne B. Porter
Boyer's Food Markets, Inc.
1165 Centre Turnpike
PO BOX 249
Orwigsburg, PA 17961
570-366-1477 (PH)
570-366-3921(F)

Mr. Joseph Pilla
ETA Benefits Group
242 East Broad Street
Tamaqua, PA 18252
570-668-6822 (W)
570-668-9898 (F)

TERM ENDS DECEMBER 2012

Mr. Thomas Cara
Air Products & Chemicals, Inc.
357 Marian Avenue
Tamaqua, PA 18252
570-467-2981

Ms Susan Fegley
Air Products & Chemicals, Inc.
357 Marian Avenue
Tamaqua, PA 18252
570-467-2981

Mr. Ed Kleffman
50 Timber Rd
Pottsville, PA 17901
570-622-3986

Mrs. Billie Payne
Pottsville Housing Authority
410 Laurel Blvd.
Pottsville, PA 17901
570-628-2702

Mr. Mike Swatsworth
Wal-Mart DC 7030
390 Highridge Park Rd.
Pottsville, PA 17901
570-544-1304 (W)

Mr. James Davis
Big Lots, Inc.
50 Rausch Creek Road
Tremont, PA 17981
570-695-2830

Mr. Patrick Kane
Higgins Insurance
115 S. Centre Street
Pottsville, PA 17901
570-621-7767

Mr. Henry Nyce
Republican & Herald
111 Mahantongo Street
Pottsville, PA 17901
570-621-3388

Mr. Mike Tobash
Tobash Insurance
PO BOX 123
Cressona, PA 17929
570-385-4501 (W)
570-617-9660 (C)

Mr. Charles Dodson
Air Products and Chemicals, Inc.
357 Marian Avenue
Tamaqua, PA 18252
570-467-4336(W)

SCHUYLKILL UNITED WAY – 2011 AGENCY LIST

Schuylkill United Way (000)
Mrs. Kelly K. Malone, Executive Director
91 South Progress Avenue
PO Box 1139
Pottsville, PA 17901
(570) 622-6421 PHONE
(570) 622-7424 FAX

American Red Cross in Schuylkill County (001)
Mrs. Janet Curtis, Executive Director
1402 Laurel Boulevard
Pottsville, PA 17901
(570) 622-9550 PHONE
(570) 622-9654 FAX
Service to military families, blood drive, disaster, CPR and first aid services.

Avenues/Founded as UCP in 1952 (002)
Mr. Peter Keitssock, Executive Director
2 Park Street, Agricultural Park
Pottsville, PA 17901-3850
(570) 622-7920 PHONE
Services to individual with developmental disabilities.

Big Brothers Big Sisters of Schuylkill County (003)
Mr. Doug Allen, Executive Director
91 South Progress Avenue
Pottsville, Pa 17901
(570) 622-0174 PHONE
(570) 622-1638 FAX
One-to-One adult mentorship for single parent youth.

Boy Scouts of America/Hawk Mountain Council (004)
Mr. Daniel J. Adams, Executive Director
5027 Pottsville Pike
Reading, PA 19605
(610) 926-3406 PHONE
(610) 926-4965 FAX
Personal/Social development of youth.

Child Development, Inc. (005)
Mrs. Mary Ann Devlin, Executive Director
420 University Drive
Schuylkill Haven, PA 17972
(570) 385-3986 or 1-800-433-3370 PHONE
(570) 385-2015 FAX
Head Start program with extensive day care and childcare related services.

Girl Scouts in the Heart of Pennsylvania (006)
Ms Ann Goropoulos
350 Hale Avenue
PO BOX 2837
Harrisburg, PA 17105-2837
717-233-1656
1-800-692-7816
Personal/social development of youth.

Schuylkill YMCA (013)
Mr. Wayne Stump, CEO
520 North Centre Street
PO BOX 1204
Pottsville, PA 17901
(570) 622-7850 PHONE

The mission of the Schuylkill YMCA is to put Christian principles into practice through programs that build a healthy mind, body and spirit for all.

Tamaqua Area Meals on Wheels, Inc. (014)
Ms. Samantha Gibbons, Program Coordinator
Trinity Church
22 Lafayette Street
Tamaqua, PA 18252
(570) 668-6954 PHONE
Home delivered meals to shut-ins.

Tamaqua YMCA (015)
Mr. Nick Zigmant
1201 E. Broad Street
Tamaqua, PA 18252
(570) 668-2903 PHONE

The mission of the YMCA of Tamaqua is to put Christian principles into practice through programs that build a healthy mind, body and spirit for all.

AFFILIATE MEMBERS OF THE SCHUYLKILL UNITED WAY

United Way World Wide
Membership Investment
PO BOX 630568
Baltimore, MD 21263-0568
800-892-2757 Ext. 415

United Way of Pennsylvania
Tony Ross, President
17 South Market Square
Harrisburg, PA 17101-7825
(717) 238-7365