

SCHUYLKILL UNITED WAY



Board Member

Orientation

Packet

Welcome!

We are glad to have you aboard. The Schuylkill United Way board consists of volunteers who are 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 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, Heather, and Tanya

MISSION STATEMENT

The Schuylkill United Way is dedicated to providing funding, guidance, and encouragement to the 15 partner agencies that provide a variety of programs and services to the residents of Schuylkill County for little or no charge.

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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

- The Board of Directors shall manage the affairs of this organization between meetings of the members thereof.
- 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.
- It shall appoint such committees as it may deem expedient for the carrying out of the objectives of this organization.
- It shall control the distribution of funds collected.
- It shall employ such persons as it may deem necessary for the successful prosecution of the objectives of this organization.
- 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 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 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-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 or her 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:

1. 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
2. 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:

1. 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.
2. 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 budgets 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:

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.

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 his/her 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, 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.

CONFLICT OF INTEREST POLICY:

Section 1. Definition: A conflict of interest may exist when the interests or concerns of any director, officer, or staff member, or said person's immediate family, or any party, group, or organization in which said person holds a position as an employee, officer, director, or partner, may be seen as competing with the interests or concerns of the Schuylkill United Way.

Section 2. Disclosure: Each member of the Board of Directors and staff of the Schuylkill United Way must disclose in writing to the Board any possible conflict of interest. This disclosure must be updated annually.

Section 3. Compliance: When such conflict of interest is relevant to a matter requiring action by the Board of Directors, the interested director shall bring it to the attention of the Board. The interested director will retire from the room in which the Board is meeting and will not participate in any discussion or vote on such matter.

SPECIAL PROMOTIONS POLICY:

1. There will be no cost to the Schuylkill United Way.
2. The company or business that wishes to conduct a special promotion must be a reputable firm as determined by the Schuylkill United Way, with input from the Schuylkill Chamber of Commerce.
3. The individual taking advantage of the special promotion should not be under any obligation to sign for any product, program, or service.
4. Each request will be reviewed on an individual basis and is subject to final approval by the Board of Directors of the Schuylkill United Way.
5. Promotions will be approved only for companies of business firms with operations in Schuylkill County.
6. Acceptance of any special proposal will mean no legal obligation on the part of the Schuylkill United Way.
7. The Board of Directors of the Schuylkill United Way will have the right to revoke any on-going promotion at any time, with or without cause.
8. Approval is for use of the Schuylkill United Way name only and not for use of any logo or trademark.
9. Approval is for one time only. Any continuation of a promotion would be subject to annual review and approval by the board.

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 I: Any organization desiring to participate for the first time in the combined campaign as 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 I, 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 8, 2010

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.

Certificate

Schuylkill United Way employees and representatives are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a supervisor, the President of the Board, the Chair of the Budget Committee or the Executive Director. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the employee disclosing the breach, unless the matter raises serious legal implications. In such instances, the employee disclosing the breach will be notified. SUW management will not take any adverse action against employees solely for disclosing perceived breaches of the Code. SUW encourages all employees to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.

I have read and agree to abide by this Code of Ethics for the Schuylkill United Way.

Signature

Print Name & Date

Approved by SUW Board of Directors on March 8, 2010

2011 FINANCIAL STATEMENT

ALLOCATIONS TO MEMBER AGENCIES:

American Red Cross in Schuylkill County	\$ 77,500
Avenues, Founded as UCP in 1952	\$ 70,000
Big Brothers, Big Sisters of Schuylkill County	\$ 72,500
Boy Scouts of America/Hawk Mountain Council	\$ 25,000
Child Development, Inc.	\$ 55,000
Girls Scouts in the Heart of PA	\$ 25,000
Salvation Army/Pottsville Corps	\$ 80,000
Salvation Army/Tamaqua Corps	\$ 70,000
SARCC of Lebanon & Schuylkill Counties	\$ 15,000
Schuylkill County Society for Crippled Children	\$ 42,085
Schuylkill Wellness Center	\$ 23,200
Schuylkill Women in Crisis	\$ 52,500
Schuylkill YMCA	\$ 72,500
Tamaqua Area Meals on Wheels	\$ 15,000
YMCA of Tamaqua	\$ 30,000
TOTAL ALLOCATIONS	\$ 725,285

MEMBERSHIP DUES

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

ADMINISTRATIVE EXPENSES **\$ 156,983**

CAMPAIGN EXPENSES **\$ 16,000**

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

UNCOLLECTABLES **\$ 25,000**

OUT OF AREA DESIGNATIONS **\$ 510**

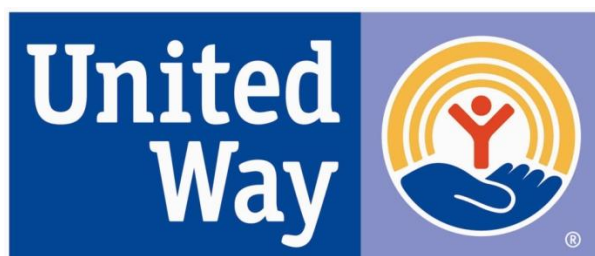
TOTAL EXPENDITURES **\$ 961,416**

AGENCY ALLOCATIONS	\$ 725,285	75.44%
MEMBERSHIPS	\$ 13,038	1.36%
ADMINISTRATION	\$ 156,983	16.33%
CAMPAIGN EXPENSES	\$ 16,000	1.66%
SPECIAL PROMOTION EXPENSES	\$ 24,600	2.56%
UNCOLLECTABLES	\$ 25,000	2.60%
OUT OF AREA DESIGNATIONS	\$ 510	.05%
GRAND TOTAL	\$961,416	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
Ms. Heather A. Delp	Director of Community Relations
Ms. Tanya M. Wehr	Administrative Assistant/Support Staff

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

2011 OFFICERS

Mrs. Jeanne B. Porter	President
Mr. Matt Tacosky	First Vice-president
Dr. R. Keith Hillkirk	Second Vice-president
Mrs. Naomi Ost	Treasurer
Mr. Henry H. Nyce	Asst. Treasurer
Mrs. Kelly K. Malone	Secretary

EXECUTIVE COMMITTEE

Mr. Jack Bertolet, Jr.	Dr. Scott Fellows
Mr. Patrick Kane	Mr. Henry Nyce
Mrs. Naomi Ost	Mrs. Billie Payne
Mrs. Jeanne Porter	Mr. Matt Tacosky
Bill Jones III	Dr. R. Keith Hillkirk

UNITED WAY BOARD OF DIRECTORS

2011 DIRECTORY

TERM ENDS DECEMBER 2011

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

Mr. Serge Chrush
Sovereign Bank
408 E. Broad Street
Tamaqua, PA 12852
schrush@sovereignbank.com

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

Ms. Martha Herron
PPL Utilities
344 S. Poplar Street
Hazleton, PA 18201
570-459-7314
mmherron@pplweb.com

Dr. R. Keith Hillkirk
Penn State Schuylkill
200 University Drive
Schuylkill Haven, PA 17972
570-385-6002
rk5@psu.edu

Mr. Allen Keich
Bob Weaver Chevrolet
2174 W. Market Street
Pottsville, PA 17901
570-622-7191
570-640-1473
akeich@weaverchev.com

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)
tgmiller1@yahoo.com

Mrs. Naomi Ost
 Union Bank and Trust Co.
 25 S. Centre Street
 PO Box 119
 Pottsville, PA 17901
 570-622-3011
ubtmain@unionbankandtrustcompany.com

Mr. Joseph Pilla
 ETA Benefits Group
 242 East Broad Street
 Tamaqua, PA 18252
 570-668-6822
jpilla@etabenefits.com

Mrs. Jeanne B. Porter
 Boyer's Food Markets, Inc.
 301 S. Warren Street
 Orwigsburg, PA 17961
 570-366-1477
jeannep@boyersfood.com

TERMS ENDS DECEMBER 2012

Mr. Tom Cara
 Air Products & Chemicals
 357 Marian Avenue
 Tamaqua, PA 18252
 570-467-2981
caratf@airproducts.com

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

Mr. Charles Dodson
 Air Products and Chemicals, Inc
 357 Marian Avenue
 Tamaqua, PA 18252
 570-467-4336
dodsoncp@airproducts.com

Ms. Susan Fegley
 Air Products and Chemicals, Inc.
 357 Marian Avenue
 Tamaqua, PA 18252
 570-622-3986
fegleysm@airproducts.com

Alan Hanley
 Wal-Mart DC 7030
 390 Highridge Park Road
 Pottsville, PA 17901
 570-544-1304
arhanley@wal-mart.com

Mr. Patrick Kane
 2292 Tonto Drive
 Auburn, PA 17922
 570-573-0708
pmkane@vzw.blackberry.net

Mr. Ed Kleffman
 50 Timber Road
 Pottsville, PA 17901
 570-628-3986
ekleffman@comcast.net

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

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

Mr. Mike Tobash
 Tobash Insurance
 PO Box 123
 Cressona, PA 17929
 570-385-4501 (W)
 570-617-9660 (C)
tobashm@nationwide.com

TERMS ENDS DECEMBER 2013

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

Mr. Eric Hollen
 Wachovia
 101 N. Centre Street
 Pottsville, PA 17901
 570-621-6301 (W)
 570-594-3442 (C)
eric.hollen@wachovia.com

Mr. Bill Jones
 Jones and Company
 110 N. Second Street
 Pottsville, PA 17901
 570-622-5010
jonescpa@comcast.net

Ms. Karen Kenderdine
 First National Trust Company
 PO Box 1223
 Pottsville, PA 17901
 570-622-8200
kenderdine@fnb-corp.com

Mr. Ed Redding
 R & D Communications
 3432 Sweet Arrow Lake Road
 Pine Gove, PA 17963
 570-345-5427
edredding@rndcom.com

Mr. Dave Synder
 Miners Bank
 PO Drawer L
 Minersville, PA 17954
 429-4311 (W)
 617-3608 (C)
dsnyder@theminersbank.com

Mr. Matt Tacelosky
 Lowe's RDC 961
 1200 Keystone Blvd.
 Pottsville, PA 17901
 570-544-1606 (W)
 570-573-3283 (C)
matt.j.tacelosky@lowes.com

Ms. Kris Verba
 Wegmans
 820 Keystone Blvd.
 Pottsville, PA 17901
 570-544-8400
kristine.verba@wegmans.com

Jeff Wessner
 M & T Bank
 1 S. Centre Street
 Pottsville, PA 17901
 570-628-6585
jwessner@mtb.com

Open _____

SCHUYLKILL UNITED WAY BOARD OF DIRECTORS

2011 OFFICERS

President	Mrs. Jeanne B. Porter
First Vice-president	Mr. Matt Tacosky
Second Vice-president	Dr. R. Keith Hillkirk
Treasurer	Mrs. Naomi Ost
Asst. Treasurer	Mr. Henry H. Nyce
Secretary	Mrs. Kelly K. Malone

EXECUTIVE COMMITTEE

Mr. Jack Bertolet Jr.	Dr. Scott Fellows
Mr. Patrick Kane	Mr. Henry Nyce
Mrs. Naomi Ost	Mrs. Billie Payne
Mrs. Jeanne Porter	Mr. Matt Tacosky
Dr. R. Keith Hillkirk	

TERM ENDS DECEMBER 2011

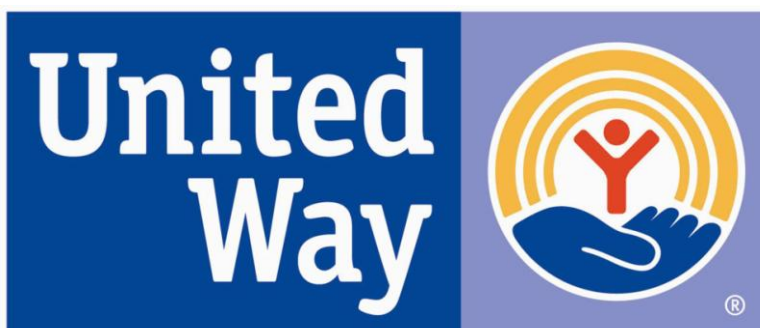
Mr. Jim Brennan	Must leave Board
Mr. Serge Chrush	Must leave Board
Dr. Scott Fellows	Eligible for one more term
Ms. Martha Herron	Must leave Board
Dr. R. Keith Hillkirk	Eligible for one more term
Mr. Allen Keich	Eligible for one more term
Mr. Todd Miller	Must leave Board
Mrs. Naomi Ost	Eligible for one more term
Mr. Joseph Pilla	Eligible for one more term
Mrs. Jeanne B. Porter	Eligible for one more term

TERMS ENDS DECEMBER 2012

Mr. Thomas Cara	Eligible for one more term
Mr. James Davis	Eligible for one more term
Mr. Charles Dodson	Must leave Board
Ms. Susan Fegley	Eligible for one more term
Mr. Alan Hanley	Eligible for one more term
Mr. Patrick Kane	Eligible for one more term
Mr. Ed Kleffman	Must leave Board
Mr. Henry Nyce	Eligible for one more term
Mrs. Billie Payne	Eligible for one more term
Mr. Mike Tobash	Must leave Board

TERM ENDS DECEMBER 2013

Mr. Bill Jones III	Eligible for one more term
Mr. Eric Hollen	Eligible for one more term
Mr. Ed Redding	Must leave Board
Mr. Dave Snyder	Must leave Board
Mr. Matt Tancelosky	Eligible for one more term
Ms. Kristine Verba	Eligible for one more term
Mr. Jack Bertolet Jr.	Eligible for one more term
Ms. Karen Kenderdine	Eligible for one more term
Mr. Jeff Wessner	Eligible for one more term



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
www.schuylkillunitedway.org
info@schuylkillunitedway.org

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
www.redcross.org
redcrossed@comcast.net
Service to military families, blood drive, disaster, CPR and first aid services.

Avenues/Founded as UCP in 1952 (002)
Mr. Peter Keitsock, Executive Director
2 Park Street, Agricultural Park
Pottsville, PA 17901-3850
(570) 622-7920 PHONE
www.avenuesofpa.org
pkeitsock@avenuesofpa.org
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
www.bbbs.org
bbbs.doug@verizon.net
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
www.scouting.org
dadams@bsamail.org
Personal/Social development of youth.

Child Development, Inc. (005)
Mrs. Mary Ann Devlin, Executive Director
2880 Pottsville Minersville Highway, STE 210
Minersville, PA 17954
(570) 544-8959 or 1-800-433-3370 PHONE
(570) 544-6915 FAX
www.childdevelop.org
madevling@childdevelop.org
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
Harrisburg, PA 17104-1518
717-233-1656
1-800-692-7816
www.gshpa.org
Personal/social development of youth.

The Salvation Army/Pottsville Corps (007)
Capt. Adam & Tammy Hench
400 Sanderson Street
PO BOX 107
Pottsville, PA 17901
(570) 622-5252 PHONE
(570) 622-2262 FAX
www.salvationarmyusa.org
ahench@use.salvationarmy.org
Emergency assistance to victims of disaster, or individuals/families suffering economic hardship.

The Salvation Army/Tamaqua Corps (008)
Major Sharon Whispell
105 W Broad Street
PO BOX 229
Tamaqua, PA 18252
(570) 668-0410 or 668-7845 PHONE
(570) 668-4350 FAX
www.salvationarmyusa.org
swhispell@use.salvationarmy.org
Emergency assistance to victims of disaster, or individuals/families suffering economic hardship.

SARCC of Lebanon and Schuylkill Counties (009)
Jenny Murphy-Shifflet
17 Westwood Centre
Pottsville, PA 17901
570-628-2965 Phone
570-628-2001 Fax
www.sarcclebanon.com
jshifflet@sarcclebanon.com
Recognizing the impact of sexual assault on all individuals, families, and the community, counsels and supports clients, educates the community, and advocates for the rights of victims and for the elimination of sexual assault.

Schuylkill County Society for Crippled Children (010)

Mrs. Sharon Kimmel, Executive Director

119 South 2nd Street, Suite 101

Pottsville, PA 17901

(570) 622-7170 PHONE

(570) 628-0877 FAX

Skimmel4@verizon.net

Pediatric orthopedic services.

Schuylkill Wellness Services (011)

Ms. Carolyn Bazik, Executive Director

512 North Centre Street

Pottsville, PA 17901

(570) 622-3980 PHONE

(570) 622-8591 FAX

www.berkaidsnetwork.org

cocountywellnessservices.org

Provides professional, compassionate HIV/AIDS services and prevention education in a manner that promotes personal dignity and empowerment.

Schuylkill Women in Crisis (012)

Mrs. Sally T. Casey, Executive Director

PO BOX 96

Pottsville, PA 17901

(570) 622-3991 or 1-800-282-0634 PHONE

(570) 628-1836 FAX

www.s-wic.org

swicexdir@comcast.net

Counseling services and emergency shelter to victims of domestic violence.

Schuylkill YMCA (013)

Mr. Wayne Stump, CEO

520 North Centre Street

PO BOX 1204

Pottsville, PA 17901

(570) 622-7850 PHONE

www.schuylkillymca.com

ymcaceo@comcast.net

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
www.ymca-berkscounty.org
nzigmant@tamaqua-ymca.org

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
www.unitedway.org/worldwide

United Way of Pennsylvania
Tony Ross, President
909 Green Street
Harrisburg, PA 17102
(717) 238-7365
www.uwp.org



SCHUYLKILL UNITED WAY

Areas of Impact:

- Developing Children & Youth
- Strengthening Families
- Supporting Older Adults
- Assisting with Disaster and Emergency Relief
- Promoting Health, Healing, and Crisis Intervention
- Caring for Individuals with Physical or Mental Challenges

Program Activities:

Annual Campaign – All donations are raised from September until November through the generosity of corporate, employee and individual giving. Campaign helps donors to increase their knowledge and understanding of, access to and involvement with the Schuylkill United Way and its 15 partner agencies.

Stuff the Bus – A month long school supply drive held each July. In 2010, Stuff the Bus collected over 900 backpacks, stuffed them with school supplies and delivered them to each of the 15 partner agencies to be distributed to children in need throughout Schuylkill County.

Day of Caring – Day of Caring was developed to help connect donors to a meaningful volunteer experience by giving them the opportunity to learn more about the agencies that they support. In May 2010, over 150 volunteers rolled up their sleeves and completed numerous community service projects for nine of the 15 partner agencies.

Pacesetters – Pacesetters “set the pace” for the Annual Campaign and finish their portion of the donation drive before Campaign Kick-Off officially begins. Members of the Pacesetters Club are individuals throughout Schuylkill County who contribute a minimum of \$500 towards the Annual Campaign. Levels of giving range from Copper through Platinum depending on contribution amount.

Prescription Assistance – The FamilyWise Prescription Discount Card (www.familywise.org) is available to anyone who does not currently have prescription coverage. The average savings in Schuylkill County is typically 37% off the cost of prescriptions.

Emergency Food & Shelter Program (EFSP) – The Schuylkill United Way serves as the local administrator for the FEMA program which provides funds to supplement and extend current available resources for emergency needs including rent, food, and energy assistance. For the year 2010, the local Emergency Food and Shelter Board was awarded \$67,540 in federal funds to distribute to five local organizations: Catholic Charities, Pottsville Salvation Army, Tamaqua Salvation Army, Schuylkill Women in Crisis, and Schuylkill Community Action.

The Schuylkill United Way participates in the following committees for the betterment of Schuylkill County:

2010 Schuylkill County Complete Count Committee (U.S. Census Bureau), Nonprofit Accountability Task Force, Capital Campaign Coordination Committee, State Employee Combined Appeal (SECA), United Way of Pennsylvania Board of Directors, and Pennsylvania Association of Nonprofit Organizations (PANO)

91 S. Progress Ave. Pottsville, PA 17901
Phone: 570.622.6421 Fax: 570.622.7424
Email: info@schuylkillunitedway.org



