



United Way of Southwest Wyoming Policy Statement of Disclosure of Records

Approved by the Board of Directors
November 28, 2018

United Way of Southwest Wyoming (UWSW) plays a unique role as both a resource to community partners and as a leader in the non-profit sector in building trust through all we do. This bond goes beyond legal or regulatory requirements to include transparency, a core value we hold dear. We believe that a key element of transparency is freely sharing not only our IRS Form 990 (as required by law) but also our independently audited financial statements. It is our hope that doing so demonstrates our commitment to public accountability for the financial stewardship of the assets our donors have entrusted to us.

I. Information Available to the Public

- A. UWSW shall post on its website and make available upon request the following information and documents in a timely manner:
 - 1. Financial and IRS documents, including:
 - a. IRS Form 990
 - b. Audited financial statements
 - 2. Governance Documents, including:
 - a. A list of the current UWSW board of directors and officers
 - b. Standing Committees
 - c. Disclosure of Records Policy
- B. UWSW shall make available upon request the following information in a timely manner:
 - 1. Governance Documents including:
 - a. Articles of Incorporation
 - b. Bylaws
 - c. Conflict of Interest Policy
 - d. Whistleblower Policy
- C. UWSW will consider other governance and financial documents upon written request.

II. PROCEDURE

- A. Anyone wishing to obtain access to the United Way's records must submit, in writing, their request and reasons for obtaining requested material.
- B. The United Way Board of Directors or Executive Committee, in the event time prohibits the entire board from taking action, must respond to the request, in writing, within twenty days of receipt of the request. The response will state that the request is approved or denied. If the request is denied, reasons, based on the above guidelines, will be delineated.
- C. Upon approval of the request, the person(s) making the request will be invited to view the records in the United Way office. A member of the Board of Directors must be present at the time of public review.