

2015



STANDARDS HANDBOOK

This is a handbook to assist you in your work with UFA. Our hope is that this handbook will benefit you. You will find sections with important information as well as ideas.

*Standards
Handbook*



Welcome to UFA. This handbook has been created by the UFA national board to help UFA chapters start and maintain their local chapter. You may copy sections as needed to share with board members.

Table of Contents

I.	Welcome and Introduction.....	3-4
	What to expect	
	UFA Board	
II.	Guidelines	4-7
	Important Points to Remember	
	Mission Statement	
	Goals	
	Bank Accounts	
	Fundraising	
III.	Starting a UFA Chapter	7-12
	Committee Structure and Overview	
	Executive Board and Committee Responsibilities	
IV.	United for Adoption Vending and Exhibits at UFA Events.....	12-13
	Conferences	
	Activities	
V.	United for Adoption Legislation.....	13
VI.	Guidelines for Contacting Local Media to Promote Adoption.....	13-19
	Guidelines for using social media	
VII.	Exhibits	20-23
	Conference Vendor/Exhibit Application	
	Receipt – Cash Contribution	
	Receipt – Non-cash Contribution	
	Payment Request Form	

*An electronic copy of this handbook is located on the UFA website: www.unitedforadoption.org

Section I: Welcome and Introduction

Welcome To United for Adoption (UFA),

UFA is an organization that supports expectant parents, birth parents, adoptees and adoptive parents. We are glad that you and your friends are joining us. You will find some resources in this packet that can help you get started.

We as a National Board are here to support you and work with you to build a successful chapter. Please let us know if we can be of any assistance as you begin this new adventure. We're also excited to have you join with others across the country in promoting the benefits of adoption.

Warmest regards to you and to others who will join with you in this great cause.

Sincerely,

United for Adoption Executive Board

What to Expect – UFA Board

UFA has been organized in an effort to promote adoption and to support adoptive families, birth parents, and others. Your involvement will help UFA connect with your community and support adoption in a positive way.

Who Benefits?

- Expectant/birth parents
- Adoptive parents
- Adoptees
- Adoption professionals & agencies
- Your community

Value of UFA

- Families are built and strengthened
- Positive adoption awareness increases
- Individuals and families are supported throughout the adoption process and afterward
- Positive adoption legislation is passed
- Ethical adoption practices are promoted

UFA National Board

The UFA national board provides overall direction and support for all UFA chapters.

Advisory Board

An Advisory Board with a chair, vice-chairs, secretary and other members provide direction and support to the UFA board.

Section II: Guidelines

Important Points to Remember

- The UFA website, www.unitedforadoption.org contains resources for you, your chapter, and all UFA members.
- Please use the official UFA logo for all your projects.
- The National Board is here to support you and your chapter. A UFA national board representative will be contacting you monthly via phone or e-mail.
- Follow strict copyright guidelines.
- Most chapters maintain active blogs to communicate with chapter members.

Mission Statement

United for Adoption (UFA) is an organization of adoptive couples, birth parents, professionals, individuals, organizations and others who support the ethical practice of adoption. Together, UFA members are working hard to strengthen and promote adoption. UFA is sponsored by organizations and individuals who support sound adoptive practices. For more information go to www.unitedforadoption.org

Goals

1. Promote a positive view of adoption.
2. Provide education and support to birth parents and couples involved in the adoption process.
3. Inform members and others of the benefits of adoption.
4. Encourage the media to present accurate information about adoption.
5. Influence expectant parents to seek help from ethical, licensed, non-profit agencies.

Membership

Membership includes adoptive families, expectant parents, birth parents, adoptees, professional, organizations and friends of adoption who support the goals and values of United for Adoption.

UFA Checking/ Savings Accounts

Bank Accounts

United for Adoption establishes local bank accounts to manage local chapter's financial income and expenditures when a local chapter has an infrastructure that supports the following financial policy. The highest principle of integrity and sound financial management are applied.

Checking Accounts

1. Checking accounts may be established when local UFA chapters have an infrastructure of a chair, vice chair, secretary and treasurer, and incur income and expenses. The chapter should be participating in fundraising.
2. Establishing a checking account
 - a. Local chapters make a written request to the national board treasurer identifying their chapter officers and income/expense history.
 - b. The national board executive committee approves the request and the local chapter sets up the checking account for the UFA chapter with US Bank if available. Other banks may be used if there is not a convenient US Bank nearby.
3. When funds are required for local UFA chapter operation, or funds are donated to the chapter.
 - a. Expenditures

- i. All requests for funds should be approved by two local, chapter authorized, signers (chair, vice-chair or secretary) by completing a *Request For Payment or Funds* form.
 - ii. Treasurer
 1. Verifies that goods or services were requested and received as ordered, and initials and dates the “receipt of goods verified” section of the *Request For Payment or Funds form*.
 2. Verifies that prices charged are as agreed, or are reasonable.
 3. Verifies extensions (where not obvious) by ensuring that quantity received times the unit price equals the amount charged.
 4. Verifies footing accuracy (where not obvious) by totaling all items on the invoice or *Request For Payment or Funds form*.
 5. Initials and dates “prices, extensions, footings” section of Request of *Payment or Funds form*.
 6. Records account information in space provided in the *Request For Payment or Funds form*.
 7. Prepares check but does not function as a check signer
 8. Enters check number and date in the “paid” section the *Request For Payment or Funds form*.
 9. Enters all expenditures and deposits into the check registry and reconciles bank statement monthly.
 10. Checks are used and maintained in strict numerical sequence.
 11. Blank checks are safeguarded to prevent unauthorized use.
 12. Invoices are paid prior to their due date.
 13. Voided checks are cancelled by prominently writing “Void” across the check and tearing off the signature portion of all copies. All copies are retained in the numerical file.
 14. Reconciles the local unit bank account each month. Reports discrepancies to the national board.
 - iii. Check Signing.
 1. All checks are signed by **two** authorized signers - Chair, Vice-Chair or Secretary.
 2. Chair/Vice-Chair/Secretary
 - a. Review supporting documentation. Authorize payment by initialing and dating “payment authorization” section of *Request For Payment or Funds form* and sign checks as prepared and authorized.
 3. The payee on the check does not sign the check.
 4. In the event the payee is involved in the payment process, higher level approval of the expenditures will be required.
 5. Only checks which are completed in all detail are signed.
- b. Income

- i. When local activities generate income the local chapter completes a *Deposit to Checking/Savings* form and deposits the funds in the chapter checking account.
- ii. 10% of all local chapter funds deposited should be transferred to the national account of United for Adoption by the local chapter treasurer for the use in supporting the UFA national mission.
 1. Using the Deposit to Checking/Savings form as backup, cut a check to “United For Adoption” and mail to the national board for deposit into the nation account.
- c. Bank statements showing checking accounts are reviewed and signed by two of the chapter leadership (chair, vice-chair, secretary or treasurer) to ensure that all transactions are correct and accounted for.
- d. The local chapter shall also provide the national board treasurer access to a monthly financial statement to review the financial package. The financial package should include:
 - i. Balance sheet
 - ii. Profit and loss statement
 - iii. General ledger
 - iv. Bank statement and bank reconciliation
 - v. Check register
 - vi. Copies of all checks, request for funds forms, and deposit to checking forms.

Savings Accounts

1. If a chapter does not have the necessary infrastructure for a checking account, the national UFA board may setup a savings account for the benefit of the chapter. The chapter should be participating in fundraising.
2. Establishing savings account
 - a. Local chapters must make a written request to the national board treasurer identifying their fundraising efforts and income/expenses, requiring the setup of a savings account.
 - b. National board executive committee approves the request and the local chapter sets up the savings account with US Bank if available. Other banks may be used if there is not a convenient US bank nearby.

Financial Assistance

1. When funds are required for local UFA chapter operation and local funds are unavailable.
 - a. Request for Funds

- i. All requests for national board financial assistance, should be approved by the local chapter, then a *Request For Payment or Funds* form completed and submitted to the national board treasurer.
- ii. National board executive committee approves the request.
- iii. National board treasurer will prepare a check to be signed by the national board and sent to the local chapter.

Chapter Audits

The national board treasurer will ensure that a desk audit is completed with each chapter treasurer annually. This audit will include the scanning of all deposits, payment requests, and bank statements and sending the information to the national board treasurer (NBT). The NBT will request the information from local chapter.

DEPOSIT TO CHECKING/SAVINGS

Today's Date: _____

Chapter Name: _____

Source of Income: _____

Amount: \$_____

Amount to be transferred to National Board (10%): \$_____

#1 _____
Signature of Chapter Officer

Position

Date Signed

#2 _____
Signature of Chapter Officer

Position

Date Signed

REQUEST FOR PAYMENT OR FUNDS

Today's Date: _____

Chapter Name: _____

Amount Requested: \$ _____

Purpose: _____

#1 _____
Signature of Chapter Officer

Position

Date Signed

#2 _____
Signature of Chapter Officer

Position

Date Signed

Fundraising

Policy

United for Adoption ensures that fundraising performed in its behalf complies with required standards.

Guiding Principles

1. United for Adoption is a dba of Forever Bound Adoption therefore contributions to UFA are also tax deductible.
2. UFA is exempt under 501(c)(3) if “no substantial part” of its activities “is carrying on to influence legislation”.

Definitions

1. DBA – “Doing Business As”
2. Non-Cash Gifts – Donated gift that is not cash.
3. 501(c)(3) – Federal status as a recognized charitable organization.

Procedures

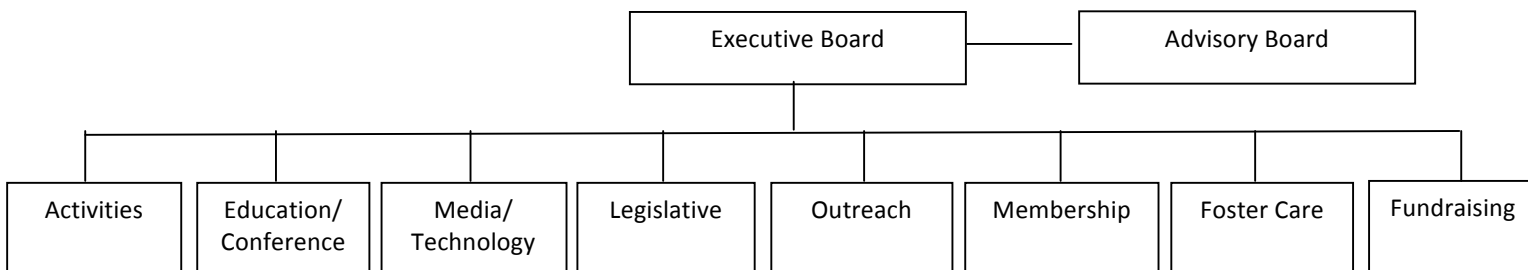
1. UFA should not give a value for non-cash gifts. UFA should leave it up to the donor to fully describe and value non-cash gifts. The receipt should include a description of the gifts.
2. A vendor or business that donates food, etc., will likely just write off the items as a business expense, not a charitable contribution. It is up to them how they handle it.
3. For services donated, UFA can send a letter thanking the person who donated services, but you should not imply it is tax deductible. Just a thank you letter. For example, if a speaker donates time to give a talk at a workshop, the speaker cannot get a tax deduction for the donated time, etc.
4. Volunteers may deduct incidental unreimbursed expenditures made in the course of rendering services to a charity such as traveling costs or purchases of unreimbursed office supplies.
5. UFA provides a receipt for all contributions. In connection with the receipt for donations from vendors, only include a general description of donated goods (refreshments, food, etc.). You do not need to list specific amounts (100 dozen donuts, etc.).
6. If UFA receives a donation please use the following sample receipts. Note that one of the statements is for monetary donations; the other is for donated goods such as refreshments, etc.

7. Donations received at a local UFA chapter are deposited immediately, within two business days into the local bank account by the chapter treasurer after being received by the chair and vice-chair and signed off on.
8. 20% of local funds raised are sent to the National Board for deposit into the National Board bank account. These funds should be sent to the National Board quarterly by check. These funds are used to support administrative function of the National Board and the National Conference.

Section III: Starting A UFA Chapter

Committee Structure and Overview

A local chapter may have some or all of these committees functioning depending on the needs and resources



Executive Board

The executive board should provide leadership, direction and support for promoting adoption by focusing efforts in the activities, education, legislation, media outreach, and membership committees.

Advisory Board

The advisory board includes member agencies, sponsors who serve on a board to provide support and direction to UFA in an advisory capacity. The board is lead by a chair, vice-chair, secretary and other as necessary.

Activities Committee

The activities committee helps provide special events and activities to support adoptive parents and their families, birth parents and their families, church groups, and the community.

Education Committee

The education committee helps provide education and support to families, schools, birth parents, and others involved in the adoption process.

Media Committee

The media committee maintains a chapter blog. They publicize chapter activities and actively encourage the media to present accurate information about adoption. Promote the Public Service Radio and TV spots by contacting local stations to have the material aired.

Legislative Committee

The legislative committee works to build relationships with local and national leaders and to monitor and promote positive legislation that benefits children and families involved in the legal process of adoption.

Outreach Committee

The outreach committee communicates the benefits of adoption. They share their message with birth parents and families, church groups, schools and others in the community.

Membership Committee

The membership committee maintains chapter membership and email lists as well as communicating information and ensuring that members are notified of upcoming events.

Foster Care Committee

The foster care committee works to develop relationships within the foster care system to help place children with available families. They communicate the benefits of adopting children from the foster care system.

Fundraising Committee

The Fundraising Committee works to identify those who could financially contribute to United for Adoption to support its mission. They would also work with the Activities Committee to structure, plan and sponsor events that raise funds.

Additional committees that may benefit your board include:

- Transracial Committee
- Special Needs Committee
- Birth Parent Support Committee

Executive Board and Committee Responsibilities

The job descriptions of each committee are outlined here.

Chairs, Executive Board

The co-chairs have overall responsibilities for administering the affairs of United for Adoption. They perform the following duties:

1. Develop an annual plan and budget with assistance from other board members.
2. Meet regularly, preferably at least monthly, with members of the board to develop an annual plan and report activities.
3. Conduct at board meetings, including preparing the agenda, establishing the time and place for the meetings, and making all other necessary preparations.
4. Monitor action item status.
5. Nominate and ask people to serve as committee chairs or as participants on a committee.

Vice Chairs, Executive Board

1. Attend all board meetings.
2. Perform all the duties and responsibilities of the executive board chairs in their absence.

3. Carry out assignments delegated to them by the chairs, which may include conducting meetings and providing information, expertise, and support where needed.
4. Serve as advisors to committees for reporting and accountability purposes.

Secretaries, Executive Board

1. Attend all board meetings.
2. Provide agendas and minutes for all meetings, and track action items status.
3. Prepare letters, memos, and other written materials for mailing to committee, board, and chapter members.
4. Keep written record of all proceedings, documents, letters, and chapter reports.
5. Report monthly hours by chapter members.
6. Carry out any other assignments as requested by the chairs.

Treasurer Executive Board

1. Attends all board meetings.
2. Manages bank account including disbursements.
3. Assists in preparing a yearly budget.
4. Oversees chapter audit
5. Carry out any other assignments as requested by the chairs.

Activities Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the activities committee as needed.
3. Promote and become involved in adoption-related events, projects and activities in the community and state/province.
4. Coordinate and plan adoption-related events and activities.
5. Meet as a committee to carry out assignments and to determine projects relating to this committee.

Education Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the education committee as needed.
3. Organizes and presents educational presentations to high schools and colleges.
4. Organizes and presents education presentations to hospital staff.
5. Assist your local chapter and establish education and support groups where desired and feasible.
6. Assist in developing materials, resources, and training options for families regarding parenting and other related issues.
7. Meet as a committee to carry out assignments and to determine projects relating to this committee.

Media Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the media committee as needed.
3. Establish and maintain communication addressing adoption issues and activities. This may include a chapter blog and/or newsletter.
4. Cultivate a wide variety of media contacts, and utilize these resources to promote adoption.
5. Distribute public service announcements (PSAs).
6. Monitor and respond to adversarial articles or reports about adoption from the media by providing the media with accurate information.
7. Create positive adoption articles and get them published.
8. Meet as a committee to carry out assignments and to determine projects relating to this committee.
9. Keep blogs current and social media active.

Legislative Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the legislative committee as needed.
3. Monitor and promote legislative efforts favorable to adoption/birth parent issues within the state.
4. Establish relationships with local, state, and national legislators to promote the passage of positive legislation both locally and nationally.
5. Meet as a committee to carry out assignments and determine projects relating to this committee.

Outreach Committee

UFA chapters should make efforts to outreach community organizations involving adoptions, including hospitals, doctors offices, attorneys, and public schools. Outreach to these organizations give an opportunity to inform others of the services offered through the sponsors of UFA. Outreach materials presented should be approved through the UFA national board.

1. Attend all board meetings.
2. Nominate additional members to be appointed to the outreach committee as needed.
3. Help develop and distribute accurate and approved outreach materials.
4. Establish or enhance an effective outreach program.
5. Develop approaches and training materials to teach adoptive and birth parent families and others about the benefits of adoption.
6. Meet as a committee to carry out assignments and to determine projects relating to this committee.

7. Organize volunteers. Use couples currently waiting to adopt, parents of adopted children, adult adoptees, and birth parents or grandparents that have placed children for adoption.
8. Organize a training session for the volunteers to review outreach materials.
9. Meet regularly to coordinate with volunteers.
10. Community Outreach – Getting Started:
 - a. Identify hospitals, doctors’ offices, and community locations and events in your area where information concerning adoption would be beneficial to the members of your community.
 - b. Approach the people in charge of these organizations or events and provide them with information about adoption.
 - c. Keep a list of places that have been contacted. Record what has been done with each organization. Contact them regularly to ensure that they are stocked with materials.
 - d. Ideas for handouts and community outreach:
 - i. Brochures and business cards from UFA.
11. School Outreach – Getting Started:
 - a. Check local and state laws concerning presentations in your area junior high and high schools.
 - b. Arrange with health teachers in these schools to discuss adoption as a viable option for expectant parents during the family studies portion of their lesson plan.
 - c. **Important points to remember:**
 - i. Send your most seasoned outreach presenter to the schools. Teenagers can sometimes be difficult in classroom settings.
 - ii. Make sure that you are prepared to fill the time you have been given.
 - iii. Be professional
 - iv. Answer questions honestly and share your personal experiences concerning adoption.

Membership Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the membership committee as needed.
3. Maintain an active mailing and email list for chapter membership.
4. Meet as a committee to carry out assignments and to determine projects relating to this committee.
5. Actively recruit new members to the organization.

Foster Care Committee

1. Attend all board meetings.
2. Nominate additional members to be appointed to the foster care committee as needed.

3. Meet as a committee to carry out assignments and to determine projects relating to this committee.
4. Identify the local contact at the Division of Child and Family Services and the Utah Foster Care Foundation or similar organizations to find out how couples can become licensed to provide foster care.
5. Keep up to date with the requirements needed to maintain foster care licenses.
6. Ensure adoptive couples are educated to and prepared for meeting the needs of children in foster care.

Special Projects for Committee Members

1. Help committee members select projects.
2. Ensure that committee members select projects they are passionate about.

Section IV: Vending and Exhibits at UFA Events

1. Any vendors or exhibits should be selected with care to ensure that their activities will be in harmony with the mission and purpose of United for Adoption (UFA).
2. Any product or service promoted by an exhibit or to be sold by a vendor must relate to adoption, childcare, parenting, and/or other products/services deemed relevant by the National or local UFA Board. The National or local UFA Board may review any exhibit and any product or service to be sold prior to approving the exhibit or vendor.
3. Fees charged by UFA to entities providing exhibits or vendors should cover UFA costs in providing a booth. Fees may be waived if the National or local UFA Board determines that the exhibit or product or service to be sold provides such a benefit to justify waiver of the fee.
4. A request to provide exhibits or to be a vendor should be submitted in writing to the UFA National Executive Board for the National UFA Conference and to the applicable local UFA board for local UFA conferences. The board to whom the request is submitted will give the final approval.
5. All requests for exhibits or vendors should be received at least two months prior to the conference. Notification will be provided in writing as to whether or not the display has been approved.
6. Displays will be limited each year based on availability of space at the facility.
7. Vendors should not be UFA members or relatives of UFA members, unless carefully reviewed and cleared with the National or local board.

Conferences:

Annually, United for Adoption sponsors a national conference in the state of Utah. People come from all across the United States to participate in workshops and to network with other adoption advocates. This conference is generally held in the summer or during National Adoption Month. Local chapters can hold their own conferences to highlight the benefits of

adoption and provide educational training and support. If you have questions please contact the national board education committee.

Activities

Local chapters sponsor social activities to build relationships, educate UFA members and provide opportunities for fellowship one with another. These activities are usually planned by the activities committee and are funded through the UFA local budget or donations. For assistance or questions please contact the national board activities committee.

Section V: United for Adoption Legislation

1. UFA will review legislative issues with its legal advisors.
2. UFA may encourage members to address certain legislative actions and let their voices be heard.
3. Local chapters, and individuals representing UFA will not propose, endorse, or take a public position on legislation or regulation without the approval the UFA National Executive Board.
4. Individual UFA members may become involved in legislative adoption issues as they choose, provided that they do not claim to represent UFA.
5. All questions should be referred to the National Executive Board of UFA.

Section VI: Guidelines for Contacting Local Media to Promote Adoption

You really *can* magnify your impact using local media. It's not that hard. Here's how it works:

1. You'll be distributing public service announcements (PSAs):

A PSA is a radio ad that is in the community interest. The station must air the message free of charge. The organization sponsoring the PSA must be a legal nonprofit.(We are.) Stations *are not required to air PSAs*—they do it TO meet the FCC directive that they broadcast in the public interest and to fill unsold ad airtime. Many nonprofits—local and national—compete for PSA airtime. PSA directors generally prefer topics that will benefit their local community as opposed to national organizations. Your visit and concern will highlight the local interest of this important topic.

2. Materials included:
 - a. A list of radio stations
 - b. A copy of our 501 (c)(3) certification letter.
 - c. Contact sheets for you to record your station contacting results.

3. Create a positive relationship with the PSA director:
 - a. Call the station and verify the name of the PSA director.
 - b. Contact him/her via phone or email.
 - c. Promise you'll only take fifteen minutes of his or her time, then stick to that promise!
 - d. Leave TV spots and the leave-behind card.
 - e. Send a quick thank-you email the day after a successful contact.
 - f. Note when the station airs the spots and send the PSA director a thank-you note.
 - g. When you hear positive feedback from viewers, encourage them to send a complimentary note to the station's management (not the PSA director).

4. Make your message RELEVANT when you talk with the PSA director:
 - a. Your passion for the cause is vastly more impactful than a polished, professional approach.
 - b. Present facts that show adoption is an urgent issue in the station's broadcast area.
 - i. The real-life dilemma of an uninformed young woman facing unplanned pregnancy.
 - ii. The poor outcomes of abortion, and keeping and parenting the baby.
 - iii. The positive outcomes of adoption, for all parties concerned.
 - c. Stress that the broadcaster can have a significant positive impact on their community by airing these PSAs!
 - d. Offer to become an ongoing information resource:
 - i. Tell about UFA and its resources. Say you're the station's link to those resources.
 - ii. Refer the PSA Director to the UFA website.

Ask to speak to the Public Service Director

1. Hello, I'm _____ (name) from United For Adoption.

2. I am a:
 - 1) birth parent who placed for adoption,
 - 2) adoptive parent,
 - 3) an adoptee.
 - 4) friend of adoption

(from _____ Utah)

3. United For Adoption is a non-profit organization of adoptive couples, birth parents and others who support the ethical practice of adoption. Together, UFA members are working hard to strengthen and promote adoption by:

- Advocating the positive impact that adoption has on our entire community.
 - Providing education and support to families involved in the adoption process.
4. November is National Adoption Month. To celebrate we have produced three 60 second professional public service announcement radio spots to highlight the challenges faced by expectant parents facing an unplanned pregnancy and the tough decisions they must make. We encourage you to air these spots during the month.
 5. Is there an email address where I can send an MP3 copy of the spots for you to review?
 6. Thank you for your time and support.

NOTE: Don't rely on the Public Service Director to call you back. They're spread very thin. Call back every other day until you make contact with him or her.

PROMOTING AIRTIME FOR PUBLIC SERVICE ANNOUNCEMENTS (PSAs) GUIDELINES

United For Adoption (UFA) members are encouraged to ask local stations to air our agency adoption commercials as Public Service Announcements (PSAs). We suggest the following guidelines:

- Decide which radio stations you wish to target, and coordinate your efforts in contacting them. Too much contact can be counter-productive. Select no more than 2-4 people to generate letters or phone calls. Do not send out a general request for staff and UFA members to participate in a letter-writing campaign.
- UFA members should present themselves to these stations as interested members of the stations local viewing and listening audience, not as representatives of Covenant Adoption or UFA.
- The **best** approach is for UFA members to write individualized letters to local stations. Consider the following suggestions:
 - Address the letter to the PSA Director, using his or her name if known.
 - Explain why you have a particular interest in adoption, i.e. as an adoptive parent, social worker.
 - Refer station representatives to the agency website, covenantadoption.org, to view the commercials
 - Explain why you think the message is important, i.e. the ads are non-judgmental, provide birth parents with information and resources, portray adoption positively.
 - Tell them of your interest in having these PSAs aired locally and why this would benefit the community.

- Provide relevant information such as why unwed pregnancies are an important issue in your area.
 - Explain how airing these PSAs would benefit the station, i.e., they are a high-quality production, they fill a need in the community.
 - Request that the station give generous air time to the adoption PSAs.
- Be sure to **thank** the stations that air these spots. This can make the difference in whether they continue to air them. Let each station representative know that the commercials are being watched and that they reflect well on the station.
 - As you have questions, please contact a member of the UFA board.

Talking Points Media Interview

1. Current adoption environment in Utah is at best confusing.
2. Many couples are at a loss as to where to go for adoption services.
3. Adoptive couples are worried about the high cost of adoption – average fees for domestic infant placement are between \$25,000 and \$50,000 for private adoption.
4. Many couples are not sure who they can trust.
5. At least one agency in the State of Utah has lost their license because of fraud and some couples have lost their life's savings on failed adoptions.
6. LDS Family Services has been one of the most respected agencies in the country over the last 30 years.
7. They have helped thousands of expectant parents, adoptive couples, and children. The stability they brought to the adoption industry will be severely missed.
8. However, there are quality adoption resources available for those who diligently search.
9. Adoptive couples should know what they are looking for.
10. United For Adoption is an organization of adoptive couples, birth parents, and adoptees who support the ethical practice of adoption and promotes adoption as a viable option for those facing an unplanned pregnancy.
11. Any adoptive couple, birth parent, adoptee or anyone supporting adoption can join.

12. The organization monitors legislation, provides education and promotes the benefits of adoption.
13. New couples considering adoption could join us.
14. United For Adoption is sponsored by a new agency in Utah, Forever Bound Adoption. They are a wonderful resource to help all members of the adoption triad.
15. Families looking to adopt today should consider in their options adoption through Foster Care. There is a need for families to support and love children who need temporary homes. Some of these children may need permanent placement. Costs through Foster Care are very reasonable.
16. Couples may also consider international adoption.
17. There are ways to manage the costs of adoption.
 - a. A few agencies offer grants to eligible couples.
 - b. There are other options also to find those who provide grants.
 - c. Couples may also raise their own money for adoption. United For Adoption recently sponsored a fundraising carnival where over 45 families participated at no cost other than the price of the items they were selling. Several couples made hundreds of dollars in support of their own adoption.
 - d. Look for an agency that charges reasonable, transparent adoption costs.
 - e. Look for quality agencies that bring value.

Radio Station Script

Ask to speak to the Public Service Director

6. Hello, I'm _____ (name) from United For Adoption.

7. I am a:

- 1) birth parent who placed for adoption,
- 2) adoptive parent,
- 3) an adoptee.
- 4) friend of adoption

(from _____ Utah)

8. United For Adoption is a non-profit organization of adoptive couples, birth parents and others who support the ethical practice of adoption. Together, UFA members are working hard to strengthen and promote adoption by:
 - Advocating the positive impact that adoption has on our entire community.
 - Providing education and support to families involved in the adoption process.
4. November is National Adoption Month. To celebrate we have produced 3 - 60 second professional public service announcement radio spots to highlight the challenges faced by expectant parents facing an unplanned pregnancy and the tough decisions they must make. We encourage you to air these spots during the month.
5. Is there an email address where I can send an MP3 copy of the spots for you to review?
6. Thank you for your time and support.

Follow-up with the PSA director in a couple days to make sure the material has been aired.

Social Media (Facebook, Pinterest, etc.)

1. Be POSITIVE if possible and if it is a situation where it is hard to be positive, be HONEST about your feelings in a way that doesn't attack others or put others down. We are here to help each other and lift each other up, not tear each other down.
2. No swearing/abbreviated swearing or negative language is allowed. Negative language can escalate a situation into hostile environment.

Section VII: Exhibits

EXHIBIT 1

CONFERENCE VENDOR/EXHIBIT APPLICATION

Conference Table Displays:

- ✓ A request to be a vendor or display an exhibit should be submitted in writing to the UFA Executive Board.
- ✓ All requests to be a vendor or display an exhibit should be submitted the appropriate board. The Executive Board may request further information regarding a vendor or exhibit. The Executive Board provide, in writing, a notification as to whether or not the display has been approved within 45 days. The Executive Board reserves the right to reject any request.
- ✓ No-shows may result in forfeiting future table display opportunities.
- ✓ UFA is not responsible for any lost or stolen goods.
- ✓ UFA will not be responsible for overseeing any display.
- ✓ Displays must be manned at all times.

Product or service must relate to adoption, childcare, parenting, and/or other products/services deemed relevant by the UFA Board.

1. Requestor: _____ Date: _____
 Address: _____ Phone #: _____
 _____ E-mail: _____

2. Description of Display: _____

3. Description of Product: _____

4. Display's/Product's Connection to Adoption: _____

I have reviewed and understand the above requirements.

5. Signature of Requestor: _____

COMMENTS: _____

EXHIBIT 2

Receipt – Cash Contribution

For Office Use Only: APPROVAL STATUS:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved With Conditions	<input type="checkbox"/> Denied

[Date]

Donor Name
[Address]

Dear _____ [Donor]:

United For Adoption wishes to thank you and acknowledge your contribution of \$ _____
_____ received on _____.

By this acknowledgment, we confirm that United For Adoption did not provide you with any goods or services in consideration, in whole or in part, for your contribution.

United For Adoption is an exempt organization under U.S. Internal Revenue Code Section 501 ©(3).

Employee Identification Number – 80-0860591
Tax Exempt number is – N32011.
Sales Tax License number is – 13928957-002-STC

Dated this _____ day of _____, 201__

Name & Title

EXHIBIT 3

Receipt – Non Cash Contribution

[Date]

Donor Name
[Address]

Dear _____ [Donor]:

United For Adoption wishes to thank you and acknowledge your contribution received this day of

By this acknowledgment, we confirm that United For Adoption did not provide you with any goods or services in consideration, in whole or in part, for your contribution.

United For Adoption is an exempt organization under U.S. Internal Revenue Code Section 501 (c)(3).

Employee Identification Number - 80-0860591
Tax Exempt number is - N32011.
Sales Tax License number is - 13928957-002-STC

Dated this _____ day of _____, 201__

Name & Title

EXHIBIT 4

Payment Request Form

Payee's name and address (A Vendor Set-up Form is required for new payees)	Check <input type="checkbox"/> (Check # _____)	Date Prepared:
		Total Amount \$

	ACCOUNT TO BE CHARGED	DESCRIPTION OF ITEM OR SERVICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Authorized requestor's signature:	Receipt of goods verified: (Treasurer's initials)
UFA Chair or UFA Vice-Chair	Footings & Extensions verified: (Treasurer's initials)