Us TOO Support Group and Chapter Review Process

August 2011

Group Standards

Standards Self-Study Work Sheet

Teaming Agreement

Us TOO International Prostate Cancer Education & Support Network
## Group Standards

**Introduction**

Policy

What type of group are you?
- Support Groups
- Chapters

Addressing the Us TOO Standards

**Section A: Organization**
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- 2. Basic Organization/Governance
- 3. Community Sponsorship

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**Section D: Program and Accounting Report**
- 1. Program Reporting
- 2. Financial Reporting
- 3. Program Best Practices
  - a. Medical Advice
  - b. Confidentiality

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## Self-Study Work Sheet

**Introduction**

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- Chapters

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**Section A: Organization**
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- 3. Community Sponsorship

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**Section D: Program and Accounting Report**
- 1. Program Reporting
- 2. Financial Reporting
- 3. Program Best Practices
  - a. Medical Advice
  - b. Confidentiality

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## Teaming Agreement

**Introduction**

Why a Teaming Agreement Now?
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Group Standards

Why Standards?
Clarifying Our Working Relationship

Standards for Groups Working with Us TOO International

Organization
Communication
Policy Compliance
Program and Accounting Report

August 2011
Introduction

Dear Friends,

We are excited that you have decided to commit your time and energy to starting and running a group in your area to address the issues of prostate cancer. All groups that work with Us TOO International commit to:

1) conducting a local community support group,
2) supporting Us TOO's Mission:  
   *Be the leading prostate cancer organization helping men and their families make informed decisions about prostate cancer detection and treatment through support, education and advocacy,*
3) meeting these Standards and
4) signing the Us TOO "Teaming Agreement".

Why Standards?

The world has changed and times have changed. Us TOO was incorporated as a not-for-profit organization in 1990 by a group of five men and their family members who were directly affected by prostate cancer. Their motto of "learning to cope through knowledge and hope" still drives our approach of peer support, education and advocacy today.

During the past 20 years, Us TOO has grown and developed and remains governed by a Board of Directors who take seriously the organization’s bylaws which talk about the development and nurturing of local support groups (chapters) as a vehicle for programs to educate and support those diagnosed with prostate cancer, as well as their families/significant others, including those at risk.

Us TOO is committed to quality and meets the National Health Council’s Standards of Excellence which define standards for organizations operating with affiliated organizations and associated groups.

The National Health Council’s Standards of Excellence call for:

1) solid communication,
2) clearly defined relationships and obligations,
3) a commitment throughout the organization to a common mission and goals,
4) use and protection of the corporate name and logo and
5) procedures for dissolution of relationships.

At Us TOO, these are addressed in our “Teaming Agreement” and in our Policies. In addition, since 9/11 in particular the financial and reporting rules governing non-profit organizations have changed a great deal. The Standards you find here are a reflection of our reaction to such changes.
Clarifying Our Working Relationship

We recognize that the community groups working with Us TOO are developed and led by local volunteers and thus have a strong history of local independence. We do not tightly direct or try to manage each group. We do, however, ask each group to be aware of and conform to all state and local laws and regulations concerning sales tax reporting and payments, follow these Standards and sign an agreement so we understand our relationship.

These standards, created over the years by Us TOO’s volunteer Board of Directors and staff, are measures to which we can all rise and better serve the growing number of men and their families dealing with prostate cancer. As the organization and local groups evolve the Standards will be reviewed and thus are subject to change.

At Us TOO, we recognize that the local community groups that we work with want to work with us at different levels of involvement. Us TOO’s home office is not here to manage your group, we are here to:

1) facilitate your success by sharing advice and offering training and support from your peers as well as from our office staff and

2) provide resources such as free and low cost materials and items for you to disseminate and use in your community.

In addition to the commitments listed above, and agreed to by all the groups we work with, many groups choose to work with Us TOO International’s corporate or home office on special program initiatives such as Us TOO’s Circles of Love Education & Support Program for Patients and Families (COL) and the Multicultural and Underserved Outreach Program (MUP) or other initiatives to increase awareness and/or develop funds. We welcome and encourage that.

If you are a new group, you will quickly find there are many people at the community level and in the network of groups working with Us TOO willing to help you create, develop and manage your group. While no hard and fast rules exist for the size or format of your group, we do want you to benefit from the collective experience and understanding of what works and what pitfalls to avoid. Using the basic information provided here and following a proven path, your group can get off to an excellent start and you will find people to help you grow and develop. Our experience is that each group invariably takes on its own character. Even as part of a larger global network of groups with a similar focus, each group has characteristics unique to its group alone.
Standards for Groups Working with Us TOO International

All groups working with Us TOO should meet these Standards. A group is seen as either a support group or a chapter. **Support groups** focus on providing support group services and some community awareness activities. The groups usually do not handle money or fundraise, are usually unincorporated groups that do not have a Federal tax ID number and are not registered in their states.

Providing services is a core area of interest to Us TOO leadership and this commitment to providing support services is much appreciated and valued. We appreciate that you are in your community helping people make tough decisions, providing the support families need and spreading the word on prostate cancer.

**Chapters** are groups which provide support group services, multiple other services and work on fundraising projects. The groups often work closer and more collaboratively with Us TOO's home office. They may or may not be incorporated as organizations, have Federal tax ID numbers and may or may not be registered in their states as tax exempt organizations.

This deeper level of involvement is encouraged and valued by Us TOO leadership as our strategic vision for Us TOO includes recognition that the Mission of Us TOO remains only partially accomplished and that we face growing numbers of people at risk from prostate cancer.

There is much more to do and developing more services for more people in more locations will require working closely with groups at the local level to raise more money. Groups may or may not be grandfathered in as incorporate organizations and may or may not be registered as not-for-profit organizations. You will see that today we seek cooperative mutual programming with, and open reporting to, the home office and do not advise separate incorporation or not-for-profit status for new groups.

Sincerely,
Us TOO Board of Directors
Fred Mills, Chairman and Kay Lowmaster, Vice-Chair

The Us TOO Standards

The Us TOO Standards are listed and discussed here in four distinct sections:

A) **Organization**
B) **Communication**
C) **Policy Compliance**
D) **Program and Accounting Report**

**SECTION A: ORGANIZATION**

1. Core Support.
   It is beneficial to have more than one person help organize and run your group. Us TOO believes that this will help prevent the problem of your group becoming “inactive” after a leader retires and will ultimately solve the problem of having one person do “all” of the work. Us TOO asks all new leaders to include a list of five people (including their individual contact information) who have agreed to support and help manage the group.
2. Basic Organization/Governance.
   To assure that your group has a viable, functional organizational structure, Us TOO recommends, at minimum that your group create a Steering Committee that would consist of a designated leader, an alternate leader and an advocacy contact (to be a point of contact locally on “hot” legislative or advocacy concerns).
   Most groups function informally and others in the past have decided to become more formal incorporated not-for-profit, tax exempt organizations. Us TOO has grandfathered incorporated groups and allows their status to stand. However, Us TOO now encourages all new groups to work with the home office before seeking separate corporate status.

3. Community Sponsorship.
   Each group is encouraged to locate, negotiate and maintain a relationship with a local organizational “sponsor” (such as a health care organization or hospital to help as a host) to provide no-cost meeting facilities and other support. It is suggested that a simple letter of agreement be developed to outline the relationship between the sponsor and your group.

SECTION B: COMMUNICATION

1. Contact Information.
   It is essential that each group provide up-to-date information for the Us TOO website, and to facilitate referrals to your group from the Us TOO 800 Helpline. This information should be updated for the home office at least annually.

2. Mailing List.
   Each group agrees to develop and maintain a mailing list to facilitate the most effective and accurate communication possible. The list should be used in collaboration with the home office. The mailing list should not be provided to any organization for sales or solicitation purposes.

SECTION C: POLICY COMPLIANCE

1. Non-Endorsement.
   Leaders and participants agree to follow the Us TOO policy of not endorsing any specific company, product, service or medical provider.

2. Logo and Us TOO International Name Usage.
   Leaders and participants agree to follow the Us TOO policy on Us TOO logo use, which says the correct and accurate Us TOO logo and Us TOO International name can be used by the group with prior approval from the home office. When used locally, the logo and Us TOO name should reflect your local group’s name. The group’s name should be approved by the home office and reflected on your group’s Us TOO Charter.
   In the past, local groups could use the Us TOO name and logo on print materials including letterhead, newsletters, banners or websites. Moving forward the new Us TOO support group or chapter logo developed for local group use should be used to identify your group. This will assure proper organizational branding and identification.
Standards for Groups Working with
Us TOO International Prostate Cancer Education & Support Network

SECTION D: PROGRAM AND ACCOUNTING REPORT

1. Program Reporting.

Program activities reporting should be done annually. All groups working with Us TOO agree to do, at minimum an on-going support group. Many groups are active on the program front with additional activities such as programming for family members such as women, special populations such as African Americans or awareness and outreach projects. It has become the mark of outstanding organizations to make the public aware of what a group does, and the results as well as impact of donors’ support for the organization. Program reporting will assure a more complete picture of what Us TOO and the groups working with the home office do and accomplish.


All group leaders agree to consult with the home office on all financial activity and report all financial activities of your group to the home office. Us TOO has a history of providing free and low cost materials for local groups and has not required fundraising nor levied dues or charged fees to be involved as a group working with Us TOO. That remains true today.

Us TOO expects all groups to be aware of and conform to all Federal, state and local laws and regulations concerning income and sales tax reporting and payments. For the most part, local groups working with Us TOO are created as informal groups and are not incorporated or recognized as tax exempt organizations by the federal government or registered as not-for-profit organizations in their states.

Your volunteers may choose to work in collaboration with the home office on raising funds for Us TOO and/or for your local group’s activities. It is expected that local groups engaging in raising funds using the Us TOO name be able to use 75% for local mission-related program activities and share 25% of net (after expenses) funds raised for home office activities. Unincorporated groups do not have the tax status to accept tax-deductible donations, to open bank accounts or to raise and handle money as they are not legal entities. Groups have the benefits of working with the home office to utilize Us TOO’s tax exempt status, accept gifts as tax-exempt donations and avoid the pitfalls of personal liability, taxes and/or potential fines.

As previously mentioned, in the past some local groups became incorporated tax-exempt and state registered not-for-profit organizations. Those groups who are incorporated need to take on the responsibility of completing their own tax forms and/or sharing their local bank account information with the home office. New groups however are encouraged to work with the Us TOO home office and conduct activities cooperatively and use the Us TOO corporate tax status.

3. Program Best Practices.

a. Medical Advice.

Leaders and participants agree to never give medical advice. Consistent with the Us TOO mission, local groups working with Us TOO provide information and support to help members make informed detection and treatment decisions. Local group volunteers are a link to helpful, reliable information and resources but are not sources of medical advice.

b. Confidentiality.

Leaders and participants agree to respect the confidentiality of those who attend a meeting.
Dear Friends,

This self-study worksheet was developed to assist you as you and the other community volunteers who make up your local team examine your local prostate cancer activities. This is envisioned as a work tool for you to share with the home office to meet the Standards and identify your plans, priorities and needs. As you fill it out and answer the questions, discuss and reflect on how we can team together to better help those dealing with prostate cancer.

By now, you may have had the opportunity to review the Standards and the Teaming Agreement. As you may recall, in the Standards information, we shared the following:

We are excited that you have decided to commit your time and energy to starting and running a group in your area to address the issues of prostate cancer. All groups that work with Us TOO International commit to:

1) conducting a local community support group,
2) supporting Us TOO's Mission:
   Be the leading prostate cancer organization helping men and their families make informed decisions about prostate cancer detection and treatment through support, education and advocacy,
3) meeting the Standards and
4) signing the Us TOO “Teaming Agreement”.

We also stated that the Us TOO Corporate By-laws call for “…the development and nurturing of local support groups as a vehicle for programs to educate and support those diagnosed with prostate cancer, as well as their families/significant others, including those at risk.”

Today, Us TOO has more than 325 local community groups with which we associate, affiliate and collaborate. Us TOO’s corporate or “home” office volunteers, consultants and staff function as a resource center and act to facilitate local activities and success.

Policy

The Board of Directors of Us TOO has developed new policy which we have included below to guide us in this area.

Us TOO Policy Draft June, 2011:
Us TOO Chapter/Support Group Standards and Teaming Agreement:

Us TOO has developed Standards and a Teaming Agreement for groups affiliated with Us TOO. It is policy that all groups affiliated with Us TOO will move to meet the requirements of the Standards and will sign the Teaming Agreement. Us TOO home office representatives will move in a tiered fashion to contact all existing affiliated groups.

It is Us TOO’s policy that all groups will meet these Standards. Us TOO will
have each new group seeking affiliation with Us TOO and all existing groups conduct a self-study to determine its level of compliance with the Standards and demonstrate to Us TOO’s home office their level of compliance. In areas where full compliance does not exist, the group will state its plan and timing for correction.

The self study materials will be reviewed by Us TOO’s home office and all groups meeting the Standards will be deemed to be “in good standing” for a period of 3 years. All groups “in good standing” will receive a charter indicating their agreement to participate in the fulfillment of the Us TOO Mission.

Groups not achieving compliance, failing to develop a plan of correction or non-responsive, will be placed in a “not-in-good standing” category. The home office will contact the groups a minimum of three times (via email, letter and telephone) to engage the group in the process of meeting the Standards and signing the Teaming Agreement.

Groups not meeting the Standards and failing to sign the Teaming Agreement will be disaffiliated and no longer enjoy the benefits of affiliation. Groups may appeal the decisions at any point in writing and the Us TOO home office will review the appeal in a timely manner not to exceed 60 days.

What type of group are you?
So, to help you move forward, here are the definitions we have developed to help you identify which category you want to use to define your group’s activities. Are you a support group or a chapter?

Support Groups focus on providing support group services and some community awareness activities. The groups usually do not handle money or fundraise, are usually unincorporated groups that do not have a Federal tax ID number and are not registered in their states.

Chapters are groups which provide support group services, multiple other services and work on fundraising projects. The groups often work closer and more collaboratively with Us TOO’s home office. They may or may not be incorporated as organizations, have Federal tax ID numbers and may or may not be registered in their states as tax exempt organizations.

Addressing the Us TOO Standards
The Us TOO Standards are listed in four distinct sections:

A) ORGANIZATION
B) COMMUNICATION
C) POLICY COMPLIANCE
D) PROGRAM AND ACCOUNTING REPORT

We have developed a set of 33 questions for you to use to discuss your status and action plan as needed.

Sincerely,
Us TOO Board of Directors
Fred Mills, Chairman and Kay Lowmaster, Vice-Chair
SECTION A: ORGANIZATION

1. Core Support
   
   Self-Study Question #1: Does your group have a core group of people?  
   
   ____________________________________________________________  
   ____________________________________________________________  
   ____________________________________________________________  
   
   Self-Study Narrative and Action Plan as Needed:  
   
   ____________________________________________________________  
   ____________________________________________________________  
   ____________________________________________________________  
   
2. Basic Organization/Governance
   
   Self-Study Question #2: What is your group’s organizational structure?  
   
   ____________________________________________________________  
   ____________________________________________________________  
   ____________________________________________________________  
   
   Self-Study Narrative and Action Plan as Needed:  
   
   ____________________________________________________________  
   ____________________________________________________________  
   ____________________________________________________________  
   
3. Community Sponsorship
   
   Self-Study Questions #3: Do you have a “sponsor” or host for your group?  
   
   ____________________________________________________________  
   ____________________________________________________________  
   ...

...continued
SECTION A: ORGANIZATION (CONTINUED)
3. Community Sponsorship (CONTINUED)

Self-Study Questions #4: Do you have a letter of agreement? If so, please describe and share a copy.

________________________________________

________________________________________

Self-Study Narrative and Action Plan as Needed:

________________________________________

________________________________________

SECTION B: COMMUNICATION

1. Contact Information

Self-Study Question #5: Have you shared the latest contact information for your group with the home office?

________________________________________

________________________________________

Self-Study Narrative and Action Plan as Needed:

________________________________________

________________________________________

2. Mailing List

Self-Study Question #6: Do you have a mailing list?

________________________________________

________________________________________

...continued
SECTION B: COMMUNICATION (CONTINUED)

2. Mailing List (CONTINUED)

Self-Study Question #6: Do you have a mailing list? (CONTINUED)

Self-Study Question #7: Do you assure you do not share the mailing list for sales or solicitation purposes with any organization?

Self-Study Narrative and Action Plan as Needed:

SECTION C: POLICY COMPLIANCE

1. Non-Endorsement

Self-Study Question #8: Are you aware of and follow the policy of non-endorsement?

Self-Study Narrative and Action Plan as Needed:

...continued
SECTION C: POLICY COMPLIANCE (continued)

2. Logo and Us TOO International Name Usage

Self-Study Question #9: Do you use Us TOO’s logo and name after seeking home office approval?

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________________________________________________________________________

________________________________________________________________________

Self-Study Question #10: Do you use your group’s approved name found on your charter?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Question #11: Do you use a logo developed for you by the home office or have you developed a logo for your group?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Narrative and Action Plan as Needed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SECTION D: PROGRAM & ACCOUNTING REPORT

1. Program Reporting

Self-Study Question #12: Do you create an annual report of your group’s activities?

________________________________________________________________________
SECTION D: PROGRAM & ACCOUNTING REPORT (CONTINUED)
1. Program Reporting (CONTINUED)

Self-Study Question #12: Do you create an annual report of your group’s activities? (CONTINUED)

Self-Study Question #13: If so, do you share that with the home office?

Self-Study Question #14: Do you conduct a support group?

Self-Study Question #15: Do you do other services as well?

Self-Study Question #16: If so, please describe in your report.

Self-Study Narrative and Action Plan as Needed:

...continued
SECTION D: PROGRAM & ACCOUNTING REPORT (CONTINUED)

2. Financial Reporting

Self-Study Question #17: Do you consult the home office on financial decisions and report at least annually on your financial information and status?

________________________________________________________________________

________________________________________________________________________

Self-Study Question #18: How do you track and manage your group’s funds?

________________________________________________________________________

________________________________________________________________________

Self-Study Question #19: Do you have a bank account?

________________________________________________________________________

________________________________________________________________________

Self-Study Question #20: Do you have a set-aside fund at the home office?

________________________________________________________________________

________________________________________________________________________

Self-Study Question #21: Are you aware of and in compliance with Federal, state and local laws pertaining to your group’s activities?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

...continued
SECTION D: PROGRAM & ACCOUNTING REPORT (CONTINUED)
2. Financial Reporting (continued)

Self-Study Question #22: Are you an informal or a formally incorporated group?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Question #23: Have you reported this status to the home office?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Question #24: If you are an incorporated group, what is your not-for-profit status at the Federal, state and local level?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Narrative and Action Plan as Needed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Self-Study Question #25: Have you filed tax forms and registrations as appropriate?

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

...continued
SECTION D: PROGRAM & ACCOUNTING REPORT (CONTINUED)

2. Financial Reporting (continued)

Self-Study Question #26: Do you raise money or seek donations?

__________________________________________________________________________

__________________________________________________________________________

Self-Study Question #27: If so, have you notified the home office and have you worked with the home office on this?

__________________________________________________________________________

__________________________________________________________________________

Self-Study Narrative and Action Plan as Needed:

__________________________________________________________________________

__________________________________________________________________________

3. Program Best Practices
   a. Medical Advice
   b. Confidentiality

Self-Study Question #28: Do your leaders and participants agree not to provide medical advice?

__________________________________________________________________________

__________________________________________________________________________

Self-Study Question #29: How do you train your leaders and inform participants of this practice?

__________________________________________________________________________

__________________________________________________________________________

...continued
SECTION D: PROGRAM & ACCOUNTING REPORT (continued)

3. Program Best Practices (continued)

Self-Study Question #30: How do you monitor and control for this?

____________________________________________________________________________________

____________________________________________________________________________________

Self-Study Question #31: Do your leaders and participants agree to respect and maintain confidentiality?

____________________________________________________________________________________

____________________________________________________________________________________

Self-Study Question #32: How do you train your leaders and inform participants of this practice?

____________________________________________________________________________________

____________________________________________________________________________________

Self-Study Question #33: How do you monitor and control for this?

____________________________________________________________________________________

____________________________________________________________________________________

Self-Study Narrative and Action Plan as Needed:

____________________________________________________________________________________

____________________________________________________________________________________

THANK YOU VERY MUCH FOR THE WORK YOU HAVE DONE. 
PLEASE PROVIDE YOUR RESPONSES TO THE US TOO HOME OFFICE 
SO WE CAN ASSESS YOUR NEEDS AND STATUS.
Teaming Agreement

Grant of Charter and License

Dues

Name and Logo

Mission Commitment

Chapter Standards Compliance

Service Provision

Communication

Commitments and Chapter Benefits

Separate Entities

Termination of Charter

August 2011
Dear Friends,

Working with people active in the prostate cancer cause in communities throughout the world, and having us committed to a set of common goals has been “front and center” to the volunteers leading and directing Us TOO from our start as a not-for-profit organization in 1990.

In fact, Us TOO Corporate By-Laws call for “…the development and nurturing of local support groups as a vehicle for programs to educate and support those diagnosed with prostate cancer, as well as their families/significant others, including those at risk.”

Today, Us TOO has more than 325 local community groups with which we associate, affiliate and collaborate. Us TOO’s corporate or “home” office volunteers, consultants and staff function as a resource center and act to facilitate local activities and success.

Why a Teaming Agreement Now?

You might look at us as a team, such as a doubles team in tennis made up of two individuals working together in a common goal. Your success is our success and hopefully our success is your success as we all work synergistically under the Us TOO banner to move forward the Us TOO Mission: “Be the leading prostate cancer organization helping men and their families make informed decisions about prostate cancer detection and treatment through support, education and advocacy.”

We recognize that we live in a world of growing transparency and openness and know we are all in this voluntarily. Much is expected of us today by government, by donors and sponsors, and by voluntary public watch-dog groups.

To foster understanding and communication and to further our success and our collaborative relationships, we ask all that groups working with the Us TOO corporate office and using the Us TOO name adopt this “Teaming Agreement”.

This type of agreement has become a standard in the not-for-profit world for quality, successful organizations and the bottom line is that we believe this agreement will help us better meet the needs of those seeking our help in your communities and here at the home office.

Sincerely,
Us TOO Board of Directors
Fred Mills, Chairman
Kay Lowmaster, Vice-Chair
On (Date) ________________, this Agreement is made between the Us TOO International, Incorporated, an Illinois-based non-profit corporation, and (✓ check one)

- an unincorporated volunteer group located in ________________
  and identifying itself as ____________________________________.

- OR -

- an incorporated organization located in ________________
  and named ____________________________________.
We agree we are best defined as a (✓ check one)

- SUPPORT GROUP
  The focus is on providing support group services and some community awareness activities. The groups usually do not handle money or fundraise, are usually unincorporated groups that do not have a Federal tax ID number and are not registered in their states.

- OR -

- CHAPTER
  Provides support group services, as well as multiple other services and works on fundraising projects. The group often works closer and more collaboratively with Us TOO’s home office. The group may or may not be incorporated as organizations, may or may not have a Federal tax ID number and may or may not be registered in their state as tax exempt organizations.

1. GRANT OF CHARTER AND LICENSE

1.1 CHARTER
Us TOO International, Incorporated hereby grants to the group/organization, and the group/organization accepts a “charter” to be and continue as a Support Group/Chapter of Us TOO International, Incorporated. Us TOO International, Incorporated hereby grants the Support Group/Chapter a license to use the name Us TOO - [local group name] or the acronym Us TOO as a part of its own name as identified above, subject to the following terms and conditions, during the terms of this Agreement.

1.2 TERRITORY
The Support Group/Chapter is authorized to operate in the specific geographic area outlined as ________________.

2. DUES
There are no organizational dues for the Support Group/Chapter to team up or work with Us TOO International Incorporated. Us TOO does not have
members other than the members of the Board of Directors and does not charge dues to people as members of Us TOO or Support Group/Chapter affiliated with Us TOO.

All donations to Us TOO are voluntary. The Support Group/Chapter, as an unincorporated group, must forward all donations and gifts to the Us TOO Incorporated home office. Incorporated groups may forward funds to the home office, and must report all financial activities.

Fundraising is not required, but is encouraged in collaboration with the home office. All funds raised using Us TOO’s name are to be shared with the home office (at a rate of 25% of net, or money left after expenses) and a portion of donations and other funds can be restricted for Support Group/Chapter activities agreed to by the home office. Each Support Group/Chapter which engages in fundraising activities must comply with registration and other charitable solicitation laws in its jurisdiction.

3. NAME AND LOGO
In addition to the use of the Us TOO name as specified in Section 1, the Support Group/Chapter may utilize the Us TOO name and logo in other instances permitted by Us TOO, in accordance with Us TOO policies and guidelines.

4. MISSION COMMITMENT
The Support Group/Chapter agrees to accept and actively support the Mission of Us TOO International Incorporated. All funds expensed locally are to be documented as Us TOO mission-appropriate.

5. CHAPTER STANDARDS COMPLIANCE
The Support Group/Chapter agrees to reaching and remaining in full compliance with Us TOO Standards and Guidelines. The Us TOO Board of Directors may from time to time review and edit the Standards.

6. SERVICE PROVISION
The Support Group/Chapter agrees to conduct an on-going prostate cancer support group that is free and open to the public.

7. COMMUNICATION
The Support Group/Chapter agrees to keep all information current for the Us TOO home office and website to facilitate referrals from the Us TOO Helpline to the Support Group/Chapter. The Support Group/Chapter agrees to create and keep current a chapter mailing list.

8. Us TOO INTERNATIONAL, INC. COMMITMENTS and CHAPTER BENEFITS
Us TOO Board of Directors will provide strategic direction for the corporation which will include an on-going commitment to working with local support groups/chapters to support and educate men at risk from and dealing with prostate cancer.

...continued
Us TOO International will serve as an active resource center and facilitate the development of the Support Groups/Chapters by:

- listing Support Group/Chapters on the Us TOO website and referring individuals to local groups for assistance,
- creating and providing materials for Support Group/Chapter use with men and their families affected by prostate cancer,
- providing volunteer and staff advice and counsel when needed, including Support Group/Chapters in advocacy and media opportunities,
- developing and providing conference opportunities for chapter volunteers and staff such as Us TOO University,
- working with Support Group/Chapters by using its tax-exempt status to accept donations and solicit grants for projects and assure annual Federal tax reporting is complete and
- providing assistance and resources for joint fundraising activities as agreed.

9. **SEPARATE ENTITIES**
Us TOO and the Support Group/Chapter expressly agree that they are, and shall remain, separate entities and that no partnership or agency is created by virtue of this Agreement. Neither party shall be authorized to incur any liability, obligation, or expense on behalf of the other. The Support Group/Chapter is not liable or responsible for the debts or obligations of Us TOO International Incorporated and Us TOO International Incorporated is not liable for the debts or obligations of the Support Group/Chapter. Each Support Group/Chapter is responsible for filing any required Federal, State and local tax returns.

10. **TERMINATION OF CHARTER**
Either party may terminate the charter granted to the Support Group/Chapter:
(a) for any reason upon sixty (60) days written notice to the other party, and
(b) upon ten (10) days notice to the other party in the event of the other party’s material breach of this Agreement; provided, a Chapter may request an opportunity to present an objection to a proposed termination to the Us TOO International Incorporated Board of Directors, in which case the proposed termination shall not become effective until ratified by the Us TOO International Incorporated Board of Directors.

Notwithstanding anything in this Agreement to the contrary, upon delivery of notice of termination, for any reason and by either party, the Support Group/Chapter shall promptly deliver to Us TOO International Incorporated a current roster of all members of the Chapter, including all contact information, to enable Us TOO International Incorporated to communicate with such members. From and after the date of termination, the Support Group/Chapter shall cease to identify itself as a Support Group/Chapter of Us TOO International Incorporated and may only utilize printed material bearing any mark of Us TOO International Incorporated with Us TOO International Incorporated’s specific written permission for post-termination use.

...continued on back
## 11. MISCELLANEOUS

### 11.1 CONTROLLING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any disputes shall be DuPage County, Illinois.

### 11.2 SUCCESSORS AND ASSIGNS

This Agreement shall inure to the benefit of the parties and their successors and assigns. Neither party may sublicense or assign any of its rights or obligations under this Agreement without the prior written consent of the other party.

### 11.3 NOTICES

Any notice contemplated by, or made pursuant to, this Agreement shall be in writing and made by courier, facsimile, or mail addressed or directed to

Us TOO International Incorporated  
5003 Fairview Ave., Downers Grove, IL 60515-5286  
or  
the Chapter at the address shown with the signature of the Chapter President.

Either party may change the address for notice by 10 days advance written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, effective as of the date first written above.

---

**Support Group/Chapter** (one signature at a minimum, add a separate sheet for additional)

By ___________________________  
Title ___________________________  
Date ___________________________

Us TOO International, Inc.

By ___________________________  
Title ___________________________  
Date ___________________________
As shown below, these are the number of Us TOO chapters for each state of the union.
To find a support group chapter near you, visit www.ustoo.org
If you have a question, call 1-800-80-US-TOO (1-800-808-7866).

As of April 2010

## INTERNATIONAL CHAPTERS

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<td>Virgin Islands</td>
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Indicates States without Chapters
2011 Board of Directors, Us TOO International, Inc.

Fred Mills - Chairman, San Antonio, TX
Kay Lowmaster - Vice-Chair, Pittsburgh, PA
David Houchens, PhD - Treasurer, Columbus, OH
Ridge Taylor - Secretary, Portland, OR
Jim Hammack - Oklahoma City, OK
Jerry Hardy - Detroit, MI
Jean Jeffries - Meridian, ID
Howard Kaczmarek - Rainer, OR

David Lubaroff, PhD - Iowa City, IA
Rick Lyke - Charlotte, NC
James L. Rieder - Powell, Ohio
Dexter C. Rumsey III - Irvington, VA *
Jack Shaff - Portland, OR
Harold “Hal” Teuscher - Casa Grande, AZ
Thomas N. Kirk - President & CEO, Northfield, IL

* not pictured on previous page

Directors Emeritus

John De Boer - Elmhurst, IL
Ed Kaps - Fountain Hills, AZ
Jim Kiefert, EdD - Olympia, WA

Us TOO Staff

Thomas N. Kirk - President & CEO
Jackie Konieczka - Office Manager
Pam Barrett - Development Director
Terri Likowski - Chapter Services Program Manger
Ryan Maguire - Communications Coordinator

Our Mission

Be the leading prostate cancer organization helping men and their families make informed decisions about prostate cancer detection and treatment through support, education and advocacy.