



Pregnancy Helpline Diaper Bank Partner Agency Application

1. Complete the agency application form
2. Sign and date application. **Executive Director** signature required.
3. Email the completed application to info@pregnancyhelpline.net
4. Or Mail the signed hardcopy to Pregnancy Helpline, PO BOX 5261, Madison, WI 53705
5. Questions? Contact us at 608-222-0008 or email info@pregnancyhelpline.net

Completion of the application form does not guarantee acceptance. PH -Diaper Bank may perform a site visit during the application process and with appropriate notice any time during the term of this agreement.

Agency Name: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip: _____

Website: _____ Phone: _____

Executive Director's Name: _____ ED's Email: _____

Your agency is a

501(c)3 Religious Organization Government Organization (Including Public Schools)

Please attach proof of your organization's status

501(c)3 Letter **or**
 Letter Of Good Standing from Denominational Headquarters **or**
 Government Letterhead

Agency mission/service provided to the community:

Describe the population you serve:

Ethnic composition including percentages if available:

Geographic location by county and zip code:

Ages: _____ Other: _____



Description of Programs Using Diapers

Please describe your program that will be using diapers. **If you have more than one program that will use diapers please copy this page and give a brief description of the service provided noting how the diapers will be used in the program.** Provide the contact person with direct phone extension, cell phone and email address for each program.

Program Name: _____

Program Contact Person: _____

Phone Number with direct extension: _____ Cell phone number: _____

Email address: _____

Program Description: _____

Do you measure outcomes for your program? _____

How will the diapers be used by this program? _____ Shelter _____ Daycare _____ Food Pantry
 _____ Other: _____

Do you receive diapers from other sources? Yes/No If yes, where? _____

Do you have a budget for diapers? Yes/No

Do you currently have a set number of diapers you give to each family? If so how many and how often?

Do you currently turn away clients due to a lack of diapers? Yes/No

Partner Agency Fees

There may be a small annual fee to be a partner agency of Pregnancy Helpline Diaper Bank, based on the number of diapers you need each month. Below are our current partner agency fees:

Tier	# of Diapers per Month	Retail Value Annually	Annual Fee
1	1-625	Up to \$1,875	\$0
2	626-1,250	Up to \$3,750	\$150
3	1,251-3,750	Up to \$11,250	\$350
4	3,751-7,500	Up to \$22,500	\$500



Pregnancy Helpline Diaper Bank Partner Agency Agreement

The following are the terms and conditions for participation in PH Diaper Bank. Pregnancy Helpline is incorporated in the State of WI with a 501(c)(3) designation. The diaper bank is a program of Pregnancy Helpline and is also a member of the National Diaper Bank Network that abides by general practices set forth by them.

By its signature at the bottom,

(agency) agrees to these terms and conditions.

- 1) The recipient agency certifies that it is a nonprofit 501(c)(3) social service agency, a religious organization in good standing, a school family resource center, or other governmental agency providing social services to individuals or families in need and that it has included documentation of such status along with this executed Agreement.
- 2) As a participant in the PH Diaper Bank diaper distribution program, the recipient agency will provide diapers to its clients in a conscientious manner. The recipient agency may not sell, trade or barter items obtained from PH Diaper Bank, nor may those items be used for fund raising, auctions or raffles. Items will be used to provide services to the clients of the recipient agency, and may not be used as gifts to staff or volunteers. The recipient agency agrees to make every effort to avoid duplication of services and to avoid providing diapers to clients who will sell, exchange or barter with the diapers.
- 3) The recipient agency acknowledges that PH Diaper Bank receives diapers donated by others; that PH Diaper Bank often receives donations of loose diapers or opened packages of diapers; that PH Diaper Bank may purchase diapers; and that PH Diaper Bank is donating the diapers to the recipient agency with no consideration received. Although PH Diaper Bank believes, to its best knowledge, that these diapers are safe, PH Diaper Bank has not inspected these diapers for safety or other matters. It is the responsibility of agency personnel to inspect the diapers they provide to their clients.
- 4) The recipient agency will defend, indemnify and hold PH Diaper Bank, their affiliated agencies, officers, directors, contractors, agents, and employees harmless from any and all liability, loss, damages or expenses from all claims, demands, and actions (including but not limited to reasonable attorney's fees) out of or in connection with the use or handling of these diapers by the recipient agency, its employees, its clients, or anyone to whom it supplies the diapers.
- 5) The recipient agency will pick up its diapers at the facility in which they are stored, or make arrangements for PH Diaper Bank to drop off. Any injury sustained by employees, representatives, and/or agents of the recipient agency while at the storage premises are not the fault nor the responsibility of PH Diaper Bank. The recipient agency shall submit *upon request* a certificate of insurance to PH Diaper Bank documenting that the recipient agency has workers' compensation coverage, general liability coverage, and automobile insurance coverage of at least the minimum automobile insurance limits required by applicable state law.
- 6) The recipient agency will not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
- 7) The recipient Agency agrees that Recipient Agency shall not hold itself out or in any way represent that Recipient Agency is an employee or agent of PH Diaper Bank. Nothing herein shall be construed as creating an employer/employee relationship between the parties.



8) PH Diaper Bank reserves the right to remove an agency from its recipient list if the agency does not adhere to the terms of this agreement, or if any portion of its application is found to be mis-stated. Written notice will be provided to you in the event we will no longer provide diapers to your agency.

9) The term of this Agreement shall commence as of the date hereof this agreement is last signed by PH Diaper Bank, and shall continue for one (1) year from the date thereof, unless the parties otherwise mutually agree in writing to terminate the Agreement. Either party may terminate this Agreement with or without cause upon thirty (30) days prior written notice. If a party chooses to terminate this Agreement, all rights and obligations under this Agreement shall continue until notice period of such termination expires.

10) It will be the responsibility of the recipient agency to ensure all its staff are aware of all provisions of this agreement. In agreement to the terms above, the undersigned declares that he/she has the authority to execute this agreement.

11) PH Diaper Bank will make every effort to satisfy your diaper needs as requested but is not accountable to do such. PH Diaper Bank reserves the right to refuse any application for donations. PH Diaper Bank reserves the right to perform a site visit during the application process, or with appropriate notice any time during the term of this agreement.

12) The recipient agency agrees to keep track of the number of families that received diapers and send a report to PH along with the request for more diapers (by size) each month.

13) The recipient agency agrees to add Pregnancy Helpline to their website listing as a partner with a link to the PH webpage. Occasional social media "shoutouts" are highly encouraged.

14) The recipient agency agrees to refer clients to Pregnancy Helpline for other baby essentials. Flyers will be given to the recipient agency to give out along with the diapers.

15) The recipient agency agrees to help in the promotion of the DiaperDash event that helps bring awareness to Diaper Need and funds to help supply the diaper bank. Promotion includes social media, newsletters, and flyers.

Signature of Agency Executive Director

Date

Print Name

Agency Name



TRACKING

To estimate your organization's need for diapers please complete the following table for your current clients. Upon approval of your application we will review your needs including future projections to insure we will be able to supply your agency. This information should be sent to PH Diaper Bank each month.

Total number of babies served last month: _____

DIAPER SIZE	NUMBER OF DIAPERS DISTRIBUTED <u>LAST MONTH</u>	NUMBER OF DIAPERS REQUESTED
Newborn – (up to 10 lbs)		
Size 1 – (up to 14 lbs)		
Size 2 – (12-18 lbs)		
Size 3 – (16-28 lbs)		
Size 4 – (22-37 lbs)		
Size 5 – (27+ lbs)		
Size 6 – (35+ lbs)		

PH Diaper Bank has limited supplies of baby wipes and pull-ups. Those are given out at the PH Sharing Center when supplies are available. You can direct clients to PH for these items.

The undersigned acknowledges and agrees to the aforementioned terms and conditions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____