



LOVING BOTTOMS DIAPER BANK NON-PROFIT PARTNER AGENCY APPLICATION

The Loving Bottoms Diaper Bank collects and provides diapers to families in need through its partner agencies. Diapers are provided at no charge to approved partner agencies. The quantity of diapers available for distribution is dependent upon donations to the Diaper Bank.

PLEASE NOTE: NEW PARTNERS WILL BE ACTIVATED AS RESOURCES ALLOW

1. Complete the application and collaborative partnership form and submit via email to info@lovingbottoms.org, or mail to PO Box 1775. Galesburg, IL 61402
2. The Loving Bottoms Diaper Bank reserves the right to decline applications based on a variety of criteria and community need.
3. During the application process, a site visit and/or agency interview may be requested.

Please tell us more about your organization, the social service(s) you provide and some general information about your average diaper needs (number of families you serve with diaper needs, sizes needed, frequency of distribution, etc.):

Please put a check by the description that fits your agency:

501(c)(3)

Religious organization

Government Organization

Agency Legal Name: _____

Mailing Address: _____

City, State, Zip: _____ County: _____

Organization's website: _____

Director's Name: _____

Director's Phone w/ extension: _____

Director's Email: _____

Diaper Contact Name (if different): _____

Diaper Contact Phone: _____ Contact Email: _____

Agency Mission/service(s) provided to the community:

How does having diapers affect your mission?

How will the diapers be used?

- On-site residential program
- Supplies for families as part of case management
- Emergency supplies for families
- Diapers to be supplied to other qualified services through your programs
- Other (please explain) _____

What will you use as determination factors for diaper eligibility? _____

Diapers are stored at a location in Galesburg, Illinois, do you need pick up or delivery?

- Pick up Delivery

Days of the week you are most available for pick up/delivery? (Circle all that apply):

Monday Tuesday Wednesday Thursday Friday

- | | | |
|--|------------------------------|-----------------------------|
| Do you receive diapers from other sources? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you have a budget for diapers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you currently turn away clients due to a lack of diapers? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you are accepted as a Partner Agency, may we place your agency's information on our website? _____

How did you hear about the Loving Bottoms Diaper Bank? _____

AGREEMENT

The provision of diapers is a joint effort between the Loving Bottom Diaper Bank and our Partner Agencies. Partner Agencies agree to the following terms and conditions to ensure the community can continue to receive this service. Please read each statement carefully. The Executive Director's signature is required below.

1. The recipient agency certifies that it is a non-profit 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 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 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) Diapers from Diaper Bank are to be used as one part in a broader effort by the recipient organization to assist individuals in need. The recipient agency therefore will not distribute diapers to individuals or families without providing some level of case management to the individual or family so they can work towards self-sufficiency for the long-term. If the recipient agency is providing some or all the diapers they receive to other agencies, the recipient agency agrees to require that those 'end-user' agencies not distribute diapers to individuals or families without providing some level of case management.

4) The recipient agency acknowledges that Diaper Bank receives diapers donated by others; that Diaper Bank often receives donations of loose diapers or opened packages of diapers; that Diaper Bank may purchase diapers; and that Diaper Bank is donating the diapers to the recipient agency with no consideration received. Although Diaper Bank believes, to its best knowledge, that these diapers are safe, 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.

5) The recipient agency will defend, indemnify and hold 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.

6) If the recipient agency will pick up its diapers at the facility in which they are stored, or an agreed upon location. Any injury sustained by employees, representatives, and/or agents of the recipient agency while at the storage premises are neither the fault nor the responsibility of Diaper Bank. The recipient agency shall submit upon request a certificate of insurance to 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.

7) 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.

8) 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 Diaper Bank. Nothing herein shall be construed as creating an employer/employee relationship between the parties.

9) 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 misstated. Written notice will be provided to you in the event we will no longer provide diapers to your agency.

10) The recipient agency will not refer any individual clients to call or visit the Loving Bottoms Diaper Bank location. It will be the responsibility of the recipient agency to ensure its entire staff is aware of all provisions.

11) The term of this Agreement shall commence as of the date hereof this agreement is last signed by 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.

12) It will be the responsibility of the recipient agency to ensure its entire staff is 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.

13) Diaper Bank will make every effort to satisfy your diaper needs as requested but is not accountable to do such. Diaper Bank reserves the right to refuse any application for donations. 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.

Print Name of Executive Director

Agency Name

Signature of Executive Director

Date

COLLABORATIVE PARTNERSHIP

Check a minimum of two of the boxes below to be completed during the next 12 months. Please let us know when you fulfill these terms.

- Provide a financial contribution of \$200 \$400 \$600 Other Amount:_____
 - Provide a non-cash contribution from our wish list (non-diapers). Our current wish list can be found on our website.
 - Host a diaper drive for the Loving Bottoms Diaper Bank through your agency.
 - Include an article about the Loving Bottoms Diaper Bank in your agency's newsletter at least once during the coming year, encouraging your supporters to donate diapers. We are happy to provide content and an image for you.
 - Send an email with info about Loving Bottoms Diaper Bank to your supporters. Again, we are happy to assist.
 - Collaborate with Loving Bottoms Diaper Bank on grants and fundraising.
 - Place a link to LovingBottoms.org on your website (logo will be provided).
 - Have a member of your staff speak at two community events with a Diaper Bank representative (to be coordinated with the Diaper Bank).
 - Additional ideas for collaborative partnership (beyond word of mouth):_____
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We would love to know about your events so we may attend, participate or sponsor! Please place on your mailing list and contact us for other ways we can collaborate with you.

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We have reviewed the Partner Agency Agreement and the Collaborative Partnership. We hereby agree to the terms and conditions listed therein.

For Partner Agency:

For the Loving Bottoms Diaper Bank:

Print –Program Director

Date

Lee Ann Porter, Executive Director

Date

Signature-Program Director

Date

Print-Executive Director

Date

Signature-Executive Director

Date