



PARTNER AGENCY APPLICATION

CHECKLIST

- Agency Information
- Projected Demographics and Program Use
- Partner Agency Agreement
- Collaborative Partnership Agreement
- 501 (c) 3 IRS Determination Letter, Letter of Good Standing from National/Regional Headquarters, or program affirmation on Government Letterhead attached
- Signatures of Program Administrator and Executive Director

Trishnak Trachsel
Program Manager
520.325.1400
diapers@diaperbank.org
www.diaperbank.org



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Diaper Bank Partner Agency Application

1. Complete the application and submit via email (diapers@diaperbank.org) or postal mail.
2. The 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.
4. Please attach the applicable proof of your organization's status
 - a. IRS Determination Letter (advanced ruling if applicable) showing 501(c)(3) standing with the IRS
 - b. Letter of Good Standing from National/Regional Headquarters (if applicable)
 - c. Government Letterhead (if applicable)

Agency Information

Agency Legal Name: _____

Other Names Used by the Organization: _____

Mailing Address (If PO Box, also list location of principal office): _____

City/State/Zip: _____

Main Phone: _____ Fax: _____

Website: _____

Program Name Using Diapers/Incontinence Items: _____

Program contact person and title: _____

Email: _____ Phone number and direct extension: _____

Executive Director's Name: _____

Executive Director's Phone and Extension: _____ Executive Director's Email: _____

Agency Mission: _____

Program Description (This statement will be used to provide referrals for services and placed on our website.): _____

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 agencies through our programs
- Other (please explain) _____

Will Agency budget for purchasing incontinence supplies for agency use? Yes No

Projected Estimation of Client Demographics and Program Use for the 2014 Calendar Year:

1. The average number of diapers you will provide per diaper user at each distribution: _____
2. Number of unique diaper users (count each diaper user only one time): _____
3. Number of duplicated diaper users (count each diaper user each time they receive diapers from you): _____
4. Number of potential diaper users on waiting list: _____ Average time on waiting list (in months): _____
5. Average length of time (in months) diaper users are active in program: _____
6. Percentage of diaper users living below the Federal Poverty Level: _____ % _____

% of Total Diaper Users by Geographic Location	
Inside Tucson City Limits:	
South Tucson:	
Pima County (excluding Tucson and South Tucson):	
Apache County:	
Cochise County:	
Coconino County:	
Gila County:	
Graham County:	
Greenlee County:	
La Paz County:	
Mohave County:	
Pinal County:	
Santa Cruz County:	
Yavapai County:	
Yuma County:	
TOTAL:	100%

% of Total Diaper Users by Disability	
With Disabilities:	
Without Disabilities:	
TOTAL:	100%

% of Diaper Users or Guardians with Military Status	
Veteran, Active Duty, or Reserve:	
Non-military:	
TOTAL:	100%

% of Diaper Users Receiving	
Case Management:	
Emergency distribution (no casework):	
TOTAL:	100%

% of Total Diaper Users by Ethnicity	
White/Caucasian:	
Hispanic/Latino:	
Black/African American:	
American Indian or Alaskan Native:	
Asian:	
Native Hawaiian or other Pacific Islander:	
Two or more ethnicities:	
Other:	
TOTAL:	100%

% of Parents or Guardians by Ethnicity	
White/Caucasian:	
Hispanic/Latino:	
Black/African American:	
American Indian or Alaskan Native:	
Asian:	
Native Hawaiian or other Pacific Islander:	
Two or more ethnicities:	
Other:	
TOTAL:	100%

% of Diaper Users or Guardians Receiving TANF	
Yes, receiving TANF:	
No, not receiving TANF:	
TOTAL:	100%

% of Total Diaper Users by Gender	
Male:	
Female:	
TOTAL:	100%

% Head of Household	
Single Female-headed Household:	
Single Male-headed Household:	
Grandparent-headed Household:	
Other:	
TOTAL:	100%

% of Total Diaper Users by Age	
0-5 years old:	
6-13 years old:	
14-17 years old:	
18-64 years old:	
65+ years old:	
TOTAL:	100%


Projected Annual Diaper/Incontinence Supplies

Please estimate diaper/incontinence needs for a 12 months period to aid with Diaper Bank in planning and budgeting activities. Accuracy is important. *Please note – Estimates are for individual diapers - not packages*

Premie/Newborn: _____
 Size 1: _____
 Size 2: _____
 Size 3: _____
 Size 4: _____
 Size 5: _____
 Size 6: _____
 2T-3T: _____
 3T-4T: _____
 4T-5T: _____
 70+ pounds: _____
 Night-time: _____

HOW MANY DIAPERS WILL YOU NEED?

Here is some data to help you estimate your agency's overall needs for the next year.


 Infants from 1-4 months use 10-12 diapers per day.

Infants/toddlers from 4 months to 4½ years use 8+ diapers per day.

Disabled older children / adults / elderly clients use 4-6 pieces per day.

Adult Small: _____
 Adult Small/Medium: _____
 Adult Medium: _____
 Adult Large: _____
 Adult X-Large: _____
 Adult XX-Large: _____
 Belted Shields: _____
 Poise Pads: _____
 Men's Guards: _____
 Bed Pads: _____
TOTAL Incontinence Supplies: _____



IF YOU HAVE ANY TROUBLE FILLING THIS OUT PLEASE CONTACT ME!

TRISHNAK "Tk" TRACHSEL

520.325.1400

DIAPERS@DIAPERBANK.ORG

Partner Agency Agreement

The provision of diapers/incontinence supplies is a joint effort between The Diaper Bank and our Partner Agencies. Partner Agencies agree to the following to ensure the community can continue to receive this service:
(Please initial next to each number.)

- _____ 1. To follow all supply request and distribution procedures as outlined in the Partner Agency Handbook.
- _____ 2. To provide supplies received from the Diaper Bank without discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, gender identity, and marital or family status.
- _____ 3. To certify that any assistance directly or loosely linked to diapers/incontinence supplies does/will not require attendance at religious services or classes, nor is there any inducement of conversion to a faith group, institution or cause in order to receive assistance.
- _____ 4. To provide supplies to clients in a conscientious manner. No products obtained from the Diaper Bank may be sold, traded or bartered, nor may those items be used for fund raising, auctions or raffles. Items may only be used to provide services to the clients of the recipient agency, and may not be used as gifts to staff or volunteers.
- _____ 5. The recipient agency agrees to make every effort to avoid duplication of services with other agencies and to avoid providing diapers to clients who will sell exchange or barter the diapers/incontinence supplies.
- _____ 6. Diapers/incontinence supplies from the Diaper Bank of Southern Arizona are to be used as one part in a broader effort by the recipient organization to assist those 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 may have the opportunity to work towards self-sufficiency. Further diapers/incontinence supplies provided by the Diaper Bank will not be redistributed to another agency for use.
- _____ 7. To send a representative from your organization to no more than two meetings per year regarding the community's ability to ensure that all who need diapers/incontinence items can get them. One of those two meetings will be exclusively for Executive Directors, and one will be for representatives from program staff. The recipient organization will be notified in advance of those meetings.
- _____ 8. To comply with annual Diaper Bank reporting requirements and to notify us of any changes in your organization's contact information or mission.
- _____ 9. To complete no less than two activities from the Collaborative Partnership list contained in this document.
- _____ 10. Not to refer client(s) to visit or call the Diaper Bank office or warehouse for supplies. The Diaper Bank is not a direct social service agency but a support agency. It is the responsibility of the recipient agency to ensure its staff is aware of this provision. The Diaper Bank website however may be used to refer clients to other supply receiving agencies.
- _____ 11. Partner Agencies hereby indemnify, defend and hold harmless the Diaper Bank from any and all liabilities for the quality or safety of the product (the "Product"), consisting of diapers/incontinence items received as donations or purchased by the Diaper Bank and then donated by the Diaper Bank to the Partner Agencies, and Partner Agencies hereby forever releases and discharges the Diaper Bank, its officers, directors and/or employees from any and all claims for any known, unknown or future damages, because of the quality or safety of the Product.

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 at www.diaperbank.org/donate/wish-list: _____.
 - Host a diaper drive for the Diaper Bank through your agency.
 - Include an article about the 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 the Diaper Bank to your supporters. Again, we are happy to assist with this.
 - Collaborate with the Diaper Bank on grants and fundraising.
 - Place a link to DiaperBank.org on your Web site (logo will be provided).
 - Have a member of your staff speak at two community events with a Diaper Bank representative (to be coordinated by 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 us on your mailing list and contact us for other ways we can collaborate with you.

The 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 in the event we will no longer provide diaper/incontinence supplies to your agency.

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

For Partner Agency:

For the Diaper Bank of Southern Arizona:

Print Sign Date
Program Administrator

Print Sign Date
Trishnak Trachsel, Program Manager

Print Sign Date
Executive Director

Print Sign Date
Lindsey Jones, Executive Director