



## Greater DC Diaper Bank

### PARTNERSHIP CONTRACT (revised 10/25/2022)

Greater DC Diaper Bank Distribution Partners will not engage in discrimination in the provision of service, against any person because of race, color, citizenship, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, including gender identity, unfavorable discharge from the military, or status as a protected veteran.

I [Click or tap here to enter text.](#) , [Authorized organization representative] representative of [Click or tap here to enter text.](#) [Name of partner organization] agree and affirm that [Click or tap here to enter text.](#) [Name of partner organization]

1. Holds 501(c)(3) tax exempt status with the Internal Revenue Service, is a government entity, or established mutual aid group.
2. Will not sell or exchange Greater DC Diaper Bank items for money or services, or use Greater DC Diaper Bank items for fundraising purposes.
3. Will not use Greater DC Diaper Bank for other agency purposes, and understands that agencies that do use Greater DC Diaper Bank items for unauthorized purposes will be suspended and/or terminated.
4. Will not sell, transfer, or barter items. (Transfer includes the removal of any Greater DC Diaper Bank-delivered product from the approved site to any other location.)
5. Will communicate to clients that resale of our products is prohibited.
6. Will provide Greater DC Diaper Bank items directly to clients in the form of ongoing support or emergency packages to those who qualify at no cost.
7. Will provide 50, 75, or 100 diapers per baby each month and not break open packages of diapers.
8. Will not ask clients for donations or request or require clients to participate in religious services to receive Greater DC Diaper Bank items.
9. Is located in the District of Columbia or Prince George's County, or Montgomery County in Maryland, Arlington County, City of Alexandria, Fairfax County, Loudoun County, or Prince William County in Virginia.
10. Is an established social service program or distributor that has been in operation once a month for a period of at least three years.
11. Has designated, continuous hours of operation at least two weeks each month and is open at least 20 hours on a monthly basis.
12. Maintains a program that practices active means of encouraging participation and utilization of your

services to all segments of the community. (e.g.: outreach, flyers, etc.)

13. Agrees to place an order for diapers within the first month of approval. The organization affirms that it will place orders for diapers at least once per month (or according to an alternative agreed upon schedule) or risk inactivation of its participation.

14. Partners distributing less than 5,000 diapers a month may be required to order and pick up diapers less frequently.

15. Will distribute a minimum of 20,000 diapers per year.

16. Partner or GDCDB may terminate the partnership at any time.

17. Partners may request changes to their program once a year through the established Partnership Change Request process.

18. Has adequate storage, to insure the quality of the diapers and baby items are not compromised until used or distributed.

19. Maintains at least three active email address and has regular access to the Internet, either on- or off-site.

20. Will designate at least three contacts for Greater DC Diaper Bank with one designated as primary.

21. Will provide Greater DC Diaper Bank with necessary information regarding any change in program/administrative location, primary staffing, structure, etc. in a timely manner.

22. New staff contacts are required to take a GDCDB Orientation before they can order or pick up product.

23. Will provide the Greater DC Diaper Bank with the names of individuals authorized to take full responsibility for the program's services, including board members, staff and volunteers. This includes receiving items at our Warehouse on behalf of the organization.

22. Agrees to permit periodic site visits from Greater DC Diaper Bank personnel.

23. Agrees to keep required tracking information for all items and other appropriate records as required by Greater DC Diaper Bank and will submit this data when requested by Greater DC Diaper Bank (ex. Partner Survey, Family Survey).

24. Agrees to submit tracking data for diapers and other items to families at least one a month via the online tracking system.

25. Will respond in a timely fashion to all Greater DC Diaper Bank correspondence.

26. Will send at least one representative to the mandatory Annual Meeting.

27. Agrees to accept donated items "as is."

28. Agrees that Greater DC Diaper Bank and the original donor of the diapers and other products expressly

disclaim any implied warranties of merchantability or fitness for a particular use.

29. Agrees there have been no expressed warranties in relation to this gift of diapers, hygiene or baby products.

30. Will bring a vehicle or vehicles large enough to pick up all of their diaper orders each month.

31. GDCDB may institute a shared maintenance fee in the future to help cover the warehousing costs associated with storing and managing product.

32. This contract will be reviewed annually.

33. Missed data submission may result in a partner losing access to Baby Pantry or other programs until data are submitted.

34. Will provide a copy of their current Certificate of Insurance for GDCDB to keep on file.

35. Agrees to release both the original donor and Greater DC Diaper Bank from any liability resulting from the condition of the products and further agrees to not hold Greater DC Diaper Bank and the original donor responsible for any liabilities, damages, claims, losses, causes of action, and/or lawsuits. Further, there will be no obligation attributed to Greater DC Diaper Bank or the original donor because of action of the Agency or any individuals acting on behalf of the Agency in connection with its storage.

I, the undersigned agency representative, have read and understood the letter of agreement.

Executive Director's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Collaborative Partnership**

### **Sharing Our Joint Work**

We love partnering with you! The essence of collaborative partnership is for both parties to mutually benefit from working together. We are happy to share this partnership with our audiences and we will share your work through our social media and print outlets often. Our current partners have found that talking about and sharing images of their partnership with us is a win-win – their audiences see them working in creative ways to address the needs of their clients and Greater DC Diaper Bank’s work gets a larger audience and keeps the flow of diapers coming.

With that in mind, please review the list below and think broadly about how we can share our partnership in the best way in the next year. We ask that each partner commits to at least two of the items below. We love creative ways to talking about this need and our partnership – think beyond the boxes!

- ☐ 1. Host a diaper or product drive for Greater DC Diaper Bank through your agency.
- ☐ 2. Include an article about the Greater DC Diaper Bank in our agency’s newsletter at least once during the coming year about our partnership. We are happy to provide content and an image for you.
- ☐ 3. Dedicate two Facebook posts and two tweets this year to promoting our partnership.
- ☐ 4. Collaborate with Greater DC Diaper Bank on collaborative grants and fundraising.
- ☐ 5. Place a link to [www.greaterdcdiaperbank.org](http://www.greaterdcdiaperbank.org) on your website (logo will be provided).
- ☐ 6. Additional ideas for collaborative partnership (beyond word of mouth). Please describe below:

[Click or tap here to enter text.](#)