

**COLLABORATIVE PARTNERSHIP WITH THE ATHENS AREA DIAPER BANK**

**Monthly Allocation of Children Served**

Upon approval of your AADB partnership, you are given an allocation for how many children you can request diapers for each month. The allocation helps us manage our budget for the year and places each partner in a different Partnership Tier (see below).

**Tiers and Collaborative Partnership Requirements**

Many diaper banks around the country charge service fees to partner agencies. We have never done that and we don't want to. Instead each partner must complete partnership requirements. For us, this arrangement is about collaboration and partnership. If your partnership requirements are difficult for your organization to fulfill, please reach out to us.

**Please note that ALL approved partners must attend one Partner Orientation in January 2026.**

Children served monthly	Tier	AADB Logo on Website	Diaper Distribution Guide posted	Partner Agency Surveys #1 and #2	Activities
1-20 children	Tier 1	REQUIRED	REQUIRED	REQUIRED	Partner Orientation
21-49 children	Tier 2	REQUIRED	REQUIRED	REQUIRED	Partner Orientation, 50+ client surveys
50-99 children	Tier 3	REQUIRED	REQUIRED	REQUIRED	Partner Orientation, Diaper Drive to Benefit AADB 50+ client surveys
100-200 children	Tier 4	REQUIRED	REQUIRED	REQUIRED	Partner Orientation, Diaper Drive to Benefit AADB 75+ client surveys

**Partner Agreement**

The Partner Agreement is the official document signed by your organization's "Authorized Signatory." The authorized signatory is responsible for ensuring that the Handbook and Agreement, including all partnership requirements, are followed by your organization. We can't distribute diapers to you in 2026 until this document is signed. **It is important that every person in your organization understands and complies with this document.**

### Requesting Products from AADB

AADB prepares Partner Agency requests for well over 60,000 diapers each month. Each partner agency will have one “liaison” to coordinate requests and distributions of AADB products. Please ensure that all locations/programs of your organization understand this.

### Receiving Diapers via Warehouse Distribution:

- When you request diapers from AADB, you will always make a request based on the number of children, and we will calculate the quantities of diapers.
- Distributions from the AADB Warehouse occur on the **first and third Friday of each month**, from **10am-12 noon, with rare exceptions**. The distribution dates are always posted on AADB’s Partner Page at: <https://www.athensareadiaperbank.com/partner-page>
- The general Warehouse Distribution process is as follows:
  1. Your organization’s liaison places a request via the Human Essentials website **no later than the Friday before the desired Friday pickup**. Instructions on setting up your Human Essentials account and placing a request will be provided after the Partner Agreement is signed.
  2. AADB confirms the diaper request and sends a confirmation email to the liaison via the Human Essentials system.
  3. AADB volunteers pack the diaper distributions into reusable nylon bags. Please return these bags at the next diaper distribution.
  4. On distribution day, partners pick up diapers from the AADB Warehouse at 130 Conway Drive, Suite E, Bogart, Georgia 30622, from 10am - 12pm.
  5. **Partners must communicate if circumstances prevent them from coming during our distribution window. Please note that we cannot wait past noon.**

### Receiving Diapers via AADB Van Delivery (select partners only):

- When you request diapers from AADB, you will always make a request based on the number of children, and we will calculate the quantities of diapers.
- Diaper deliveries for select rural partner agencies occur on the first and third Friday of each month, with rare exceptions. The distribution dates are always posted on AADB’s Partner Page at: [www.athensareadiaperbank.com/partner-page.html](http://www.athensareadiaperbank.com/partner-page.html)
- The general Diaper Delivery process is as follows:
  1. Your organization’s liaison places a request via the Human Essentials website no later than the Friday before the desired Friday delivery. Instructions on setting up your Human Essentials account and placing a request will be provided after the Partner Agreement is signed.
  2. AADB confirms the diaper request and sends a confirmation email to the liaison via the Human Essentials system. AADB will reach out to coordinate delivery.
  3. AADB volunteers pack the diaper distributions into reusable nylon bags (big laundry bags). **Please have these bags ready for us at the next diaper delivery.**
  4. Our AADB van driver typically delivers diapers Friday mornings.

**Receiving Diapers via Drop-Shop Distribution (select partners only):**

- Some Tier 4 partners are eligible to have AADB products drop-shipped to their organization:
1. The partner agency liaison coordinates with the Executive Director of the Athens Area Diaper Bank to coordinate the appropriate shipment.
  2. AADB places the Drop Ship order directly with the diaper vendor. AADB will provide liaison with a spreadsheet of each order, as well as any information from the Vendor/Shipper.
  3. Your organization’s liaison is responsible for coordinating delivery from the Vendor/Shipper.
  4. After delivery, the liaison must confirm and count delivery for accuracy within the shipment spreadsheet.

**Your Diaper Distribution Guide for Distributing AADB Products**

After AADB receives your signed Partner Agreement, we will provide you with a one-page “Diaper Distribution Guide” (formerly called the “Crib Sheet”). This sheet will include distribution requirements specific to your Partner Agency. Please note:

- AADB products must be distributed precisely according to these requirements.
- Variance from these quantities and/or timelines is considered a violation of your Partner Agreement,
- We ask that all Partners make a good faith effort to avoid duplication of services.

AADB encourages partners to display their Diaper Distribution Guide wherever AADB products are stored, and to ensure that all staff and volunteers review the Partner Agreement, this Handbook, and the Diaper Distribution Guide before distributing AADB products to clients.

**Client Surveys**

Packs of diapers will have a QR code sticker that links directly to our Client Survey. This survey will take a diaper recipient 3-5 minutes to complete, and helps us improve our services. We do not ask for any personal information, and the survey is available in English and Spanish. We will provide extra stickers, a flier with the QR code, and/or paper copies of the survey if requested.

**Athens Area Diaper Bank**  
**130 Conway Drive, Suite E, Bogart, GA 30622**  
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## FREQUENTLY ASKED QUESTIONS

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### Do we need to pick up diapers every month?

- No! Many partners will request a lot of diapers one month, and then we won't see them again for two or three months.

### What happens if we forget our nylon distribution bags?

- Oh no! If you forget your diapers, we'll pack only dirty diapers for you next time. Just kidding! Those bags cost money that we'd rather spend on diapers instead. **Please make a good faith effort to bring them back so we don't have to order more nylon bags.**

### Can we refer families to you for diapers?

- Please, no. **We don't distribute diapers directly to families.** You might meet a family that needs diapers but cannot receive services from your organization. If that is the case, please direct them to the Need Diapers link on our website. As always, please reach out to us for guidance.

### How can other organizations become partners?

- Interested organizations can contact us for more information. As long as an organization qualifies (located in Clarke, Barrow, Jackson, Madison, Oconee, or Oglethorpe), is a 501(c)(3), religious organization or government organization, and works with children under 4, tell them about us! Feel free to share our Partner Page with them and tell them what it's really like to partner with us.

### Do you offer cloth diapers?

- Yes! We can do that. If you have a client interested in switching to cloth diapers, please reach out to us.

### Can you deliver diapers to us?

- We deliver to select partners outside of Clarke County. If you are outside of Clarke County, contact us for more information.