

COLLABORATIVE PARTNERSHIP WITH THE ATHENS AREA DIAPER BANK

Allotment = Budget

Upon approval of your AADB partnership, you are given an allotment for how many children you can request diapers for each month. **The allotment matters because it is your budget for the year.** The allotments also place 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 we ask each partner to complete partnership requirements. For us, this arrangement is about **more than dollars**. We want to connect with you!

This brings us to another equally important concept: **communication**. Please reach out to us! We are always here to help, but we only know what's going on if you talk to us. 😊

If the partnership requirements corresponding to your annual allotment is problematic, please reach out to AADB's Community Engagement Specialist sooner rather than later.

Allocation between:	Tier	AADB Logo on Website	Group Activities	Agency Surveys #1 and #2	50+ client surveys
1-20	Tier One	REQUIRED	optional	REQUIRED	<i>optional</i>
21-49	Tier Two	REQUIRED	CHOOSE ONE: Diaper Drive to Benefit AADB Volunteer Shift at AADB 50+ client surveys	REQUIRED	<i>optional</i>
50-99	Tier Three	REQUIRED	CHOOSE TWO: Diaper Drive to Benefit AADB Volunteer Shift at AADB 50+ client surveys	REQUIRED	<i>optional</i>
100-200	Tier Four	REQUIRED	CHOOSE TWO: Diaper Drive to Benefit AADB Volunteer Shift at AADB (50+ client surveys are required)	REQUIRED	REQUIRED

Partner Agreement

This is the document that makes it all official. The person who can sign agreements for your organization, the “Authorized Signatory,” must sign this document every year.

Ultimately, this person 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 2024 until this document is signed.

Requesting Products from AADB

AADB prepares Partner Agency requests for well over 50,000 diapers each month from the AADB warehouse. Because many partners have multiple sites, programs, and branches, AADB requires that each partner agency designate one liaison to coordinate requests and distributions of AADB products. Please ensure that all locations/programs of your organization understand this and know how to contact your agency’s liaison.

via Warehouse Distribution:

- When you request diapers from AADB, you will always request diapers per child and we will calculate the quantities for you depending on the size of the child.
- Distributions from the AADB Warehouse occur on the first and third Friday of each month, from 10am-12noon, with rare exceptions. The distribution dates are always posted on AADB’s Partner Page at: <https://www.athensareadiaperbank.com/partner-page.html>

The general Warehouse Distribution process is as follows:

1. The liaison with a partner agency places a request via the Human Essentials website no later than the Friday before the desired Friday pickup (7 days in advance. Please note this is a change for 2024). 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, confirming the pickup date and distribution details.
3. AADB volunteers pack the diaper distributions into reusable nylon bags (big laundry bags). Please return these bags at the next diaper distribution.
 - a. On distribution day, partners pick up diapers from the AADB Warehouse at 130 Conway Drive, Suite E, Bogart, Georgia 30622, between the hours of 10am and noon.
 - b. Partners must communicate if circumstances prevent them from coming during our distribution window. Please note that we cannot wait past noon.

via Drop-Shop Distribution (Tier 4 only):

Tier Four partners are eligible to have AADB products drop-shipped to their organization.

1. The Drop-Ship Partner 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 and forwards the Vendor information, as well as any Shipper information to the Partner Agency Liaison.
3. The Drop-Ship Partner Liaison is responsible for coordinating delivery details with the Vendor as well as the Shipping company.
4. After delivery, the Drop-Ship Partner Liaison must confirm and count delivery for accuracy and forward all details to the AADB Operations Manager.

**Your Crib Sheet for Distributing AADB Products
(New for 2024)**

After AADB receives your signed Partner Agreement, we will provide you with a one-page “Crib Sheet.” The Crib 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 Crib Sheet wherever AADB products are stored, and to ensure that all staff and volunteers review the Partner Agreement, this Handbook, and the Crib Sheet before distributing AADB products to clients.

Athens Area Diaper Bank

130 Conway Drive, Suite E, Bogart, GA 30622 · MWF, 9am - noon · (706) 621-7265

Erin Campbell		Shona Foster	
EXECUTIVE DIRECTOR AND FOUNDER		OPERATIONS MANAGER	
erin@athensareadiapers.com		shona.foster@athensareadiapers.com	
(919) 593-0853		(706) 621-7265	
Michelle Brinson		Beth Staton	
SPECIAL PROJECTS MANAGER		COMMUNITY ENGAGEMENT SPECIALIST	
michelle.brinson@athensareadiapers.com		beth.staton@athensareadiapers.com	
(706) 521-1393		(770) 733-3902	

FREQUENTLY ASKED QUESTIONS

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 never 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 partner list on our website to find out who they can approach for help. Feel free to reach out to us for guidance.

How can other organizations become partners?

- Interested organizations can contact us for more information, but you are always the best spokespeople for how things work. 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. We are always here to help, but as our Partners, your voices are the strongest.

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.

ps: Do you have items to add to this list? Something asked ALL THE TIME that may be helpful to other partners? Please let us know! Email beth.staton@athensareadiapers.com and we'll add it to the list!