



## Form for All Applicants

To apply for diapers, please use this application if your organization is a:

- IRS 501(c)(3) nonprofit organization
- Religious organization
- Government agency, including a public school

### Instructions / Process

1. Please read and complete all sections of this application and agreement.
2. Describe your organization's program(s) that distribute diapers to those in need.
3. Please be accurate when estimating your organization's diaper request. "Padding" requests with unrealistic numbers hurts your partner agencies and may result in disqualification.
4. The Executive Director of your organization (or other party authorized to obligate the organization) must sign this application.
5. Diaper Bank Partnership of Lake County reserves the right to perform a site visit during the application process or with appropriate notice at any time during the term of this agreement.
6. Completion of this application does not guarantee acceptance.
7. Diaper Bank Partnership of Lake County will notify your agency whether or not it has been approved. Upon approval, you will receive instructions regarding diaper pickup.
8. At the completion of this annual agreement you will be required to provide Lake County Diaper Bank Partnership with a report detailing how you provided clients with diapers. This information helps us identify need, raise public awareness and provide accurate reports to our funding agencies.
9. Include a copy of your IRS 501(c)(3) determination letter or letter of good standing from denominational headquarters. If you are a religious organization or government agency, please provide a letter stating so on your letterhead.
10. Return application and all related documents to the Diaper Bank Partnership of Lake County by postal mail to:  
**Diaper Bank Partnership of Lake County**  
**505 W. Bonner Road**  
**Wauconda, IL 60084**

*2014  
Request for Diapers  
& Partnership Agreement*

**I. ORGANIZATION INFORMATION:**

**Organization Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**EXECUTIVE DIRECTOR**

**E.D. Name:** \_\_\_\_\_

**E.D. Phone:** \_\_\_\_\_ **E.D. Email:** \_\_\_\_\_

**DIAPER BANK LIAISON** (the person from your organization who will act as the main contact)

**Liaison Name:** \_\_\_\_\_

**Liaison Phone:** \_\_\_\_\_ **Liaison Email:** \_\_\_\_\_

**Organization's Mission Statement:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Our organization is a:**

- 501(c)(3) nonprofit organization (attach copy with application)
- Religious organization
- Government agency, including public schools

**II. CLIENT INFORMATION:**

What is the general population that you serve? \_\_\_\_\_  
\_\_\_\_\_

What services does your organization provide to its clients? \_\_\_\_\_  
\_\_\_\_\_

What is your intake process? \_\_\_\_\_  
\_\_\_\_\_

Are any diapers distributed on a walk-in basis?      Yes    No    \_\_\_\_\_

**III. COLLABORATION COMMITMENT:**

Diaper Bank Partnership of Lake County is a collaborative effort among community organizations working together for a common goal: reducing the pain of poverty by providing diapers for infants, disabled persons and seniors in need. To reach the greatest number of potential donors, we rely on our partners to actively promote the Diaper Bank. **To receive diapers this year, your organization must actively promote the Diaper Bank Partnership of Lake County and all our partnership diaper drives, by publicity and partnerships.** This can be done in numerous ways, such as conducting a diaper drive, marketing the Lake County Diaper Bank Partnership in your newsletters and website, providing volunteers for events, sharing success stories, providing meeting space, etc. Your collaboration helps ensure that our work can continue.

In order to support the Diaper Bank Partnership of Lake County and its efforts to collect diapers our organization will do the following this year:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**IV. AGREEMENT:**

The following are terms and conditions for participation in the diaper distribution program of the Diaper Bank Partnership of Lake County. With the authorized signature below, \_\_\_\_\_  
agrees to these terms and conditions. *Organization*

- 1) The recipient agency certifies that it is a nonprofit 501(c)(3) social service agency, a religious organization in good standing, a school family resource center, or other governmental agency (including public schools), providing social services to individuals or families in need.
- 2) As a participant in the Diaper Bank Partnership of Lake County diaper distribution program, the recipient agency will provide diapers to its clients in a conscientious manner. While it is the philosophy of the Diaper Bank Partnership of Lake County is that all individuals should have their basic needs met, resources must not be wasted. The recipient agency may not sell, trade or barter items obtained from the Diaper Bank Partnership of Lake County, 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. Every effort will be made to avoid duplication of services and to avoid providing diapers to clients who will sell, exchange, or barter with the diapers.
- 3) Diapers from the Diaper Bank Partnership of Lake County 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) Ensuring there are diapers for all Lake residents who need them is a cooperative effort. By participating in this diaper distribution program, the recipient agency will become part of that cooperative effort. The recipient agency therefore agrees to participate in Diaper Bank Partnership of Lake County activities, to help ensure the community can continue to receive this service.

In addition to participation per the previous paragraph, a representative from the recipient organization will attend up to (4) quarterly meetings per year regarding the ability to ensure that all who need diapers can get them. The recipient organization will be notified in advance of those meetings.

5) The recipient agency acknowledges that the Diaper Bank Partnership of Lake County receives diapers donated by others; that the Diaper Bank Partnership of Lake County often receives donations of loose diapers or opened packages of diapers; that the Diaper Bank Partnership of Lake County may purchase diapers; and that the Diaper Bank Partnership of Lake County is donating the diapers to the recipient agency with no consideration received. Although the Lake County Diaper Bank Partnership believes, to its best knowledge, that these diapers are safe, the Lake County Diaper Bank Partnership has not inspected these diapers for safety or other matters. It is the responsibility of the recipient agency's personnel to inspect the diapers before providing them to their clients.

All diapers and other products distributed by the Lake County Diaper Bank Partnership are distributed under the provisions of the Good Samaritan Law.

6) To help us estimate need, as well as to predict changes to that need, the recipient agency will complete an annual report regarding diaper usage and other related information, upon their anniversary date each year. The recipient agency will reapply for diapers each year, and compliance with the terms and conditions of this agreement will be weighed for consideration in approving the agency's application in subsequent years.

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. Further, the agency will not require attendance at religious services as a condition of assistance in any of the programs that distribute diapers, nor will any client be exposed to religious proselytizing of any type.

8) Diaper Bank Partnership of Lake County reserves the right to remove an agency from its recipient list if the agency does not adhere to the terms of this agreement, if any portion of its application is found to be misstated, or if the agency fails to pick up its diaper allotment more than once throughout the year. Written notice will be provided to you in the event that the Lake County Diaper Bank Partnership will no longer provide diapers to your agency.

9) This agreement will expire at midnight on the date of the signed agreement, as shown below.

**In agreement to the terms above, the undersigned declares that he/she has the authority to execute this agreement.**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Organization Name

