



# **IDB Warehouse on Wheels (WOW)**

## **Partner Recipient Agency Application**

The Idaho Diaper Bank is a 501(c)(3) nonprofit charitable organization that exists to help agencies working with families meet their need for essential items such as diapers and diapering supplies.

Please tell us more about your organization, the social service(s) you provide and some general information about your average diaper needs (number of families you serve with diaper needs, sizes needed, frequency of distribution, etc):

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

Mailing Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Contact (if different): \_\_\_\_\_

Contact phone #: \_\_\_\_\_ Contact email: \_\_\_\_\_

Brief description of what your organization does & what counties/areas you serve:

\_\_\_\_\_

Approximately how many families/people in need of diapers do you serve each year? \_\_\_\_\_

What size diapers do you typically need? \_\_\_\_\_

How frequently do you typically distribute diapers? \_\_\_\_\_

When you give diapers to a family, how many do you typically distribute at one time? \_\_\_\_\_

Can your organization receive 5,000 diapers at one time (approx. pallet 5' high)? YES NO

If no, please explain: \_\_\_\_\_

Can diapers be shipped to you M-F 9-5pm? YES NO

If no, please explain: \_\_\_\_\_

Please attach a copy of your 501(c)(3) tax-exempt determination letter or a letter on your state agency or designated religious organization's letterhead.



## IDB Operating Principles

**We ask all of our partner agencies to agree and abide by the following:**

1. All diapers provided to partner recipient agencies (agencies) by the Idaho Diaper Bank (IDB) are to be distributed to families in need without charge.
2. IDB and agencies do not barter, sell or exchange any diapers, in accordance with IRS guidelines
3. IDB and agencies will not discriminate on any basis, including without limitation: gender, race, national origin, ethnicity, religious beliefs, age, sexual orientation, disability, medical condition, pregnancy, political affiliation, marital status, veteran status and/or ancestry.
4. IDB agencies do not condition assistance provided to clients directly or loosely on attendance at religious services or classes.
5. Agencies agree to provide data to the IDB so that statistics on numbers of diapers distributed annually and total children served can be shared with the National Diaper Bank (NDBN).
6. IDB maintains a distribution schedule based on agencies' needs. Agencies' needs are based on the number of clients served and orders should be adjusted each time an order is placed, based on the agencies' distribution of diapers the prior time period.
7. Agencies agree not to stockpile diapers received from the IDB as it is not in the best interest of community wide distribution to babies in need.
8. Agencies agree to adhere to the NDBN guideline of providing approximately, and at least, 50 diapers per month to each baby in need to help supplement their total diaper need for the month.
9. Agencies agree to help spread awareness of Diaper Need in the community and agree to IDB fund raising activities (at least \$1200 per calendar year) to help ensure the year-round availability of diapers in the community.
10. Agencies may enlist support of sponsors to help meet their fundraising commitments and the IDB agrees to help provide tools to the agencies to aid in fundraising.





## **IDB Operating Principles -Continued**

**We ask all of our partner agencies to agree and abide by the following:**

- 11. The IDB may reject or cancel agency partnership at any time due to lack of resources or for any other reason.
- 12. Idaho Diaper Bank items may not be sold, bartered or exchanged. Items received from the Idaho Diaper Bank may not be taken by volunteers, officers, clergy or employees for personal use. As outlined in the Internal Revenue Code Section 170(e)(3), all items you receive from the Idaho Diaper Bank must be used solely for the care of the ill, needy, or minors, pursuant to your organizations charitable purpose.

I have read and agree to the above principles and statements.

Sign Here: \_\_\_\_\_

May we place your organization's logo & a link to your website on our site? Yes No

How did you hear about the Idaho Diaper Bank? \_\_\_\_\_

Signature of Organization Director: \_\_\_\_\_ Date: \_\_\_\_\_



**IDAHO DIAPER BANK**

PLEASE NOTE: New Partners will be activated as resources allow. Potential partners are encouraged to submit an application, which will be date-stamped and kept on file. As resources allow, partners will be activated, notified and will receive the diaper request form.

Please mail this completed form to:

The Idaho Diaper Bank

PO Box #914

Boise, ID 83701

or scan and email the form to [info@idahodiaperbank.org](mailto:info@idahodiaperbank.org)