



# The Sweet Cheeks Cheat Sheet 2024

## COVERD Greater Cincinnati Partner Agency info at a glance

- “Partner Agencies” order and pick up products from COVERD programs to distribute to agency clients
- Partner agency info is available on the Partner Updates webpage. Partners are responsible for subscribing and/or checking for updates on the 1st and 15th of each month: <https://coverdgc.org/partner-agency-news/>. Also go there for:
  - Current order and pickup schedule
  - Complete partner manual with thorough instructions and partner agreement info
  - Login links for ordering and completing annual agreement
- Is your staff changing? Communicate changes of contact info, etc. and direct any program and partnership questions to our Director of Program and Operations, and use the “Change of Responsibility” form on the Partner Updates Page.
  - Nick Reynolds, [nick@sweetcheeksdiapebank.org](mailto:nick@sweetcheeksdiapebank.org)
  - [Fill out this Change of Responsibility form to update contact info.](#)

## What is Required of Agency Partners? ([Excerpt from 2023 Partner Manual](#))

### Monthly Requirements

1. On the 1st and 15th of each month, **read partner updates** posted on the partner updates page: <https://coverdgc.org/partner-agency-news/> . No login is required. Bookmark the webpage, and subscribe to get automatic emails when updates are posted.
2. Submit **order by the deadline** each month, and **pick up during the scheduled time**. Use the link on the [partner updates page](#) to access the current ordering deadline and pickup schedule. Add your dates to your calendar to keep track.
3. Complete client **surveys and track data** for annual reporting. See Client Surveys and Appendix A for surveys.

### Annual Requirements

4. The partner agency completes the **Annual Report**, using Google Forms, using information collected throughout the year. A tracking spreadsheet is available upon request.
5. The partner agency completes the **annual agreement** and chooses a Tier level. Partner agency fulfills the commitments in the agreement ,including partnership fees, volunteer hours, and other selected commitments.
  - a. The partner agency will provide at least **two stories** of persons that have received COVERD products during each agreement period and/or allow COVERD to interview families who receive COVERD products. The stories may be blinded to protect the identity of the client.
6. The Executive Director of the recipient agency (or their designee) must attend the **annual Partner Agency meeting** for COVERD held once a year in January at the COVERD warehouse, or via Zoom. Any individual(s) managing the program for the recipient agency must attend the meeting as well.
7. COVERD may conduct at least one site visit annually to ensure products are stored in a secure location within the agency and that accurate records are maintained for all clients receiving COVERD products.



## *Partner Agency Important Dates 2024*

- Every month: See Ordering & Pick-Up Schedule
- January 10 (on Zoom, [RSVP: 10:30am or 1pm](#))- Partner Agency Annual Meeting
- January 31- Partner agreement due (Google Form)
- February 15- Annual report due (Google Form)
  - Update PartnerBase/ Human Essentials profile info
- March- Partner fee invoices sent out (from Quickbooks)
- May 1- Partner fee payment deadline
- May- 1st Client Survey Month- complete outcome slips with all clients
- November- 2nd Client Surveys- complete outcome slips with all clients

*Reminder: Client outcome surveys are to be completed by all new clients/ product recipients throughout the year AND by all clients receiving products in May and November.*