

COVERD

GREATER CINCINNATI



Partner Agency Manual

2024

Main Changes in the past year+:

- Tidal Babe Tier 6 corrected
- Online outcome surveys
- QR codes added to printable outcome surveys
- Tidal Babe Outcome surveys added, with online/QR option (now required)
- Client Applications no longer required or requested
- Updated Annual Report information
- Added Spanish Tidal Babe Outcome Survey

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What We're About

Mission Statement

We restore dignity and health to people in need by partnering with local social service agencies to distribute free basic hygiene products.

Vision

We want every person in our community to feel happy, clean and safe, because they can manage their health with dignity.

Values

Advocacy	We compassionately end diaper, period and incontinence needs through education.
Engagement	We partner with local agencies to connect families to the resources they need.
Inclusion	We bridge gaps between communities and resources.
Innovation	We infuse fun into creatively diminishing the diaper, period and incontinence gap.
Respect	We treat everyone with the same care we give our families.

Purpose and History of COVERD

Each of COVERD Greater Cincinnati's three programs focuses on a specific problem low-income individuals and families are experiencing in Greater Cincinnati: Sweet Cheeks Diaper Bank, Tidal Babe Period Bank and Fly & Dry Basic Needs Bank.

We Began as Sweet Cheeks Diaper Bank (SCDB) in 2015

Founded by native Cincinnati Megan Fischer, the idea of SCDB began when Megan was pregnant with her second child in 2014. Megan learned that diapers were not covered by any social services programs. When unable to purchase enough diapers for their child, parents might use one diaper for days at a time, scrape out and reuse disposable diapers, or use items such as a plastic bag. As a parent, Megan could not imagine what it would feel like to not be able to provide such a basic necessity for your child. Unable to find a local diaper bank where she could donate her time, Megan began to envision creating an organization to ensure that every baby in the city she loves had enough clean diapers. SCDB became a reality in 2015 and it has been rapidly growing ever since. SCDB distributed over two million diapers in 2020. The mission of SCDB is to partner with local social service agencies to provide free diapers to low-income families while raising awareness of the basic need for diapers. *The vision of SCDB is to eliminate the existence of diaper need in our community so that all babies have a chance to be happy, healthy and safe.*

From Diaper Need to Period Poverty: Creating Tidal Babe Period Bank in 2018

Through our growing partnerships with social service agencies distributing donated diapers from Sweet Cheeks Diaper Bank, we learned of period poverty. Partners reported an urgent need for period supplies for low-income menstruators. Our hearts broke when we heard stories of menstruators not going to school or work while on their period due to the lack of these basic supplies. We realized the problems don't go away when people in poverty grow up—they might just look different. They're often not able to attend school or work, putting them behind on homework and bills. The cycle of poverty we recognized with diaper need was also occurring for menstruators of all ages due to lack of income. We knew we had to do something. In December of 2018, Tidal Babe Period Bank became a new program of Sweet Cheeks Diaper Bank. We immediately began distributing period supplies through our existing distribution channels and are currently working to serve 1,500 menstruators in need every single month.

So, what is COVERD?

In 2019 we realized the need for a "parent company" to house our growing programs and help keep them separate but complementary. Creating COVERD Greater Cincinnati was the solution to that need, and our 501(c)(3) designation moved over to COVERD late that year. Now, our programs (with their beloved names and mascots and branding) are all owned and trademarked by COVERD, which stays behind the scenes to let our program names and branding shine.

Our Latest Pilot Program: Fly & Dry

Our most recent program, Fly & Dry Basic Needs Bank, is currently a pilot program. Launched in 2020, the program's current focus is primarily incontinence products for adults, and is being trialed exclusively in partnership with Meals on Wheels in the Greater Cincinnati area.

Policies and Procedures

Partner Agency Application

To become a partner agency with Sweet Cheeks, Tidal Babe and/or Fly & Dry, each agency must complete an online application found on our website, www.sweetcheeksdiaferbank.org. If the application is not available, contact us to express interest.

1. The application must be completed in full and be accompanied by proof of the agency's 501(c)(3) status, religious organization in good standing, or proof as another governmental agency providing services to those in need.
2. A completed application is not a guarantee that your agency will be able to be an active partner; it will place you on our waitlist and approval from the waitlist is determined by a number of criteria.
3. The application must include the name, phone number and email address of at least two people who will be responsible for the partnerships. Typically, the Program Manager and Executive Director are listed as the contacts.

Orientation

Once you have been selected as a new partner agency, you will schedule an orientation session to meet staff from COVERD, learn the requirements and benefits of partnership, and discuss the ordering and distribution procedures.

At the orientation meeting, please ensure that the Program Manager and any other people who will assist with record-keeping, diaper storage, and diaper distribution are present. It is encouraged but not required that the Executive Director attend the meeting.

You will then complete the annual Partner Agency Agreement (a non-electronic copy of this can be found in [Appendix D](#)). Instructions for creating your account are in [Appendix F](#) and instructions for filling out the Agreement are in [Appendix D](#). After we process your application, you'll have 120 days to provide payment. Requests for payment will come through QuickBooks.

Distribution- What do our partners do with COVERD products?

Products from COVERD programs are to be used as a part of a broader effort by the recipient agency to assist those in need. The recipient agency needs to be distributing products directly to individuals as a part of their program, enabling those individuals or families to move toward long-term self-sufficiency.

Partner agencies are not allowed to distribute COVERD products to other organizations.

Client Outcome Surveys

It is required that surveys be completed 1) the first time someone receives our products from you, and 2) twice annually with each recipient, by completing the survey with each person who picks up COVERD products from you during two months per year. COVERD will prompt all partners via the [partner updates page](#) 2x/ year (May and November) to survey everyone that month.

Please bring the completed surveys with you to your pick-up each month.

COVERD uses the anonymous survey data and comments from clients to help quantify how the products are helping and affecting people's lives. At the end of the year, COVERD will finalize the data and provide your agency a summary report of how the products affected your clients, in their own words.

Blank client surveys are available in "[Outcome Slips](#)". Each survey also includes a QR code to a Google Form version of the survey. Clients are welcome to use either version.

Annual Reporting- for On-Going Funding and the National Diaper Bank Network

Partner agencies are expected to begin tracking the data for your annual report your first year as a partner. You are required to complete the annual report before you are able to renew your partnership for another year.

A sample list of annual report questions is available on the [partner updates page](#). It is your responsibility to ensure all needed data is collected.

As of the beginning of 2023, the reporting requirements have been significantly reduced and simplified. Many categories previously tracked for each product recipient are now requested at an organization level. We no longer require or request client applications to be completed. You are free to collect the data you need any way you prefer.

As part of your annual report, you will be required to complete an inventory count of all COVERD products annually.

Zip Code Data Tracking

The primary data collection required for the annual report is:

1. Total # of products distributed
2. # of products distributed, broken down by Zip Code.

Ordering

Quantities to Order

When your agency signed on as a partner with COVERD, a Tier Level was chosen by your agency based on the estimated number of persons you would serve on a monthly basis.

- Partners need to make sure they operate within the Tier Level(s) selected, not exceeding the monthly order limit for the tier(s) they selected.
- Partners should be ordering monthly quantities based upon current need; our inventory and donations cannot handle partners ordering multiple months' worth of inventory at one time or building up a stockpile of inventory.
- All orders are due by the order due date on the annual pick-up schedule, available at <https://coverdgc.org/partner-agency-news-updates/>
- Each child will receive 2 bundles of 25 diapers each (50 diapers) for the month.
- Period pad kits, Period tampon kits, and Cup Refill kits may be distributed as one kit per person per month. Menstrual cup kits include a cup that is good for several years; after receiving a cup kit, clients in the months that follow should only get cup refill kits (which provide additional liners).
- When available, Potty Training Toolkits can be requested as a "graduation" for children who are ready to potty train. This should be their last distribution. Currently, a kit contains 100 training pants, a potty seat, a pack of toddler underwear, and a few other items.

How to Order

Order online using PartnerBase (<https://humanessentials.app/>). A partner agency can submit one order per month. Orders cannot be edited after they have been submitted.

For detailed instructions on how to order through PartnerBase, see "[Detailed Instructions](#)". If you encounter issues with ordering, email nick@sweetcheeksdiaperbank.org or support@sweetcheeksdiaperbank.org using the email header, "(Month) Order Issue - (Agency Name)" on or before the order due date. In the email include your issue and the order quantities for that month.

Pick Up Instructions

The recipient agency shall send a representative of its distribution program to pick up the monthly order from COVERD. The current schedule is always available on the [partner updates page](#). We ask that partners try to arrive within the 1-hour window.

Please ensure that you bring a vehicle (or multiple vehicles) large enough to transport your order, or multiple trips may be necessary. When you arrive at COVERD, back your vehicle up to Dock 1 and let us know which agency you are picking up for. It is the responsibility of those picking up to move inventory from the pallet to their car, so please make sure those picking up are physically able to lift/carry loads of 40 lbs. repeatedly.

Returning Bags and Surveys

Orders will usually be packed into reusable, nylon laundry bags. COVERD purchases the bags, and we ask that you take care of them and return them at your next pick-up. There will be a location to drop off the bags and mark how many you are returning. Also, don't forget to turn in any paper outcome surveys that were administered since your last pick-up.

Missed Pick-up?

If a circumstance arises that prevents you from making your pick-up window, send an email to nick@sweetcheeksdiaperbank.org within 24 hours titled, "Missed Pick-up - (Your Organizations Name)" noting the circumstances and to schedule a new pick-up window. If we do not hear from you or your organization within 24 hours, that month's inventory will be considered "forfeit" and is returned to inventory.

Disclaimer- Please Be Safe!

If your agency representative, employee, or agent sustains an injury during the pickup time, it is neither the fault nor the responsibility of COVERD. The partner agency shall submit upon request a certificate of insurance to COVERD documenting that the agency has worker's compensation coverage, general liability coverage, and automobile insurance coverage of at least the minimum automobile insurance limits required by applicable state law.

Staff Awareness

It is the responsibility of the recipient agency to ensure any staff in contact with COVERD programs are aware of the provisions of the COVERD Partner Agency Manual and Collaborative Agreement (separate, signed document available in [Appendix E](#)). Additionally, the partner agency agrees that it will not in any way represent that partner agency as an employee or agent of COVERD or its programs. Nothing herein shall be construed as creating an employee/employer relationship between the parties.

What is Required of Agency Partners?

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.

Suspension and Termination Policies

The partnership with COVERD is extended to recipient agencies for an annual period. Agencies can review and re-commit to the partnership each year when they sign the Collaborative Partnership Agreement.

If violations or infractions of our above stated policies occur, COVERD reserves the right to suspend or terminate the partnership. Examples of violations include:

- Exchanging COVERD products received for money, property, or services.
- Using donated goods for private gain.
- Using COVERD products for something other than the direct distribution to a needy family in your program. Products donated to or purchased by COVERD are done so with the express purpose of use by a person in a recipient agency's program.
- Products received from COVERD may not be used for fundraising purposes.

- Products received from COVERD may not be given to another agency.
- Delinquency of data reporting.
- Losing 501(c)(3) status.
- Violating the basic agreement between itself and COVERD.

COVERD shall investigate any complaint or violation reported to us.

Suspension: A recipient agency may be suspended if found in violation of any of the above conditions. If suspended, the recipient agency shall be notified by email and it will lose all rights of a partner agency. Once the problem(s) has been corrected, the agency can request its status to be reactivated.

Termination: A recipient agency's partnership with COVERD can be terminated by the CEO of COVERD if the violations are serious. The recipient agency shall be notified immediately if this occurs.

Important Documents

Outcome Slips (Surveys) for Clients

The next two pages are the survey that should be completed when:

1. A client gets diapers from a partner for the first time.
2. Twice annually from all clients getting diapers in the months surveys are requested by SCDB.

-The first page has 3 Sweet Cheeks surveys in Spanish.

-The second page has 3 Sweet Cheeks surveys in English.

-The third page has 2 Sweet Cheeks surveys in Nepali.

-The fourth page has 3 Tidal Babe Period Bank surveys in English

Print the language(s) you need and cut into slips before distribution. Collect, and return them to Sweet Cheeks on your pick-up day.

There is now a digital Google Forms version of the English And Spanish SCDB Outcome Survey, and the English TBPB Survey. The QR code is on the corresponding survey slip. You have the option to assist clients to use the digital version. As long as your agency is selected in the survey, you will receive credit, and the data will be included in your agency's outcome report.

This is the QR code for the English version.

A standalone file is available upon request.

These are the links to the SCDB Outcomes Google Form

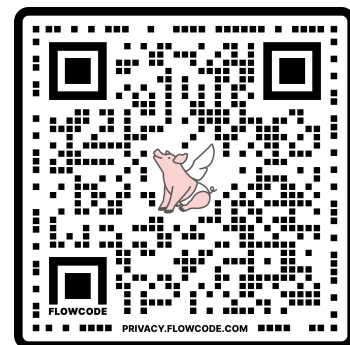
(subject to change):

English: <https://forms.gle/tsCcSempyir3vrWy7>

Spanish: <https://forms.gle/Pnti8o7rDC00LYPD7>

This is the link to the TBPB Outcomes Google Form (subject to change):

<https://forms.gle/r8uSv8DmsVtpFSsr6>



Organización: _____ **Fecha:** _____ **# de niños con pañales:** _____

¿Cantidad de adultos que trabajan en su núcleo familiar? 0 1 2 o más

¿Cuánto tiempo llevan recibiendo pañales de Sweet Cheeks Diaper Bank?

Esta es mi primera vez Aprox. un mes Algunos meses Muchos meses Aprox. un año

¿Cómo se siente en cuanto a la cantidad de pañales recibidos?

No es suficiente Es perfecta Es demasiada

Recibir la ropa interior de entrenamiento/pañales para mi(s) hijo(s) me permite (marque todos los que correspondan):

-Llevar a mi hijo/a a la guardería -Reducir el estrés -Ir a trabajar -Comprar comida -Buscar trabajo
-Hacer más feliz a mi hijo/a -Ayudar a mi hijo/a a ser más saludable -Ir a la escuela o a capacitación laboral
-Pagar una cuenta -Comprar artículos no alimenticios como pasta de dientes o jabón
-Ahorrar dinero para: _____ -Otros: _____



¿Hay algo que quiera que sepa Sweet Cheeks Diaper Bank?

Organización: _____ **Fecha:** _____ **# de niños con pañales:** _____

¿Cantidad de adultos que trabajan en su núcleo familiar? 0 1 2 o más

¿Cuánto tiempo llevan recibiendo pañales de Sweet Cheeks Diaper Bank?

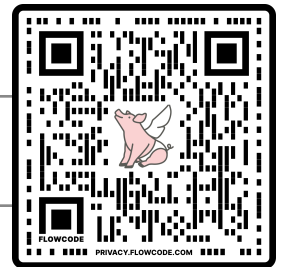
Esta es mi primera vez Aprox. un mes Algunos meses Muchos meses Aprox. un año

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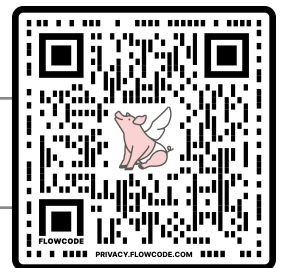
Esta es mi primera vez Aprox. un mes Algunos meses Muchos meses Aprox. un año

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-Pagar una cuenta -Comprar artículos no alimenticios como pasta de dientes o jabón
-Ahorrar dinero para: _____ -Otros: _____



¿Hay algo que quiera que sepa Sweet Cheeks Diaper Bank?

Organization: _____ **Today's Date:** _____ **# Children in Diapers:** _____

Number of working adults in your household? 0 1 2 or more

About how long have you been getting diapers from Sweet Cheeks Diaper Bank?

This is my first time About a month A few months Many months About a year

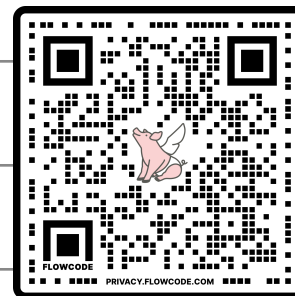
How do you feel about the number of diapers received?

It is not enough It is just right It is too much

Receiving these pull-ups/diapers for my child(ren) allows me to (circle all that apply):

- Take child to daycare -Reduce stress -Go to work -Buy food -Look for work
- Make my child happier -Help my child be healthier -Go to school or job training -Pay a bill
- Buy non-food items like toothpaste or soap -Save money for: _____ -Other: _____

Is there anything you want Sweet Cheeks Diaper Bank to know?



Organization: _____ **Today's Date:** _____ **# Children in Diapers:** _____

Number of working adults in your household? 0 1 2 or more

About how long have you been getting diapers from Sweet Cheeks Diaper Bank?

This is my first time About a month A few months Many months About a year

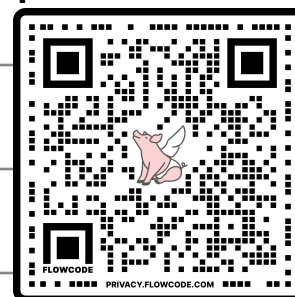
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Is there anything you want Sweet Cheeks Diaper Bank to know?



Organization: _____ **Today's Date:** _____ **# Children in Diapers:** _____

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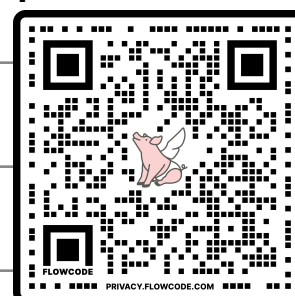
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- Make my child happier -Help my child be healthier -Go to school or job training -Pay a bill
- Buy non-food items like toothpaste or soap -Save money for: _____ -Other: _____

Is there anything you want Sweet Cheeks Diaper Bank to know?



Sweet Cheeks Diaper Bank Partner Client Survey- Nepali

संस्था: _____ आजको मिति: _____ # डायपर लगाउने बच्चाहरू: _____

तपाईंको परिवारमा रोजगार गर्ने वयस्कहरूको सङ्ख्या? 0 1 2 वा धेरै

तपाईंले स्विट चिक्स डायपर बैंकबाट डायपर लिन थालेको लगभग कति समय भयो?

यो मेरो पहिलो पटक हो लगभग एक महिना केही महिना धेरै महिना लगभग एक वर्ष

पाएको डायपरहरूको सङ्ख्याका बारेमा तपाईंलाई कस्तो लाग्छ?

यो पर्याप्त छैन ठिक्क मात्र छ अत्याधिक धेरै छ

मेरो बच्चा(हरू) का लागि यी पूल-अप/डायपरहरू पाउँदा मलाई निम्न कुराहरूमा सहायता पुग्छ (लागु हुने सबैमा चिन्ह लगाउनुहोस्):

-बच्चालाई दिवास्याहारमा लान - तनावमा कमी ल्याउन - काममा जान - खाने कुरा किन्न - काम खोज्न
-मेरो बच्चालाई खुशी राख्न -मेरो बच्चालाई अझ स्वस्थ बनाउन -स्कूल जान वा रोजगार तालीममा जान -बिल तिर्न
-गैर-खाद्य वस्तु जस्तै टूथपेस्ट वा साबुन किन्न -निम्न कामका लागि पैसा बचाउन: _____ -अन्य: _____

के तपाईं स्विट चिक्स डायपर बैंकलाई अरु केही कुरा जनाउन चाहनुहुन्छ?



Sweet Cheeks Diaper Bank Partner Client Survey- Nepali

संस्था: _____ आजको मिति: _____ # डायपर लगाउने बच्चाहरू: _____

तपाईंको परिवारमा रोजगार गर्ने वयस्कहरूको सङ्ख्या? 0 1 2 वा धेरै

तपाईंले स्विट चिक्स डायपर बैंकबाट डायपर लिन थालेको लगभग कति समय भयो?

यो मेरो पहिलो पटक हो लगभग एक महिना केही महिना धेरै महिना लगभग एक वर्ष

पाएको डायपरहरूको सङ्ख्याका बारेमा तपाईंलाई कस्तो लाग्छ?

यो पर्याप्त छैन ठिक्क मात्र छ अत्याधिक धेरै छ

मेरो बच्चा(हरू) का लागि यी पूल-अप/डायपरहरू पाउँदा मलाई निम्न कुराहरूमा सहायता पुग्छ (लागु हुने सबैमा चिन्ह लगाउनुहोस्):

-बच्चालाई दिवास्याहारमा लान - तनावमा कमी ल्याउन - काममा जान - खाने कुरा किन्न - काम खोज्न
-मेरो बच्चालाई खुशी राख्न -मेरो बच्चालाई अझ स्वस्थ बनाउन -स्कूल जान वा रोजगार तालीममा जान -बिल तिर्न
-गैर-खाद्य वस्तु जस्तै टूथपेस्ट वा साबुन किन्न -निम्न कामका लागि पैसा बचाउन: _____ -अन्य: _____

के तपाईं स्विट चिक्स डायपर बैंकलाई अरु केही कुरा जनाउन चाहनुहुन्छ?



Organización: _____ **Fecha:** _____

¿Hay algún adulto en su hogar trabajando fuera de su hogar? Sí No

¿Obtener productos menstruales en esta agencia o escuela te ayuda a sentirte conectada con otros servicios comunitarios? Sí No

¿Obtener productos menstruales en esta agencia o escuela te ayuda a sentir que la comunidad se preocupa por ti? Sí No

Recibir productos menstruales me permite (marque todo lo que corresponda):

- Reducir el estrés
- Salir de mi casa
- Pagar una factura
- Sentirse más limpia
- Ir a trabajar
- Comprar la comida
- Sentirse menos frustrada
- Ir a la escuela o capacitación laboral
- Comprar la ropa
- Sentirse más saludable
- Comprar artículos no alimenticios como pasta de dientes o jabón
- Sentirse cómoda para llevar a cabo las actividades diarias
- Pagar el transporte
- Ahorrar dinero para:

¿Hay algo que quieras que Tidal Babe Period Bank sepa?

Organización: _____ **Fecha:** _____

¿Hay algún adulto en su hogar trabajando fuera de su hogar? Sí No

¿Obtener productos menstruales en esta agencia o escuela te ayuda a sentirte conectada con otros servicios comunitarios? Sí No

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Organización: _____ **Fecha:** _____

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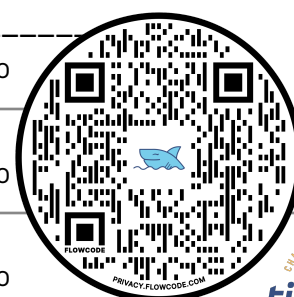
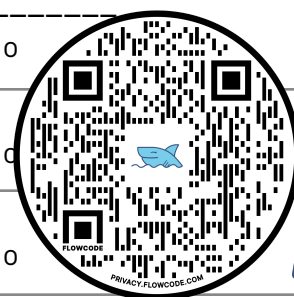
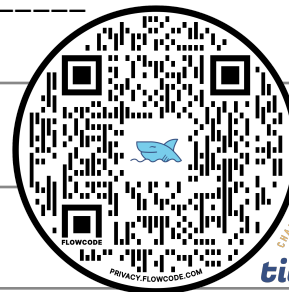
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- Sentirse cómoda para llevar a cabo las actividades diarias
- Pagar el transporte
- Ahorrar dinero para:

¿Hay algo que quieras que Tidal Babe Period Bank sepa?



Organization: _____

Today's Date: _____

Is an adult in your household working outside your home?

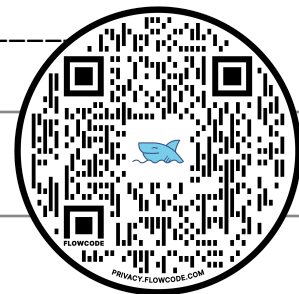
Yes No

Does getting period products at this agency or school help you feel connected to other community services?

Yes No

Does getting period products at this agency or school help you feel like the community cares about you?

Yes No



Receiving period products allows me to (check all that apply):

- Reduce stress
- Leave my Home
- Pay a bill
- Feel cleaner
- Go to work
- Buy food
- Feel less frustrated
- Go to school or job training
- Buy clothing
- Feel healthier
- Buy non-food items like toothpaste or soap
- Feel comfortable to carry on daily activities
- Pay for transportation (car payment/repairs, gas, bus pass, ride)
- Save money for:



Is there anything you want Tidal Babe Period Bank to know?

Organization: _____

Today's Date: _____

Is an adult in your household working outside your home?

Yes No

Does getting period products at this agency or school help you feel connected to other community services?

Yes No

Does getting period products at this agency or school help you feel like the community cares about you?

Yes No



Receiving period products allows me to (check all that apply):

- Reduce stress
- Leave my Home
- Pay a bill
- Feel cleaner
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- Buy clothing
- Feel healthier
- Buy non-food items like toothpaste or soap
- Feel comfortable to carry on daily activities
- Pay for transportation (car payment/repairs, gas, bus pass, ride)
- Save money for:



Is there anything you want Tidal Babe Period Bank to know?

Organization: _____

Today's Date: _____

Is an adult in your household working outside your home?

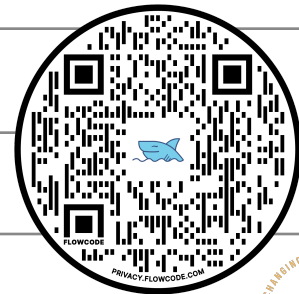
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Does getting period products at this agency or school help you feel connected to other community services?

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- Feel comfortable to carry on daily activities
- Pay for transportation (car payment/repairs, gas, bus pass, ride)
- Save money for:



Is there anything you want Tidal Babe Period Bank to know?

Partner Agency Collaborative Agreement

(also known as the Partner Agreement Renewal Form for returning partners)

The next three pages are a copy of the Renewal Form completed annually by a Partner Agency, using a Google Form.

General Collaborative Partnership Agreement

Agency Name: _____

Program: Sweet Cheeks Diaper Bank

Tier	# of Kids	# of Diapers/ Month	Retail Value Annually	Annual Fee No Volunteer Hours	Annual Fee w/ Volunteer Hours
1	1-25	50-1,250	Up to \$4,500	\$150	\$100, 10 hours
2	26-75	1,300-3,750	Up to \$13,500	\$350	\$250, 10 hours
3	76-150	3,800-7,500	Up to \$27,000	\$500	\$400, 10 hours
4	151-200	7,550-10,000	Up to \$36,000	\$650	\$550, 15 hours
5	201-250	10,050-12,500	Up to \$45,000	\$800	\$700, 15 hours
6	251-400	12,550-20,000	Up to \$72,000	\$1,200	\$1100, 15 hours

Please indicate your SCDB Tier for 20____ Distribution Tier: _____

Program: Tidal Babe Period Bank

Tier	# of Kits	Retail Value Annually	Annual Fee No Volunteer Hours	Annual Fee w/ Volunteer Hours
1	1-25	Up to \$2,250	\$50	\$25, 10 hours
2	26-50	Up to \$4,500	\$100	\$50, 10 hours
3	51-100	Up to \$9,000	\$150	\$100, 10 hours
4	101-150	Up to \$13,500	\$175	\$150, 10 hours
5	151-200	Up to \$18,000	\$200	\$175, 10 hours
6	201-250	Up to \$22,500	\$300	\$250, 15 hours

Tier 6 updated/corrected January 2024

Please indicate your Tidal Babe Tier for 20____ Distribution Tier: _____

FOR: COVERD Greater Cincinnati: We ask our partner agencies to complete at least **2 items from the following** list during the 12-month timeframe of this agreement. Please mark which items will work best for your agency below. If you're not sure right now, keep us posted throughout the year as you complete them.

_____ Host a diaper drive for SCDB and/or a period supply drive for TBPB.

_____ Put the SCDB / TBPB logo on your agency website with a link out to our website.

_____ Write us into your grant request applications.

_____ Highlight us in a newsletter, blog post, or other external stakeholder communication.

_____ Propose an idea to support the work of COVERD. (For example, do you have a box truck that COVERD could use for a mobile wrapping event, or another resource you would be interested in sharing?)

*** It is a requirement that** the person managing your diaper and/or period kit distributions AND their manager attend the Annual Partner Meeting at COVERD Greater Cincinnati each January.

*** It is a requirement that** each partner agency send us 2 stories about the impact our products have had on their clients' lives and/or their organization/program's impact. (These can be anonymous!)

FROM: COVERD Greater Cincinnati: We will commit to the following list to help you promote your agency and its good work during the 12-month timeframe of this agreement.

1. We will highlight your agency and the work you do on social media.
2. We will include your agency name and a description of your services that include our diapers/period kits on our website, with a link out to your agency.
3. We will give you access to items for your clients that have been donated to us that we can't use.
4. We will include your name and/or logo in programs, presentations, annual reports, and other publications related to COVERD as appropriate.
5. We will provide data from our surveys about how SCDB diapers have impacted your clients.

The distribution of diapers/period kits is a cooperative effort between COVERD Greater Cincinnati and our Partner Agencies. Partner Agencies agree to the following to ensure the community can continue to receive this service:

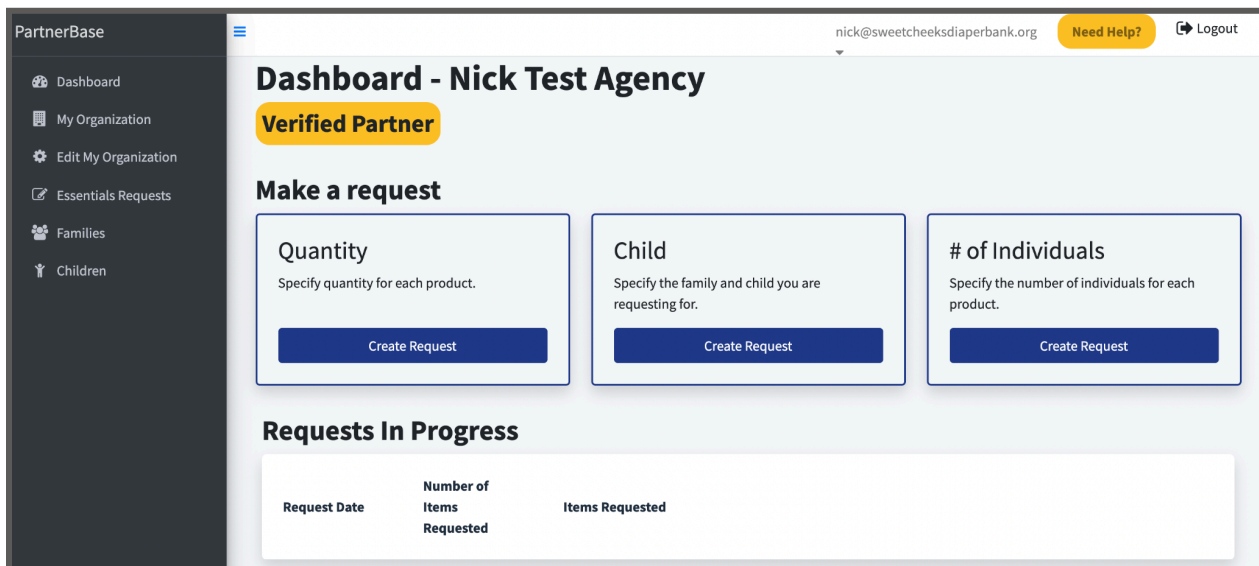
1. Follow all policies and procedures as outlined in the Partner Agency Manual.
2. To provide supplies received from SCDB/TBPB in a conscientious manner without discrimination on the basis of race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, marital or family status.
3. Supplies are to be distributed free of charge and cannot be sold, traded or bartered, nor may they be used for fundraising auctions or raffles.
4. Diapers/Period Kits provided may not be redistributed to other agencies for use.
5. The Partner Agency agrees to make every effort to avoid duplication of services with other agencies and to avoid providing COVERD Greater Cincinnati supplies to clients who sell, exchange, or barter these items.
6. At Sweet Cheeks Diaper Bank, we serve children from birth to age 4. Partner Agency agrees to adhere to the age guideline and actively encourage clients to begin potty training when appropriate. Partners may continue to distribute diapers to children with a diagnosed condition that interferes with reaching this developmental milestone. Partner agency agrees to communicate this continued need to SCDB.
7. Not to refer clients to visit the COVERD Greater Cincinnati office or warehouse for supplies.
8. Partner Agency hereby indemnifies, defends and holds harmless COVERD Greater Cincinnati, their affiliated agencies, officers, directors, contractors, agents, volunteers, and employees from any and all liabilities for the quality or safety of the product consisting of diapers, period supplies, and other items distributed by COVERD Greater Cincinnati.
9. The term of this agreement shall begin as of the date it is last signed by COVERD Greater Cincinnati and shall continue through the calendar year, unless the parties otherwise mutually agree in writing to terminate the Agreement.

Detailed Instructions

Submitting Your Monthly Order In PartnerBase

This does not cover the policies around ordering or how to determine what to order. That is provided in the [ordering](#) section. These are instructions for how to place your order once you understand your needs.

1. Log into Human Essentials/ PartnerBase at humanessentials.app (If you don't use Google Chrome, you may have issues completing your order or adding items to it.)
 - a. To set up or change accounts with access to your ordering, send the email addresses that need access to nick@sweetcheeksdiaperbank.org.
 - b. They will receive an email invitation from Human Essentials to create a log-in.
 - c. **For continuity, we strongly recommend creating an email address like ordering@partnerorganization.org.**
2. On the Dashboard, under "Make a Request" click one of the 3 "Create Request" buttons:
 - a. "Quantity" (Previously called "Bulk Request") - use this to place your order in terms of total numbers of diapers (# of children x 50 diapers)
 - b. "Child"- this option allows you to enter each of your agency's children served, and order diapers for those individuals.
 - c. "# of Individuals"- order by number of children served. This will do the math for you, just enter the number of individuals for each product.



3. Add a comment in the box under "Comments:" if there's something you'd like us to see. We see every comment when it's time to pull orders.

4. Next, select your first item from the “Select An Item” dropdown. You should only be able to see the products your agency has opted into. For example, you cannot order Fly & Dry or Tidal Babe products if you are only partnering with the Sweet Cheeks Diaper Bank program.

5. Next, enter the quantity needed. **NOTE: THIS NUMBER SHOULD NEVER BE DIAPER BUNDLES.**
 - a. For a “quantity” order of diapers, you’ll order the total number of diapers needed. (Ex. For 12 children receiving “Kids (Size 3)” this month, you’d enter “600” in the “Quantity” box, because 12 children multiplied by 50 diapers a month is 600 diapers.
 - b. If you selected a “# of Individuals” request, you can simply enter the # of individuals for each type of product. This will do the math for you (Ex. Ordering Size 2 diapers for 10 individuals means you will receive 500 size 2 diapers in your order).
6. Click “Add Another Item” to add a new line. Continue to add items until your entire order for the month is entered.
7. Once you have double checked your entire order has been entered, click the “Submit Essentials Request” button. There is no editing or undoing after it is submitted.

Comments:

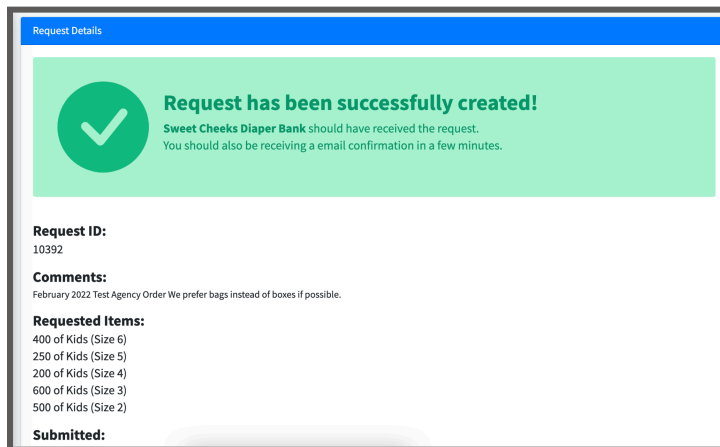
February 2022 Test Agency Order
We prefer bags instead of boxes if possible.

Item Requested	Quantity	
Kids (Size 2) ▼	500	Remove
Kids (Size 3) ▼	600	Remove
Kids (Size 4) ▼	200	Remove
Kids (Size 5) ▼	250	Remove
Kids (Size 6) ▼	400	Remove

[Add Another Item](#)

[Submit Essentials Request](#) [Cancel Request](#)

8. The request has been submitted.



9. If you wish to view it again, you can navigate to it by clicking “Essentials Requests” on the left bar and scrolling down to “Request History.” You cannot edit a request once it has been submitted. Email nick@sweetcheeksdiapebank.org if you made a mistake.

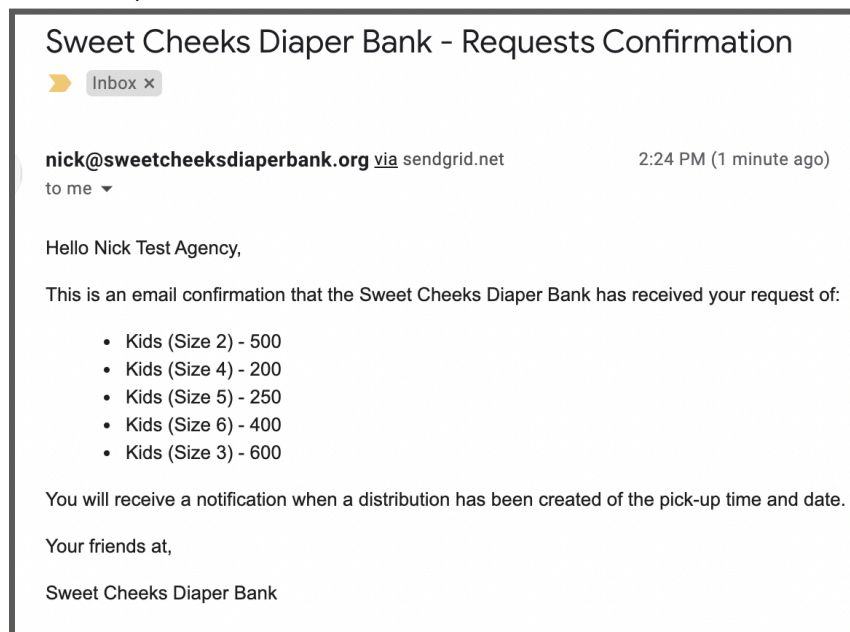
You also are now able to see your “Requests in Progress”, “Upcoming Distributions”, and “Prior Distributions” on your Dashboard:

Requests In Progress					
Request Date	Number of Items Requested	Items Requested			
11/08/2021	1950	500 Kids (Size 2)	600 Kids (Size 3)	200 Kids (Size 4)	250 Kids (Size 5) 400 Kids (Size 6)

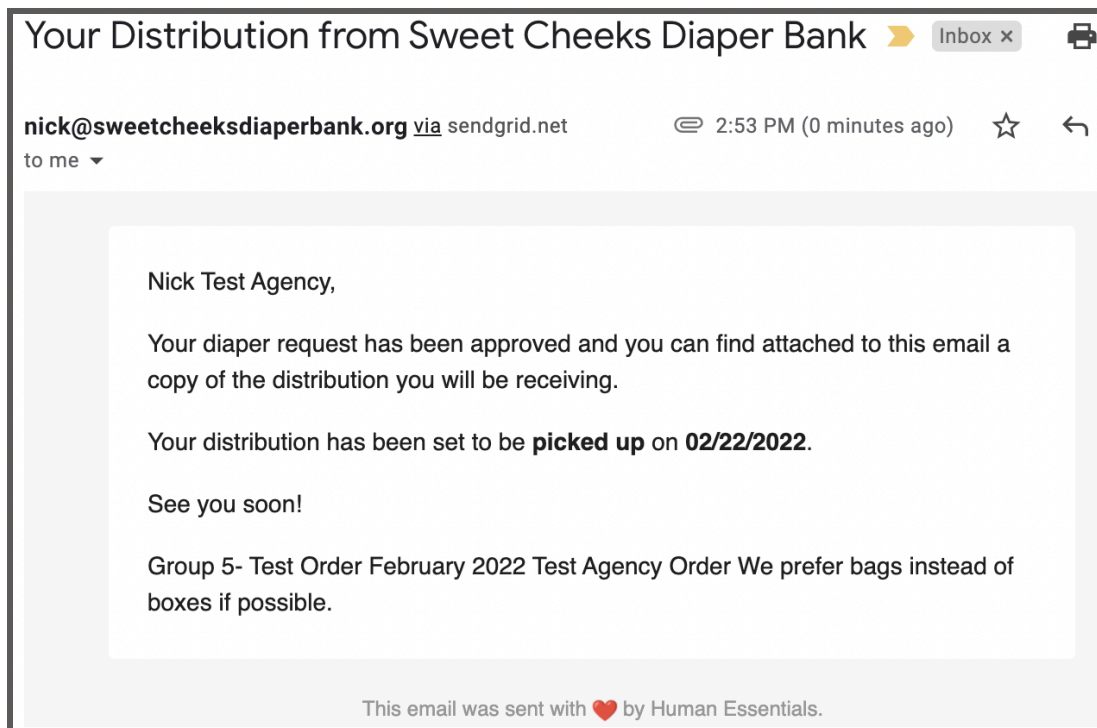
Upcoming Distributions		
Pick Up Date	Total Items	Items To Receive

Prior Distributions		
Distribution Date	Total Items	Items Received


10. You will receive an automatic email confirmation like the one below that your order has been submitted. This is an automated email and it only means that the request has been received. It does not mean that the order has been accepted.



11. When the order is accepted, you'll receive an automated email like this:



12. Attached to that email will be a distribution sheet. It includes pick-up date, time, and value of the order:



Sweet Cheeks Diaper Bank
1400 State Ave., Cincinnati, OH 45204
nick@sweetcheeksdiaperbank.org

Issued to:
Nick Test Agency

Issued on:
February 22 2022 9:00am

Items Received Year-to-Date:
1950

Comments:
Group 5- Test Order
February 2022 Test Agency Order
We prefer bags instead of boxes if possible.

Items Received	Value/item	In-Kind Value	Quantity	Packages
Kids (Size 2)	\$0.29	\$145.00	500	20
Kids (Size 3)	\$0.29	\$174.00	600	24
Kids (Size 4)	\$0.29	\$58.00	200	8
Kids (Size 5)	\$0.29	\$72.50	250	10
Kids (Size 6)	\$0.29	\$116.00	400	16
Total Items Received		\$565.50	1950	