



indiana  
diaper bank

# partner agency guide

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## **purpose of a diaper bank: an intermediary**

Diaper banks supply diapers to local communities through partner social service agencies. This approach limits unnecessary duplication of services, reduces administrative expenses, and works collaboratively to solve a basic human need at the community level for infants and young children. Often times, families with a diaper need also have other important needs. Local social service agencies that provide comprehensive programs and services are best qualified to meet diaper need and to become Indiana Diaper Bank partner agencies. By providing access to a reliable and steady source of diapers, Indiana Diaper Bank is giving an incentive to its partner agencies that could keep parents coming back to social programs that address a range of issues from food and diapers to medical and mental health. Together, Indiana Diaper Bank and its partner agencies can help families break the cycle of poverty.

## **our history**

Indiana Diaper Bank was founded with a 501 (c)(3) designation in 2017. It was launched by Indiana native, Rachael Suskovich and was a first of its kind in the Hoosier state. Today, it is the largest diaper bank in the state and has distributed over 1,000,000 diapers to families experiencing diaper need.

## **need for diapers**

At the time that Indiana Diaper Bank was founded, there were over 350 community-based diaper banks across the United States. Indiana was one of the last states to adapt this initiative, as well as being ranked higher than the national average for families experiencing poverty. The National Diaper Bank Network (NDBN) named Indiana as a “diaper desert” due to a lack of diapering resources. Through our efforts and partnerships, Indiana Diaper Bank is on a mission to reverse this and make diapers available to all Indiana families in need. The primary goal of a diaper bank is to bridge the gap in available resources of a communities neediest and most vulnerable populations. Diaper banks are in the unique position to efficiently distribute diapers to those who need them the most.

## **affects of diaper need**

Diaper need is defined as not having enough diapers to keep a baby clean, dry and healthy. One in three families experience diaper need. Government assistance programs like WIC, SNAP, and TANF do not cover the costs for diapers, making diapering a distinct financial challenge. Diaper need can lead to serious impacts on the well-being of those experiencing it: physical, emotional, and educational developmental delays for children, severe infections leading to increased medical care, an emotional disconnect between child and parent when their needs are not being met, and mothers experiencing a decline in maternal health. The majority of independent childcare centers require caregivers to supply diapers. Without them, children lose access to early education opportunities and parents miss work or school, hence furthering their financial burden.

## criteria for partner agencies

Indiana Diaper Bank does not have the ability to provide diapers to every organization in need. Selection criteria has been established to ensure a truly collaborative and long-term relationship with our partners. All current and potential partner agencies are required to complete the partner application on an annual basis. Partnership will be evaluated and cannot be guaranteed.

### minimum criteria

- 501 (C)(3) status as defined by the IRS
- In good standing with national affiliates or parent organizations (if applicable)
- 80% of clients anticipated to receive diapers fall below the federal poverty level
- Has at least two years of 990 Filings posted publicly

### additional consideration

- Focus on the Most Excluded - Our partners reach the children of the “last mile” –those who are economically and socially excluded due to race, gender, social class, ethnicity, sexual orientation, national origin, or other defining characteristics.
- Community Involvement - We prioritize organizations that are rooted in their community and operate with community input, involvement, and investment, embracing the community as an integral part of their success.
- Effectiveness - We prioritize organizations that can demonstrate sustained, meaningful improvement in the lives of the children and youth they serve.
- Empowerment - We prioritize organizations that engage children and youth as active participants in their own growth and development, rather than as passive recipients of services.
- Innovation and Creativity - We prioritize organizations that tackle old problems in new ways, demonstrating innovation and creativity in their program strategies and approaches.
- Strong Leadership- We prioritize organizations that have committed, respected, and strong leadership with a vision for change.

## **what to expect in a partnership**

### **available supplies**

Indiana Diaper Bank's inventory is mainly a result of donations collected from community diaper drives. Therefore specific materials/sizes/brands may not always be available. Every effort will be made to meet diaper requests. Child diapers newborn through Size 6, and training pants 2T-5T are prioritized in Indiana Diaper Bank's inventory. Any additional baby essential products, such as wipes and creams are available on a co-op basis. IDB has access to wholesale pricing. If your partner agency would like to purchase wipes at our cost of \$1/package, you can add that to your monthly request.

### **diaper bundles**

Newborn through Size 6 & Training Pants come in quantities of 25. Each bundle is labeled with the diaper size and may include a children's book, an infographic, informational flyers, etc. Each bundle will come with a QR code label on the bundle to be scanned for the recipient survey. Partner agencies should request the amount of bundles based on the amount of diaper-wearing children they serve per month. Every effort to avoid stockpiling diapers should be made.

### **Partner Agency requests**

The appointed partner agency site contact can submit one diaper request per month via online submission through PartnerBase. Requests are due prior to the first day of each month. PartnerBase is part of our online inventory management system and allows us to streamline the diaper request process, as well as keep our partners up-to-date on current inventory, communications, and adjustments. As a partner, you will be invited to create a profile in PartnerBase and fill out the appropriate fields.

### **partner pick up days**

Diaper requests are currently distributed on the second Wednesday of each month from 10am-12pm and are APPOINTMENT BASED ONLY. Each partner agency will be invited to reserve a 15 minute time-slot to pick up their diapers. Other arrangements for pickup/drop off can be made.

### **data collection**

Indiana Diaper Bank requires partner agencies to submit a short survey for each diaper recipient. In effort to make this process as simple and efficient as possible, Indiana Diaper Bank has created an online survey that can be filled out directly by the diaper recipient. The data collection process will be reviewed with all organizations that become a part of the Diaper Distribution Network.

## **partner collaboration**

We can end diaper need when we all work together. We value each partner agency and hope to find unique ways to collaborate throughout the partnership. Hosting a community event? We want may be able to bring diapers! Have a touching story about how the diapers helped a young family? We would love to hear it. Hosting a diaper drive? We have hosted countless diaper drives and would like to share any information you would find helpful. Reach out to us, we are here to work together for the greater good.

## **annual luncheon**

Held each fall, Indiana Diaper Bank hosts a casual lunch and learn in effort to deepen the relationship between Indiana Diaper Bank and its partner agencies, as well as a networking space for agencies to share stories, ideas, and implementations/methods to help end diaper need.

## **service fees**

Partner agencies are assigned a tier level based on projected children served per month. Tier levels and associated costs are reviewed during the application process.

## **Partnership termination**

A Partner Agency's partnership with Indiana Diaper Bank can be terminated Indiana Diaper Bank if violations are serious. The partner agency will be notified immediately if this occurs.

Examples of violations include, but are not limited too:

- Exchanging diapers or other products received by Indiana Diaper Bank for money, property, or services.
- Using donated goods for private gain.
- Using IDB's diapers and other products for something other an the distribution to a family in need. IDB diapers used in your program are to be used for the express purpose of use by a child recipient in your program.
- Delinquency or discrepancy of reporting data.
- Losing 501(c)3 status.
- Violating the basic agreement between Partner Agency and Indiana Diaper Bank.



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# application checklist

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☐

Review Indiana Diaper Bank's  
Partner Agency Guide

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Complete the Partner Agency Application

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Email your application to  
[rachael@indianadiaperbank.org](mailto:rachael@indianadiaperbank.org)

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Attach the organization's 501(C)3  
determination letter or letter of good standing  
from your affiliate organization

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A representative from Indiana Diaper Bank  
will reach out to you!