



The success of HappyBottoms.org is dependent upon strong partnership with community agencies that share a commitment to the mission of distributing diapers to families in need. Strong and effective communication between HappyBottoms.org and its participating agencies is required to achieve success.

This manual provides the guidance and procedures necessary for successfully accomplishing the goal of getting diapers to those in need. This manual will change as we grow and learn as partners along the way.



## **Policies and Procedures**

### ***Partner Agreement Application***

Each agency must submit the Partner Agreement to HappyBottoms.org. The agreement must be completed in full and accompanied by proof of the agency's 501c3 status or that it is a part of a public school or a church in good standing. The application must be signed by the director of the agency.

### ***Client Application***

Agencies must provide diapers to those in need without discrimination and diapers must be distributed free of charge. An application is attached for your use if you would like to track individuals receiving diapers from your organization. This may help your record keeping and insure the diaper system is not being abused. At this time we do not require that you use this form.

### ***Monthly Distribution Log and Reporting Form***

All agencies are required to submit a statistical report of their diaper distribution activity for each month. The report consists of the number of children and families served each month and some brief demographic information. HappyBottoms.org relies on these statistics for its fiscal reporting and grant writing functions.

Reports are due quarterly before your next distribution and should be sent in with your quarterly estimate sheet. The reports can be emailed to [jill@happybottoms.org](mailto:jill@happybottoms.org). Please be sure the form is complete. When reporting diaper distribution, reports should include the number of individual diapers, *not packs or cases*.

### ***Delivery Procedures***

Please make sure that agency staff is aware of your diaper delivery date. Designate an appropriate amount of staff to receive order. If diapers are stored a fair distance from the entrance of your building, you might consider using a hand truck or cart to transport diapers to locked storage area.

**\*If you are unable to make your scheduled appointment, please call to cancel at least 24 hours in advance. 816-589-5676**



*How Agencies Distribute Diapers*

<b>Daily Distribution</b>	Giving clients diapers on a daily basis will work for day care centers where parents and/or children are seen on a daily basis and the employees of the centers are actually using the diapers with the child.
<b>Weekly Distribution</b>	Giving clients diapers on a weekly basis can be used by agencies that see clients weekly or are using diapers as an incentive. Some agencies give diapers to clients only after the clients attend a class or group of some kind.
<b>Monthly Distribution</b>	Giving clients diapers on a monthly basis will work for organizations that have an ongoing relationship with their clients and know that the client will use the diapers responsibly.
<b>Emergency supply</b>	Giving clients diapers as an emergency measure works best if the agency does not have a long term relationship with its clients.

**HappyBottoms.org must know what type of distribution your agency uses. If this changes, please inform us.**



## *Suspension and Termination Policies*

Agencies can be suspended or terminated for certain violations or infractions. These include:

- Exchanging diapers or other products received from HappyBottoms.org for money, property or services.
- Using donated goods for private gain.
- Using donated diapers or other products in a manner that is not related to tax-exempt purposes. Diapers are donated to our agency with the express purpose of being distributed to the needy. Therefore, no HappyBottoms.org donations can be used for fundraising for other agencies.
- Delinquency of monthly reporting.
- Losing 501c3 status.
- Violating the basic agreement between itself and HappyBottoms.org.