



Creating Opportunities & Success Through Diapers

December 1, 2023

Dear Partner Agencies,

If your organization is new to our service network, welcome! For all of our returning partners: we look forward to our continued work together. We truly appreciate your agency's efforts to end diaper need, as well as its overall support of children and families in our community.

How It Works

- 1) Please review the 2024 *Partner Agency Manual* with care.
- 2) **Complete and return the 2024 Collaborative Partnership Agreement to PDX Diaper Bank by Friday, December 22nd.** We must receive a signed agreement to provide diapers to your organization in 2024. On the agreement, don't forget to indicate the desired tier level of your organization (with or without volunteer hours) as set forth in the agreement.
- 3) Notify your Executive Director and/or billing department regarding the partnership.

Fee for Service

No payment is due at this time for 2024 services. Invoices will be sent to all partner agencies at the end of each calendar year for services rendered. Please monitor the partnership throughout the year as your organization will be billed accordingly based upon services provided. For your convenience, the quantity of diapers received year-to-date can be located on your monthly diaper distribution invoices (attached to distribution emails).

Please don't hesitate to reach out if you have any questions or concerns at (971)258-2883 or by email at rachel@pdxdiaperbank.org. Ultimately, our mission is to provide diapers to families in need. For that reason, there continues to be no service fee for our Tier 1 partners.

Respectfully,

A handwritten signature in black ink, appearing to read "Rachel Alston", written in a cursive style.

Rachel Alston
Executive Director

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