



Creating Opportunities & Success Through Diapers

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 *2025 Partner Agency Manual* with care.
- 2) **Complete and return the *2025 Collaborative Partnership Agreement to PDX Diaper Bank by Friday, December 15<sup>th</sup>*. We must receive a signed agreement to provide diapers to your organization in 2025. 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 2025 services. Invoices will be sent to all partner agencies at the end of the calendar year for services rendered. Please monitor partnership status throughout the year [HERE](#), as your organization will be billed accordingly based upon services provided by PDX Diaper Bank. Fee for service is determined by the approximate clients supported via services from PDX Diaper Bank. For your convenience, the quantity of diapers received year-to-date can be located on your monthly diaper distribution invoices (attached to distribution emails), or viewed in *Human Essentials*.

Please don't hesitate to reach out if you have any questions or concerns. For questions relating to diaper requesting or pickup processes, please email [Myranda@pdxdiaperbank.org](mailto:Myranda@pdxdiaperbank.org). For billing questions, please call (971)258-2883 or email at [Rachel@pdxdiaperbank.org](mailto:Rachel@pdxdiaperbank.org). Ultimately, our mission is to provide equitable access to diapers for 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