



2024/2025 Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is made between Milwaukee Diaper Mission (MDM) and City of Milwaukee Health Department Birth Outcomes Made Better (BOMB) Doula Program. It outlines the terms, conditions, and understandings of the parties in connection with this arrangement whereby MDM will provide City of Milwaukee Health Department regular access to diapers, wipes, and period supplies for their programming.

About Milwaukee Diaper Mission

As Milwaukee’s basic needs bank, Milwaukee Diaper Mission empowers families in need by providing a reliable source of free diapers and period supplies.

To achieve this mission, we partner with existing social service agencies to distribute free products to the community. These partner agencies add diapers and period supplies to the ways that they are supporting families and individuals in Milwaukee.

Our commitment to your agency:

Milwaukee Diaper Mission commits to the following list to support your agency and its good work during the 12-month term of this agreement.

1. We will invite you to place regular orders for diapers, wipes, and period supplies in a disposable and reusable option. Please note that we cannot guarantee brand.
2. In the event that we are unable to purchase or source the diapers, wipes, and/or period supplies needed for your programming, we will notify you promptly to discuss any delays or adjusted orders.
3. We will highlight your agency/work on social media.
4. We will include your agency name and a description of your services that include our diapers/period kits on our website, with a link to your agency website.
5. We will give you access to items for your clients that have been donated to us that we can’t use.
6. We will include your name and/or logo in programs, presentations, annual reports, and other publications related to MDM as appropriate.
7. We will provide data from our surveys about how MDM diapers have impacted your clients.

_____ Initial

Agency Name:

Your commitment to MDM:

This partnership agreement lasts for 12 months, beginning January 2024. Partners in good standing with the following requests will be considered for partnership renewal. Please initial each of the following requirements:

_____ Display the MDM logo with a link on your agency website.

_____ Meet with an MDM representative annually to renew your partnership agreement.

_____ Collaborate with MDM to submit at least 2 stories or surveys about the impact of our work on your staff or clients. Either coordinate with MDM to host in person interviews of staff/clients, or ensure that at least 2 surveys are completed.

_____ Share the data, as permissible by law, that your organization collects regarding individuals served, including but not limited to zip codes served, demographics of individuals served (race/ethnicity, age, gender, etc), % of individuals served who are low income

_____ Place your monthly orders and schedule your pickup appointments on time, and communicate with us promptly if you are not able to schedule on time.

_____ Make your order pickups as scheduled, and communicate with us promptly if you are not able to pick up as scheduled.

_____ Communicate openly and regularly about your sources for basic needs products so we can plan accordingly if your needs change due to receiving items from other organizations.

_____ Diapers will be packed into reusable, nylon laundry bags. Partners are required to return the previous month's bags at the time of order pick up.

We also ask for your commitment to the following policies and practices so that we can continue to provide this service to the community:

1. Provide supplies received from MDM 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.
2. Provide supplies to clients or program participants free of charge; MDM supplies cannot be sold, traded or bartered, nor may they be used for fundraising auctions or raffles.
3. Storage of diapers and other supplies should be secure.
4. Avoid redistributing to other agencies for use; please direct these agencies to partner with us directly.
5. Avoid providing supplies to individuals who sell, exchange or barter the items.
6. We are unable to distribute supplies directly to families from our warehouse; please avoid referring clients to our address.

If we receive information to suggest that these policies or practices are being violated, we reserve the right to discontinue our partnership with you.

_____ Initial

Agency's Estimated Distribution Needs

Please indicate your estimated level of **DIAPER** distribution if there were no limit to the number of children we could support:

Estimated # of children who need disposable diapers:	
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Tier	# of Kids	# of Diapers per Month	Retail Value Annually
1	1-25	25-625	Up to \$2,250
2	26-75	650-1,875	Up to \$5,200
3	76-150	1,900-3,750	Up to \$11,700
4	151-200	3,775-5,000	Up to \$15,600
5	201-250	5,025-6,250	Up to \$19,500

Please indicate your estimated level of **PERIOD KIT** distribution if there were no limit to the number of kits we could provide:

# of individuals who need disposable period supplies:	
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Tier	# of Kits Per Month (same as individuals served)	Retail Value Annually
1	1-25	Up to \$2,250
2	26-50	Up to \$4,500
3	51-100	Up to \$9,000
4	101-150	Up to \$13,500
5	151-200	Up to \$18,000

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Agreement Terms, Suspension, and Termination

The partnership with Milwaukee Diaper Mission is extended to recipient agencies for an annual period. MDM and partner agencies will review and re-commit to the partnership on an annual basis. Milwaukee Diaper Mission shall investigate any complaint or violation reported to us. If violations or infractions of our above stated policies occur, Milwaukee Diaper Mission reserves the right to suspend or terminate the partnership. Examples of violations include:

- Exchanging diapers or other products received from Milwaukee Diaper Mission for money, property or services.
- Using donated goods for private gain.
- Using MDM diapers and other products for something other than the distribution to a family in your program. Diapers and period supplies are donated to MDM or purchased by us with the express purpose of use by a person in the recipient agency's program. MDM diapers and/pr period products may not be used for fundraising purposes or given to another agency.
- Delinquency of reporting.
- Violating the basic agreement between itself and Milwaukee Diaper Mission.

Suspension: A recipient agency may be suspended at the complete discretion of MDM 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 Milwaukee Diaper Mission can be terminated at the complete discretion of MDM, by the Executive Director and/or Board President of MDM, if the violations are serious. The recipient agency shall be notified immediately if this occurs.

If your agency representative, employee or agent sustains an injury during the pick up time, it is neither the fault nor the responsibility of Milwaukee Diaper Mission. MHD has represented that they are self-insured as a governmental agency and shall produce a letter to that effect for MDM to retain in its files.

It will be the responsibility of the recipient agency to ensure any staff that will have contact with the diaper distribution program are aware of the provisions of the MDM Partner Agency Manual. Additionally, the partner agency agrees that it will not in any way represent that partner agency is an employee or agent of Milwaukee Diaper Mission. Nothing herein shall be construed as creating an employee/employer relationship between the parties.

As a public entity, MHD is unable to indemnify or hold harmless MDM. However, the Parties agree that MDM and MHD are each liable for their own acts, omissions and liabilities. MDM expressly disclaims any and all liabilities for the quality or safety of the product consisting of diapers, period supplies and other items distributed to MHD.

The term of this agreement shall begin as of the date it is last signed by Milwaukee Diaper Mission and shall continue for one (1) year from the date, unless the parties otherwise mutually agree in writing to terminate the Agreement.

_____ Initial

Signature Page

Partner Agency:

Agency Representative Name _____
Date

Agency Representative Signature _____
Date

Program Lead Name (if different than agency representative) _____
Date

Program Lead Signature (if different than agency representative) _____
Date

Milwaukee Diaper Mission:

MDM Representative Name _____
Date

MDM Representative Signature _____
Date

Program Lead Name (if different than agency representative) _____
Date

Program Lead Signature (if different than agency representative) _____
Date

Additional Helpful Information for Partner Agencies

What does Milwaukee Diaper Mission Provide?

Disposable Diapers and Pull-Ups

- Distribution Method: Disposable diapers and Pull-Ups are distributed in bundles of 25, with labels to indicate their size. Adult or Youth Diapers may be distributed in their original packaging. Disposable diapers may be requested monthly via Human Essentials.
- Sizes Available: MDM commits to being a reliable source of disposable diapers in sizes Newborn through Size 6. We also collect Size Premie, Size 7, and Pull-Ups and will distribute items in these sizes as often as we're able, but may not be able to consistently provide amounts requested. If we can't meet our partner's requests for those items, we will do our best to split up the stock we do have fairly among partner agencies. Please note that we cannot guarantee specific brands for any items.
- Adult and Youth diapers are also available in limited quantities. When we have these items in stock, they will be listed in Human Essentials for you to order.

Disposable Baby Wipes

- Distribution Method: Wipes are distributed by the pack and may be requested monthly via Human Essentials.
- Quantities Available: MDM will endeavor to provide each partner with wipes each month. Occasionally due to cost or supply shortages, we may not be able to provide wipes or may send less than the total requested, but we will do our best to make sure every partner who requests wipes receives close to the amount they have asked for. If our vendors have a shortage that results in us being unable to supply wipes, we will notify partners as soon as possible.

Disposable Period Kits

- Distribution Method: Period Kits each contain 25 individually wrapped disposable period products. Pad kits contain 25 pads, and when possible we will include a variety of absorbencies. Tampon kits include 20 tampons, 5 overnight pads, and an information sheet on Toxic Shock Syndrome in English and Spanish. Both kits may be requested monthly via Human Essentials.
- Quantities Available: Occasionally due to cost or supply shortages, we may not be able to provide the full amount of period kits requested, but we will do our best to make sure every partner who requests period kits receives close to the amount they have asked for.

Cloth Diaper Kits

- Distribution Method: Cloth Diaper Kits are made to order, and contain enough cloth diapers for 24 changes, accessories, and an information packet to help guide parents new to cloth diapering. Info packets are currently available in English and Spanish. If we receive an order for a Cloth Diaper Kit from your agency or for pickup at your agency, we will include it with your monthly order, labeled with the agency name or designated pick up person.
- How to order a cloth kit:
 - Agencies can email Lily to request a kit on behalf of a client, or add their request to the comment box in their Human Essentials order
 - A client can fill out the request form on our website ([cloth program — milwaukee diaper mission](#)).
- Sizes and Styles Available: We offer cloth kits in Size Newborn (6-10lbs) and Infant/Toddler (10-45lbs). We have a variety of styles available, including handwashing-friendly cloth diapers. If you or your clients are new to cloth diapering, we recommend attending one of our free Cloth Diaper

Basics classes. Classes are held every other month, virtually or in person. Agencies and caregivers will learn about the different sizes, styles, materials, how to wash, and more. We will notify you of upcoming classes so you can attend or share the [class sign-up](#) with clients.

Reusable Period Products

- Distribution Method: Reusable period products can be distributed in kits for specific clients, or we can distribute a variety of items for a shopping experience. We include an informational packet with instructions on how to use, wash, and care for each of the items we provide.
- Reusable Period Products Available: Cloth pads, period underwear and menstrual cups. We aim to provide five or more cloth pads or pairs of period underwear and one menstrual cup per person. Occasionally due to cost or supply shortages, we may not be able to provide one or more of these options.
- How to order reusable period products: Either email Lily or list the items and quantities requested in the comments section of your Human Essentials order.

How monthly ordering and pickup works:

- Order supplies on a monthly basis. We will reach out to your agency’s designated contact person via email when it is time to place your order. That email will also include any important info regarding upcoming events or changes in product availability so be sure to read it!
- Submit orders in [Human Essentials](#) by the due date and schedule a pick up appointment via the provided link. Please note that late or incomplete orders may not be filled.
- We will make every effort to fill your entire order, but please understand that we may have some items out of stock from time to time (for example, Pull-ups and size 7 diapers are not guaranteed). Please be sure to check your order emails to see any quantities that we have changed while approving your request, and feel free to reach out with any questions!
- Send a representative to our warehouse (9600 S. Franklin Drive Franklin, WI 53132) at your pickup time, and be sure to bring the green bags from last month’s order. Please ensure that you bring a vehicle (or multiple vehicles) large enough to transport your entire order. Our staff or volunteers will assist with loading the order into your representative’s vehicle when available. If something comes up and you need to change your pickup time, please contact Lily at lily@milwaukeediapermission.org or 224-406-1256.

A Guide to Disposable Diaper Sizes

Child’s Weight	Diaper Size
6-9 pounds	Newborn
8-14 pounds	Size 1
12-18 pounds	Size 2
16-28 pounds	Size 3
22-37 pounds	Size 4
27-35 pounds	Size 5
35+ pounds	Size 6