



## 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 Nonprofit agencies and government programs to distribute free products to the community. These partner agencies add diapers and period supplies to the ways 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 access to basic needs items have impacted your clients.

Agency Name:

Your commitment to MDM:

This partnership agreement lasts for 12 months, beginning January 2025. Partners in good standing with the following requirements 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. (Examples: complete at least 2 of the surveys MDM provides, coordinate with MDM to host in person interviews of staff/clients, etc)

\_\_\_\_\_ 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. This requirement is fulfilled by completing the demographic survey beginning on page 4.

\_\_\_\_\_ Complete orders on time, make your order pickups as scheduled, and communicate with us promptly if you are not able to order or 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. Provide supplies to clients or program participants with as few barriers to access as possible; MDM supplies cannot be given or withheld as an incentive for program participation, achievement of milestones, or participation in faith-based activities.
4. Storage of diapers and other supplies should be secure.
5. Avoid redistributing to other agencies for use; please direct these agencies to partner with us directly.
6. Avoid providing supplies to individuals who sell, exchange or barter the items.
7. 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

\_\_\_\_\_ Initial

right to discontinue our partnership with you.

#### 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	50-1,250	Up to \$5,700
2	26-50	1,300-2,500	Up to \$11,400
3	51-100	2,550-5,000	Up to \$22,800
4	101-200	5,050-10,000	Up to \$45,600
5	201-400	10,050-20,000	Up to \$91,200

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	1-50	Up to \$3,600
2	51-100	Up to \$7,200
3	101-200	Up to \$14,400
4	201-400	Up to \$28,800
5	401-600	Up to \$43,200

## Annual Demographic Report

### **Instructions:**

Thank you for helping us get a picture of what populations we are currently supporting! Please fill out the following questions for any items that you currently collect data on. If you do not collect the data requested, please mark that box and move on. If you have the ability to filter your responses to represent just the clients who receive the items MDM provides, please just list their demographics. If you can't filter that way, please fill out one form for the overall demographics of your clients.

**1. The demographics listed represent:**

- All clients
- Only clients who received diapers/wipes/period kits

**2. On average, how many people does your organization serve each month? \_\_\_\_\_**

**3. On average what % of individuals served fall into these categories:**

- We do not collect this information

American Indian or Alaskan Native	
Black or African American	
East Asian	
Southeast Asian	
Hispanic or Latinx	
Middle Eastern/North African	
Pacific Islander	
White	
Other	

**4. On average what % of individuals served fall into these categories:**

- We do not collect this information

Cisgender Female	
Cisgender Male	
Nonbinary	
Transgender Female	
Transgender Male	
Other	

**5. What % of individuals served are living at or below 200% of the Federal poverty guidelines? \_\_\_\_**

(Federal Poverty Guidelines are defined each year by the Department of Health and Human Services. In 2024, living at 200% of Federal Poverty guidelines is defined as \$29,160 per year for an individual or \$60,000 per year for a family of 4)

- We do not collect this information

**6. What % of individuals served are living at or below 100% of the Federal poverty guidelines?** (Federal Poverty Guidelines are defined each year by the Department of Health and Human Services. In 2024, living at 100% of Federal Poverty guidelines is defined as \$14,580 per year for an individual or \$30,000 per year for a family of 4)

- We do not collect this information

## 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 or individual 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/or period products may not be used for fundraising purposes, as incentives, or given to another agency.
- Delinquency of reporting.
- Violating the basic agreement between itself and Milwaukee Diaper Mission.
- Violating the terms of the agency's 501c3 status, or allegations of fraud, discrimination, or other behavior detrimental to the agency's clients.

**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.

It will be the responsibility of the recipient agency to ensure any staff that will have contact with the basic needs 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 as an employee or agent of Milwaukee Diaper Mission. Nothing herein shall be construed as creating an employee/employer relationship between the parties.

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.

## Signature Page

### Partner Agency:

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Agency Representative Name

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Date

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Agency Representative Signature

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Date

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Program Lead Name (if different than agency representative)

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Date

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Program Lead Signature (if different than agency representative)

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Date

### Milwaukee Diaper Mission:

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MDM Representative Name

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Date

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MDM Representative Signature

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Date

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Program Lead Name (if different than agency representative)

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Date

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Program Lead Signature (if different than agency representative)

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Date

## Additional Helpful Information for Partner Agencies

### What does Milwaukee Diaper Mission Provide?

#### Guaranteed Disposable Items:

- **Baby diapers size newborn through 6**, in bundles of 25 diapers. This year, we are recommending that partners provide 2 bundles of baby diapers per child per month if possible
- **New in 2025: Training pants** will be guaranteed at a capped amount in sizes 2T/3T, 3T/4T, and 4T/5T to each partner each month
- **Disposable baby wipes** are distributed by the pack, and in 2025 we can guarantee up to 1 pack of wipes for each pack of diapers and training pants
- **Pad kits** contain 25 pads of a variety of absorbencies. We recommend 1 kit per person per month
- **Tampon kits** contain 20 tampons of a variety of absorbencies, 5 pads, and 1 information sheet about Toxic Shock Syndrome with text in English and Spanish. We recommend 1 kit per person per month

#### Other Disposable Items, Not Guaranteed:

If and when we have these items in stock, MDM will also offer:

- **Other sizes and kinds of baby diapers** including premie, size 7, size 8, and swim diapers
- **Youth diapers** in sizes XS, S/M, and L/XL
- **Adult incontinence products** such as adult diapers and incontinence pads

#### 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 ([lily@milwaukee diapermission.org](mailto:lily@milwaukee diapermission.org)) 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:

- **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.
- **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.

- How to order reusable period products: Either email Lily ([lily@milwaukee diaper permission.org](mailto:lily@milwaukee diaper permission.org)) 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, adult incontinence products 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 (4900 S Pennsylvania Ave, Suite 200 Cudahy, WI 53110) 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@milwaukee diaper permission.org](mailto:lily@milwaukee diaper permission.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