



Daily Essentials Partnership Agreement

Redwood Empire Food Bank

Partner Organization Name

Parties

This Memorandum of Understanding (MOU) is entered into with the Redwood Empire Food Bank for working collaboratively with _____ (*partner organization*)

Terms of MOU

The term of this MOU commences from the date of signature until one or both parties exit the contract per the "Termination" section of this agreement.

The Redwood Empire Food Bank will:

- Provide adequate training to all staff who plan to offer the Daily Essentials program.
- Deliver diapers on a monthly, biweekly or weekly basis per the partner needs, unless otherwise agreed upon.
- Deliver diapers to serve up to _____ diaper-aged (0-4 years old) children with each diaper-aged child receiving 50-100 diapers per month, unless otherwise agreed upon.
- Update all parties on relevant policy changes and general regulations.
- Provide a direct relationship manager who will provide:
 - Ongoing support for partner staff/volunteers via email and phone for diaper distribution related issues, program updates and receive feedback.

Allison Goodwin
Director of Programs
Redwood Empire Food Bank
3990 Brickway Blvd
Santa Rosa, CA 95403

_____ (*partner organization*) will;

- Provide a direct contact person to work with the Redwood Empire Food Bank regarding the diaper distributions.
- Provide 1-2 staff and/or volunteers as a direct point of contact at the time of diaper delivery to assist with unloading the diaper delivery as needed.
- Provide a safe, designated area with ample room for parking for the diaper delivery truck to stage and unload that is free from any oncoming traffic.
- Provide a protected, dry space for diapers to be stored appropriately.
- Complete and submit the monthly report with accurate data and information by the 5th of each month (see report for your reference).
- Place a (monthly/bimonthly/weekly) diaper order with relevant sizes and quantities two weeks prior to your scheduled delivery date.
- Agree diapers are not to be sold and will be provided to participants free of charge.
- Only distribute diapers to direct service clients and not to other organizations.
- Conduct appropriate outreach to participants to distribute the quantity of diapers provided each month.
- Indicate preference to be an open or closed site, as this will determine if participants will find your organization listed on the Get Food page under Diaper Partnerships.

Amendments

Either party may request changes in this MOU. Any changes, modifications, revisions or amendments to this MOU, which are mutually agreed upon by and between parties of this MOU, shall be incorporated by written instrument and effective when executed and signed by all parties to this MOU.

Indemnification

All parties to this MOU shall agree to defend, indemnify and hold harmless the other party, its officers, agents, employees and volunteers from and against all loss, cost and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities or the performance or nonperformance of obligations under this MOU, of the indemnifying party, or those of its officers, agents, employees or volunteers. The provisions of this article do not apply to any damage or losses caused solely by the negligence or intentional acts of the no indemnifying party or any of its agents or employees.

Termination

Either party may terminate this MOU for any reason upon 30 days written notice to the other, or at any time by mutual written consent of both parties.

Failure to Comply

In the event that either party fails to comply with or otherwise breach any of the provisions of the MOU, either party may give notice of such failure in writing and this MOU may be terminated at any time thereafter at the option of either party.

We, the undersigned, as authorized representatives of the Redwood Empire Food Bank and _____ (*partner organization*), do hereby approve this document.

Allison Goodwin
Director of Programs
Redwood Empire Food Bank

Date

Signature

Date

Name

Date