



2024 Period OKC School Partnership Memorandum of Agreement

Period OKC is a menstrual product bank that provides free period kits to schools. Period kits provided by Period OKC have enough products for one menstrual cycle, 20 pads and 5 liners or 20 tampons and 5 liners. School Partners can order period kits throughout the school year using the online order portal called Human Essentials. Orders are prepared by Period OKC and can be picked up during a date and time scheduled for each school district. Orders filled through Period OKC will be tracked in your partner account and will produce a tally of the annual number of kits received from Period OKC.

I, _____ representative of _____ agree to the following terms of partnership with Period OKC Foundation for the 2024 calendar year.

It is a requirement that your school maintains current contact information with Period OKC including name of contact person, phone number, email, and physical address.

Period OKC will commit to the following list to help you promote your agency and its good work during the timeframe of this agreement:

1. Provide Period Kits via designated pick up days based on your order and Period OKC inventory.
2. Communicate changes in order status or amount at least 10 days prior to your designated pick up day.

The distribution of menstrual products is a cooperative effort between Period OKC and our School Partners.

School Partners agree to the following to ensure the community can continue to receive this service:

1. Provide supplies received from Period OKC 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. Distribute all period supplies free of charge. Supplies cannot be sold, traded or bartered, nor may they be used for fundraising auctions or raffles.
3. School Partner hereby indemnifies, defends and holds harmless Period OKC Foundation, their affiliated agencies, officers, directors, contractors, agents, volunteers, and employees from any and all liabilities for the quality or safety of the product consisting of menstrual products, and other items distributed by Period OKC.
4. The term of this agreement shall begin as of the date it is last signed by Period OKC Foundation and shall continue through the calendar year, unless the parties otherwise mutually agree in writing to terminate the Agreement.
5. We agree to stay current on partner updates posted on the Community/School Partner News and Updates page (<https://periodokc.org/partner-news>), and to inform Period OKC of any changes in staff that would affect continuity.

Thank you!!

Organization Executive Director

Date

School Representative

Date

Period OKC President

Date