



2024 Period OKC Community Partnership Memorandum of Agreement

Period OKC is continuing partnerships for 2024 in order to better serve the community. Community Partner requirements are outlined in the [2024 Community Partner Manual](#). This 2024 agreement is due by February 16, 2024.

I, _____ representative of _____ agree to the following terms of partnership with Period OKC Foundation. The agreement term is valid from the date of signature to December 31, 2024, unless one or both parties terminate the agreement prior to that date.

We ask Community Partners to complete at least TWO items from the following list during the timeframe of this agreement. Please mark the two items which will work best for your organization. Check all that apply.

- Host at least one (1) period supply drive
 - Display the Period OKC logo (with Period OKC website hyperlink) on the organization's website.
 - Include Period OKC in grant request applications (Period OKC will reach out if you select this option)
 - Highlight or feature Period OKC in a newsletter, blog post, or other external stakeholder communication
 - Create a Period Products budget line item which organization donors can contribute to Propose an idea to support the work of Period OKC. (For example, does the agency have a box truck that Period OKC could use for a mobile packing event, or another resource the agency would be interested in sharing?)
 - Propose Idea: Let us know your idea here. A Period OKC board member will get back to you to chat about the idea.
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It is a requirement that the organization maintains current contact information with Period OKC including name of contact person, phone number, email, and physical address.

Period OKC relies on survey data and comments from clients to help quantify how the products are helping and affecting people's lives. It is a requirement that the organization completes the Annual Community Partner Survey at the end of the agreement period.

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

1. Provide Period Kits at monthly pick up days based on the organization's order and Period OKC inventory.
2. Communicate changes in order status or amount at least 5 business days prior to the designated pick up day.
3. Highlight the organization and the work it does on social media.
4. Include the organization name, description of services –which includes the period kits– on the Period OKC website, as well as a link to the organization's website (if applicable).
5. Provide access to items for clients that have been donated to Period OKC that cannot be used (access to and quantity of such items to be granted on a first come, first served basis).
6. Include the organization's name and/or logo in programs, presentations, annual reports, and other publications related to Period OKC as appropriate.

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

Community Partner agrees to the following to ensure the community can continue to receive this service:

1. Follow all policies and procedures as outlined in the Community Partner Manual.
2. 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.
3. Distribute all supplies free of charge. Supplies cannot be sold, traded or bartered, nor may they be used for fundraising auctions or raffles.
4. Ensure that provided menstrual products are not redistributed to other agencies for use.
5. Make every effort to avoid duplication of services with other agencies and avoid providing Period OKC supplies to clients who sell, exchange, or barter these items.
6. Agree to refrain from referring clients to the Period OKC office or warehouse for supplies.
7. 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.
8. Commit the organization to all of the expectations of partnership outlined in the current

Community Partner Manual, not only the expectations referred to in this agreement.

9. May refer to the organization as a "menstrual product pantry," but it may NOT be referred to as a "menstrual product bank" in any context (including news coverage, public statements, signage, websites, etc.).
10. Share survey link provided by Period OKC to collect data throughout the year.
11. Stay current on partner updates posted on the Community Partner News and Updates page (<https://periodokc.org/partner-news>), and to inform Period OKC of any changes in staff that would affect continuity.

Signed and Agreed:

Organization: _____

Authorized Representative

Date

Period OKC:

President

Date