



Diaper Bank



Short Years Partnership

Volunteer Handbook

SHORT YEARS PARTNERSHIP

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[SHORTYEARS.ORG](https://www.SHORTYEARS.ORG)

Overview of the Short Years Diaper Bank

Mission Statement

The Short Years Partnership has a **vision** for all children to learn, grow, and develop to reach their full potential and for all parents to feel comfortable, prepared, and motivated during the journey. Our **mission** is to support parents' and caregivers' engagement with their children leading to a lifetime of good health, educational achievement, and future success.

Who We Are

The Short Years Diaper Bank was created to meet a community need. Families who are already struggling financially have a hard time keeping diapers in stock for their little ones. With your help, we can alleviate this financial strain and make sure our community's most vulnerable citizens have this most basic of needs met.

The Diaper Bank provides diapers to any qualifying families experiencing need in Warren County. The Diaper Bank also serves qualifying Parents as Teachers families in Dallas and Madison Counties.

General Volunteer Information

Volunteers are the heart and soul of what we do! The Diaper Bank has 1 & 2 hour shifts available and opportunities are on an as-needed basis. We ask that all volunteers (both individuals and groups) register and schedule themselves before coming to our facility. Our website has step-by-step instructions to walk you through the registration process: <https://www.shortyears.org/get-involved>

Location

The Diaper Bank is located inside the Wells Fargo Building, 515 N. Jefferson Way, Suite C, Indianola, IA 50125. We are on the first floor inside the NE entrance (look for the doors that say "Financial Center" above them).

Volunteer opportunities

Volunteers may help sort, count, and repackage diapers as well as help with some of the day-to-day tasks that make distribution and cataloging more efficient. Volunteers are also needed to collect donations of diapers/wipes from our donation sites located across Warren county.

Attire

The diaper bank is climate controlled, dress comfortably and appropriately for the weather, and please wear closed toe shoes. This event is a wonderful opportunity to sport your group's t-shirts!

Social Media

We encourage all volunteers to take pictures/videos and post them on your favorite social media platforms! Please be sure to tag us on Facebook @shortyearspartnership or in Instagram @shortyears using #shortyearsdiaperbank.

Note for those with limitations

If you have any limitations please let us know in advance and we'll make every effort to make accommodations.

Groups

At this time we are able to accommodate groups up to 5.

Community Service and Work Programs

We work with volunteers who need credit for community service (graduation, confirmation hours, etc.), work programs (SNAP, TANF), or court ordered. When you come in to volunteer the first time, please bring all the pertinent paperwork and identification (driver's license, etc.). We also provide service letters confirming hours if requested with at least 48 hours notice.

We will consider most misdemeanor court ordered community service on a case-by-case basis. We are not able to accommodate any theft, violent crime or felony charges. All court ordered volunteers MUST be approved prior to beginning their service hours at the diaper bank.

Children and Age Threshold

Youth must be at least 12 years old to volunteer with a chaperone (21 or older). There must be at least one adult chaperone for every 5 youth ages 12-13 years. Youth ages 14-18 can volunteer without a chaperone.

- Ensure your youth are committed to supporting a volunteer project;
- Ensure your group stays on task; and,
- Ensure your group follows all safety rules, policies and practices of Short Years Diaper Bank as outlined in the volunteer handbook and by Diaper Bank staff on site.

Cancellations

If you are running late or need to cancel your scheduled volunteer time we ask that you communicate those changes with our staff at your earliest convenience, 515-552-0469 or diaperbank@shortyears.org.

Volunteer Opportunities

Counting, Sorting and Repackaging Diapers

If you're wanting a hands-on way to make a difference, this is it! Donations of wipes and diapers are sorted, counted and recorded for our inventory. After donations have been inventoried, diapers are repackaged into smaller 25 count bundles for distribution and placed into tubs according to size.

Collecting Donations from Donation Sites

At this time donation boxes are located at Indianola Public Library, Norwalk Easter Public Library, Carlisle Public Library, and Milo Public Library. The Diaper Bank needs help collecting donations from these sites monthly and delivering them to our facility.

Host a Diaper Drive

If your time is limited an easy way to help the Diaper Bank is by hosting a Diaper Drive. These are great projects for groups of all kinds-student councils, church groups, office groups...the possibilities are endless! Email diaperbank@shortyears.org for more information.