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 www.babeofwabashcounty.org

# Coupon Vendor Application

Application date:

Program or Business Name:	
Address:	
City and State:	
Phone Number	
Email:	
Contact Person:	

- Briefly describe your program and its mission.
- How will a person be able to earn Babe coupons from you?
- How many coupons do you estimate you will issue each month? \_\_\_\_\_
- Please list the individuals who will have signature authority.

Signature	Print	Title

5. How will you financially help sponsor Babe of Wabash on a yearly basis? Please check one or more:

- Sponsor a diaper/baby item drive. This can include collecting cash donations.
  - Host a fundraising event.
  - Provide a \$100 financial contribution or another specified amount that will go toward the manufacturing of coupons. Please specify the amount you wish to give. \_\_\_\_\_
- Date of expected diaper drive, fundraising event, and/or financial donation: \_\_\_\_\_

## Guidelines for Coupon Vendors

- All vendors must submit an application that will be approved by the executive director.
- Activities or services provided by an organization that promotes good health, education, and connection and that are eligible for coupons must get authorization from Babe of Wabash.
- New and existing vendors will work with the executive director to specify how coupons can be earned by consumers based on the services of the vendor.
- The executive director has the right to accept or deny any organization or business from being vendors.
- When issuing coupons to consumers, vendors must write the name of the recipient, date, issuing business, and a signature.
- To become a coupon vendor, a business or organization must indicate how they will help support Babe financially. They can have their employees do a diaper drive or collect funds. They may pledge to give a financial gift. They may also volunteer to host an event that would financially help sustain Babe of Wabash. Coupon vendors must pledge to choose one or more of these options that will be done at least once a year within the fiscal year. Vendors who will do more than one option may choose more than one date within the fiscal year that the event will be held or the donation will be made. In the event an event is not about to happen, the vendor will agree to give a \$100 donation which goes to support the coupon program.
- Registered vendors may only issue coupons for the services they are offering. They may not issue coupons for other organizations.
- Vendors who violate any of our conditions could become ineligible from passing out coupons.
- Government agencies may become registered coupon vendors but are exempt from paying any fees or doing events due to government restrictions.

## General Information about Coupons

- Coupons are issued in the name of the person who has participated in the activity. For example, if the child participated in the activity, the child's name is written on the coupon. If the activity was hosted for the parent, the parent who attended will have his/her name written on the coupon.
- Children between the ages of 0-5 are eligible to earn coupons. Parents who have children between the ages of 0-5 years old are eligible to earn coupons for select services. Coupons that both the child and parent(s) earn must be obtained through services that have a direct benefit to the child. Pregnant women are also eligible to earn coupons, however, they may not be issued a Babe ID card until after the child is born. Once a child turns 5-years-old, he/ she is no longer eligible to earn coupons. A parent of a child who has turned 5 is no longer eligible to earn coupons. A parent is able to continue to spend all coupons earned until they are gone even if the child has aged out of the program.
- Coupons cannot be issued to an individual and then transferred to someone else.
- Coupons do not have expiration dates.
- Coupons are not for sale. Coupons cannot be purchased by consumers with money. Nor can items in the boutique be purchased with money. All boutique items must be "purchased" with Babe coupons. All coupons must be earned by attending events or receiving services through a registered coupon vendor. See instructions below on how to obtain a coupon from a non-registered coupon vendor.
- Coupons hold no value to any other facility other than Babe. They cannot be redeemed at other organizations for cash or merchandise.
- Coupons that are from other Babe organizations in other counties will be accepted at Babe of Wabash County with one exception. For every one Babe coupon that has been obtained outside of Wabash, two Babe of Wabash County coupons must accompany it. Outside Babe coupons will not be accepted on their own without the consumer also spending two coupons issued in Wabash County at the time of the visit. So for example, the consumer must spend three total coupons. (1 outside coupon plus 2 Babe of Wabash County coupons.)
- Consumers must receive a coupon at the time they have received services from a registered vendor.
- Consumers are eligible to receive coupons for services by businesses that promote good health, education, and connection, but may not be registered vendors. If a consumer received services from a business or organization that promotes these values, then they must bring proof of the appointment into the Babe Store. Proof includes a receipt, an invoice, a healthcare summary, or a statement. Babe will not accept these documents from anyone but the patient or the legal guardian of the patient due to HIPAA restrictions. An authorized person at Babe will write the date and nature of the visit (well baby check up, dentist visit, counseling appointment) onto a coupon. Confidential information provided on

documents; such as notes or instructions by the provider or medication information, must not be disclosed to the person issuing the coupon.

- The executive director and staff have the right to refuse issuing coupons for services rendered by a non-registered vendor.
- One coupon will be issued for each child in a family who participates in the services or events offered by a registered vendor. Families with multiple children may receive one coupon per eligible child per event. Families are not limited to how many coupons can be collected per month. Therefore, families can attend multiple events or services and receive one coupon per eligible individual for each single event. For example if a family attends storytime at the library, each child under 5 may receive one coupon issued in their name. The legal parent or guardian is not eligible to earn a coupon, because the service was for the children. If storytime is offered 5 days a week and the family attends all five days, each child under 5 is allowed one coupon for each time they attend. The coupons must be collected at the time of service.
- If a vendor does not offer or forgets to issue a coupon, the consumer may request coupons from the vendor as long as the services rendered fit within the vendor's agreement with Babe.

## How to Redeem Coupons For Items at the Boutique.

- The first time a family redeems a coupon at Babe of Wabash, they must enroll in the Babe program. This program is free of charge. The legal guardian will receive a free ID card. Families must enroll in person.
- All consumers must present their Babe Identification card at the time they redeem their coupons.
- A \$10 fee will be issued for lost cards.
- Legal parents and guardians may spend coupons that are issued to both them and their children. Non Custodial grandparents are eligible to earn coupons. If a coupon is issued to the child (their grandchild), they are not permitted to spend this coupon unless the custodial parent has indicated it is ok in the enrollment application.
- Babe will deny coupons that are:
  - Being spent by an individual who is not authorized to spend the coupon.
  - Has not been enrolled in the coupon program.
  - Is spending coupons that do not have the correct name or information written on the coupon.
  - Who received a coupon that is issued from an organization that is not registered with Babe.
  - That is signed by a person or organization that does not have signature authority.
  - That is not using an official Babe coupon.
  - Is using a coupon that has been marked lost or stolen.