

Computer Technology Resource Center (CTRC)

Individual and Head of Household Application (REVISED 3/2015)

We are a non-profit computer recycling and training organization dedicated to bridging the digital divide by providing technical training and refurbished computer equipment to schools, non-profit organizations, and economically and/or physically disadvantaged individuals. Although our computers may not run the newest software, they are adequate for many home, school, and office applications. We serve the community and the environment by reusing computers through our placement dept. and responsibly recycling discarded electronic equipment through our comprehensive e-waste dept.

Incomplete applications will be returned. / Please Print Clearly

Name of Individual or Head of Household: _____ Age: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell: (_____) _____ Alternate Phone: _____

Please answer the following questions:

Are you a senior? YES NO Disabled? YES NO Veteran? YES NO
How were you referred to our organization? _____

Have you ever received equipment from CTRC before? YES NO

What will the free computer be used for? _____

Total Monthly Income: \$ _____ **Family Size:** _____ **Rent:** \$ _____

Source Gross Monthly Wages \$ _____ SDI/SSI \$ _____ Unemployment \$ _____
Alimony/Child Support \$ _____ Other \$ _____ Other \$ _____

IMPORTANT: To be APPROVED, you must attach a copy of your income verification that matches the name and the amount that you listed above.

If you are not located in the SF Bay Area, you may **designate a local representative** to pick up your computer.

Representative Name: _____ Email: _____

(IMPORTANT) Cell Phone: _____ May we contact him/her? Yes No

Statement of Confidentiality: It is understood that no one, other than CTRC authorized staff will be privy to this information except as may be authorized by law.

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ABOUT THE DONATION PROCESS

Guidelines set by our Board of Directors are used to determine the priority status of each request according to availability of equipment, qualification of applicant and greatest public benefit. When you are approved and your application reaches the top of the waiting list, we will contact you with your status by phone, letter or email. If the computer equipment that we offer does not meet your needs or if we are unable to reach you, we will go on to the next applicant on the list. The waiting period for approved applications is approximately 30 – 90 days.

Computer Donation Specifications: Our rebuilt PCs are suitable for most homes, school, and office applications. We provide computers with 2GB of RAM or higher, minimum 80GB HDD, with a CD or DVD-ROM drive, 17" monitor or better, a mouse, keyboard, and necessary cables. Our refurbished systems are installed with the Linux Xubuntu operating system and software.

- Our computers can access the Internet via CAT 5 Cable and a network card. You will need to purchase additional equipment to connect wirelessly. CAT 5 Cable not provided.
- We do not have the resources to supply Microsoft products including Windows.
- We do not have the resources donate monitors, laptops, modems, speakers, or printers.

Approved applicants will be given an appointment to pick up donations in the facility closest to you in Berkeley or Novato, CA. **Incomplete** applications will be mailed back with further instructions.

SUBMIT YOUR COMPLETED APPLICATION

- By mail: CTRC Attn: PLACEMENTS / 42 Digital Dr, #3, Novato CA 94949
- By email attachment: placements@ewastecollective.org
- By fax: (415) 883-2984 Questions? Email: placements@ewastecollective.org or call at (415) 883-1428

BEFORE SUBMITTING...CHECK THE FOLLOWING: *Did you include?*

- If possible, a cell phone number where you can be reached after business hours and on Saturday?
 A copy of your income verification. Please note that no other documentation is required.
 A business size self-addressed, stamped envelope (SASE) Did you sign the application?

Statement of Eligibility: I am applying for recycled computer equipment because I cannot otherwise obtain the computer equipment necessary to achieve the goals stated in this application. The information on this application is true to the best of my knowledge.

Name (please print): _____

Signature: _____ Date: _____