

Computer Technology Resource Center (CTRC) U.S. Non-Profit Organization, Public or Charter School Application

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 Organization/School:

(as it appears on your 501c3) (Names must match to be considered for donations)

Check One U.S. Non-Profit Public School Charter School Other:

Tax ID/EIN#:

Contact:

Email:

Phone:

Ext:

(IMPORTANT) Cell Phone:

(expect calls on Saturdays)

Address:

City

State:

Zip Code:

How many systems are you applying for?

For U.S. Non-Profits

Submit a copy of your IRS 501(c)(3) Non-Profit Status letter OR if you are operating under a fiscal agent submit a relationship letter and a copy of their 501(c)(3). **In a separate document**, please answer the following: How many low income individuals and/or families do you serve? What will the donated computers be used for?

For Public or Charter Schools

Please submit a "Request Letter" on school letterhead signed by the administrator or principal with the following information: How many systems are you requesting? How many low income families do you serve? What will the donated computers be used for?

Website address:

How were you referred to our organization?

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

Representative:

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.

Statement of Computer Specification: Our computers are donating with the following specifications: At least a PC / Pentium IV class computer with 2 gigs of RAM or more, at least a 80+ Gig hard drive, with at least a CD-ROM drive, a network card and a sound card. Keyboards, mice and power cords may be available if we have them to donate. All systems come installed with the Ubuntu (Linux) Operating System ,with a full suite of programs

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

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 is approximately 30 – 90 days. The number of computers you apply for factors in to the wait time. Due to an adequate stream of good monitors, we are not able to donate monitors or laptops to non-profits or schools.

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.

IMPORTANT

- We are not able to ship computers. You may designate a local representative to pick up your donation(s) from our Berkeley or Novato sites.
- **For U.S. Non-profits and Charter Schools** - Your completed application must be submitted with a copy of your 501(c)(3) Non-Profit status letter to be approved.
- **For Public Schools** – Your application must be submitted with a “request letter” on school letterhead signed by the administrator and/or principal to be approved.

SUBMIT YOUR COMPLETED APPLICATION

- By mail: CTCRC 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?*

- A cell phone number where you can be reached after business hours and on Saturday?
- Contact information for your local representative?
- A separate document with the answers to the application questions?
- A copy of your 501(c)(3) Non-Profit Status Letter? (if applicable)
- A “request letter” on your school’s letterhead? (if applicable)
- A business size self-addressed, stamped envelope (SASE)
- Did you sign the application?

Statement of Eligibility: We are applying for recycled computer equipment because we 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. By printing my name in the "Signature" field, I acknowledge signing the document.

Print Name:

Title:

Date: