

**Individual & Head of Household Application** (REVISED 2/2/19)

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 re-purposing computers through our placement dept. and responsibly recycling discarded electronic equipment through our comprehensive e-waste dept.

**INCLUDE A COPY OF YOUR INCOME VERIFICATION / Incomplete applications will not be processed.**  
(must be OVER 18 years old to apply) Please Print Clearly

Name of Individual or Head of Household: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please answer the following questions:**

Are you a senior? YES NO Disabled? YES NO Veteran? YES NO

Who referred you to CTRC? \_\_\_\_\_

Have you ever received equipment from CTRC before? YES NO

What will the free computer be used for? \_\_\_\_\_

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**Total MONTHLY Income:** \$ \_\_\_\_\_ **Family Size:** \_\_\_\_\_ **Rent:** \$ \_\_\_\_\_ (if applicable: subsidized amount)

<b>Source</b>	Gross Monthly Wages \$ _____	SDI/SSI \$ _____	Unemployment \$ _____
	Alimony/Child Support \$ _____	Food Stamps \$ _____	Other \$ _____

**IMPORTANT: To be APPROVED, you must attach a copy of an income verification that matches the NAME and the AMOUNT that listed above.** If you are not located in the SF Bay Area or are experiencing transportation issues, you may **designate a local representative** to pick up your computer.

Representative Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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**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.

**COMPLETE PAGE 2...**

## 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. If you are approved and your application reaches the top of the waiting list, we will contact you by phone, letter or email. 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 – 60 days OR less.

**Computer Donation Specifications:** Our rebuilt PCs are suitable for most homes, school, and office applications. We provide PC 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 (not provided) and a network card (provided). You will need to purchase additional equipment to connect wirelessly.
- We are not able to donate Apple equipment.
- We do not have the resources to donate Microsoft products including Windows.
- We do not have the resources to donate monitors, laptops, modems, speakers, or printers.

**Approved** applicants will be given an appointment to pick up donations on a Saturday at our Berkeley or our Novato facility. **Incomplete and unapproved** 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](mailto:placements@ewastecollective.org)
- By fax: (415) 883-2984
- Questions? Email: [placements@ewastecollective.org](mailto:placements@ewastecollective.org) or call/text (510) 367-1717

## BEFORE SENDING IN YOUR APPLICATION...CHECK THE FOLLOWING: *Did you include?*

- \_\_\_ If available, 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?

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**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: \_\_\_\_\_

## **BRING YOUR OLD MONITORS AND TVS TO YOUR APPT AND RECYCLE THEM FOR FREE!**

*Thank you for applying. Spread the news about our program.  
We want to help our community by donating to our low income individuals and families.*

### Computer and Technology Resource Center (CTRC)

42 Digital Dr, #3, Novato CA 94949 Phone: (415) 883-1428 Cell: 510 367-1717 Fax: (415) 883-2984  
a certified 501c3 non-profit [www.ewastecollective.org](http://www.ewastecollective.org) [placements@ewastecollective.org](mailto:placements@ewastecollective.org)