

ewasteCollective
Computer and Technology Resource Center (CTRC)

Individual & Head of Household Application (REVISED 5/6/23)

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-profits and low-income households. Although our computers are not new, 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? _____

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

Source	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 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 them? 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.

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, applicant qualification and greatest public benefit. If you are approved and when your application reaches the top of the waiting list, we will contact you by phone, text, 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 use. We provide PC computers with 8 GB of RAM or higher, minimum 200 GB HDD, with a CD drive, 17" monitor or better, a mouse, keyboard, and pertinent cables. Our refurbished systems are installed with the Windows operating system with additional software.

- Our computers can access the Internet via CAT 5 Cable (not provided) and a network card (provided). You will need to purchase a USB wireless device to connect to a wireless network.
- We are not able to donate Apple equipment or devices.
- We do not have resources to donate 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 not be processed. We will attempt to contact the applicant with further instructions.

SUBMIT YOUR COMPLETED APPLICATION with a copy of INCOME VERIFICATION

- By mail: CTRC Attn: PLACEMENTS / 42 Digital Dr, #2, Novato CA 94949
- By email attachment: placements@ewastecollective.org
- By fax: (415) 883-2984
- Questions? Email: placements@ewastecollective.org or call/text (510) 367-1717

BEFORE SENDING IN YOUR APPLICATION. *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)
- _____ A signature and date on 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: _____

BRING YOUR OLD COMPUTERS, MONITORS, TELEVISIONS, ETC AND RECYCLE THEM FOR FREE.

Thank you for applying.

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42 Digital Dr, #2, Novato CA 94949 Phone: (415) 883-1428 Text: 510 367-1717 Fax: (415) 883-2984
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