ewasteCollective
Computer and Technology Resource Center (CTRC)

U.S. Non-Profit Organization, Public or Charter School Application (version 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, U.S. 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 responsibly recycling discarded electronic equipment.

Incomplete applications will be not be processed.

_____ TAX ID/EIN#: _____
Name of School/Organization

Check One
___ U.S. Non-Profit   ___ Public School   ___Charter School   ___ Other: _____

Representative: _____Email: _____
Phone/Ext: _____ Cell: _____
Address: _____City: _____
State: _____ Zip Code: _____ Website address: _____

How many systems are you applying for? _____ Once approved, you may request computers for two years without submitting a new application.

How were you referred to our organization? _____

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).

For Public or Charter Schools: submit a "Request Letter" on school letterhead signed by the administrator or principal:

IMPORTANT: In a separate document or by email answer the following questions:
Tell us about your organization?
Describe the population you serve?
What will the donated computers be used for?

We are not able to ship computers. If you are not located in the SF Bay Area, you may designate a local representative to pick up donations. Representative Name: _____
Email: _____ 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 have the following specifications: at least a PC Pentium class computer with 8 gigs of RAM or more, at least an 200+ Gig hard drive, with a CD-ROM drive, a network card and a sound card. Keyboards, mice and power cords are included. Monitors are donated when available. Systems come installed with the Windows Operating System. Our computers can access the Internet via and an installed network card and a CAT 5 Cable (not included). You will need to purchase additional equipment to connect to a wireless network. We are NOT able to donate Apple equipment, laptops, printers or speakers.

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 by phone, text, 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 – 60 days. The number of computers you apply for factors into the wait time. Approved applicants will be given an appointment to pick up donations from our Berkeley or Novato facility. Incomplete applications will not be processed. We will attempt to contact the applicant with further instructions.

SUBMIT YOUR COMPLETED APPLICATION
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 at (415) 883-1428

BEFORE SUBMITTING, 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 or email with the answers to the application questions
____ A copy of your 501(c)(3) Non-Profit Status Letter or "request" on your school's letterhead
___ A signature and date on the application
____ A business size, self-addressed, stamped envelope?

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: _____   Signature: _____

Title: _____   Date: _____

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

Computer and Technology Resource Center (CTRC)
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