



## Alameda County Computer Resource Center (ACCRC) Individual - Application Instructions

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. By donating refurbished computers, we serve the community and the environment by reusing donated computers and responsibly recycling discarded electronic equipment.

We provide computers to the public by refurbishing used computer equipment for which businesses, corporations, and individual donors no longer have a use. Although our computers may not run the newest software, they are perfectly adequate for many home, school, and office applications. 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.

Once your application has been approved and based on the information you provide in your application, your request will be assigned a priority status and will be ranked accordingly. When your request reaches the top of the list, we will call you and tell you what equipment we have available at the time and, together we will determine if it is suitable for your use. If the computer equipment that is ready for placement doesn't fill your requirements, we will go on to the next applicant on the list. You will not lose your place on the waiting list. Wait time for approved applicants may be as long as three to six months. **PLEASE NOTE:** You must be 18 to apply and if applicable head of household. Only one computer will be donated per address.

In order to keep our expenses at a minimum, any equipment we donate to you or your organization can be picked up by appointment only at our Novato facility. In some cases, arrangements can be made to pick up placements at our Berkeley facility. Also, although we can ship your computer to you at your expense, please note that the waiting time is significantly longer.

### INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

To complete the application, follow these steps:

- Complete *all sections* of the application.
- Attach *copies of the requested documentation*.
- Enclose a *business size self-addressed, stamped envelope (SASE)*
- Mail your application, documentation and the SASE to:

Alameda County Computer Resource Center (or ACCRC)  
Attn: PLACEMENTS  
42 Digital Dr, #3  
Novato CA 94949

YOU WILL BE NOTIFIED BY PHONE OR BY LETTER IF YOU HAVE BEEN APPROVED.

If you have further questions, please call Janny at (510) 367-1717, or our office at (415) 883-1428



**Alameda County Computer Resource Center (ACCRC)  
Individual - Application**

*Incomplete applications will not be processed and may be destroyed.*

**PLEASE ATTACH COPIES** of the appropriate documentation to support your financial and disability information, such as wages earned, Social Security award letter, public assistance statements, and proof of disability. NO ORIGINALS.

Applicant Name: \_\_\_\_\_ Age: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please answer the following questions:**

Why do you require our assistance in obtaining a computer?

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What purpose will a computer be used for?

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How were you referred to our organization? \_\_\_\_\_

Have you ever received equipment from ACCRC before?    NO    YES

**(OPTIONAL):** Priority is sometimes given to applicants who provide proof in the following areas. Please attach supporting documentation for any "Yes" answers:

Are you disabled?                      (circle one)    Yes    No

Are you a veteran?    Yes    No

Are you a senior?    Yes    No

**Monthly Income:** Please attach a copy of your income and disability information. Do not send copies of utility bills. Applications WITHOUT income verifications will NOT be processed. Zero income must be proven. Applicant's name and dollar amounts below must match the supporting documentation.

Employment                      \$ \_\_\_\_\_  
 SDI                                      \$ \_\_\_\_\_  
 SSI                                      \$ \_\_\_\_\_  
 Unemployment                      \$ \_\_\_\_\_  
 Self- Employment                      \$ \_\_\_\_\_  
 Alimony                              \$ \_\_\_\_\_  
 Child Support                      \$ \_\_\_\_\_  
 Other: \_\_\_\_\_                      \$ \_\_\_\_\_  
 Other: \_\_\_\_\_                      \$ \_\_\_\_\_  
**INCOME TOTAL**                      \$ \_\_\_\_\_

**Monthly Expenses**  
 Number of dependents other than self: \_\_\_\_\_  
 Rent/Mortgage:                      \$ \_\_\_\_\_  
 Extraordinary Medical expenses \$ \_\_\_\_\_  
 Child Care                              \$ \_\_\_\_\_  
 Other: \_\_\_\_\_                      \$ \_\_\_\_\_  
 Other: \_\_\_\_\_                      \$ \_\_\_\_\_  
**EXPENSES TOTAL:** \_\_\_\_\_



Alameda County Computer Resource Center (ACCRC)  
Individual – Application Statements

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

**Statement of Computer Specification:** At this time we are placing computers with the following specs:

- Pentium IV class computer with 512 Megabytes of RAM or more, 20+ Gig hard drive, a CD-ROM drive, 17 " monitor, mouse, keyboard, 2 power cables.
- All systems come installed with Ubuntu (Linux) Operating System
- We do not supply or support Microsoft products nor recommend them to our clients.
- We do not provide laptops
- We do not provide modems, speakers, or printers.

**Statement of Eligibility:** I am applying for recycled computer equipment because I cannot 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.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_