



# **Computer and Technology Resource Center**

## **Alameda County Computer Resource Center**

### **Public and Charter School Application Instructions**

The Computer and Technology Resource Center (CATRC) is a non-profit computer recycling and training organization. We are dedicated to providing technical training and refurbished computer equipment to schools, non-profit organizations, and economically and/or physically disadvantaged individuals. In addition, we serve the community and the environment by recycling donated electronic equipment, components and materials for reuse.

We are able to 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 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.

Based on the information you provide in your application, after it has been approved 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 six month, desired quantity and available equipment is a factor.

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 Berkeley Warehouse or it can be shipped to you at your expense. Please note that the waiting time is significantly longer for computers needing to be shipped.

#### **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

To complete the application, follow these steps:

- Complete ***all sections*** of the applications.
- 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  
1501 Eastshore Hwy. Berkeley, CA 94710

**YOU WILL BE NOTIFIED BY PHONE OR BY LETTER IF YOU HAVE BEEN APPROVED.**  
if you have further questions, please call us at (510) 367-1717, Office (510) 528-4052

**Public and Charter School Application 10/08**



# CATRC/ACCRC Computer Equipment Application

## Public and Charter School

Incomplete applications will not be processed and may be destroyed.

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Tax ID/EIN#: \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **(IMPORTANT) Cell Phone:** \_\_\_\_\_

**School Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **How many systems are you applying for?** \_\_\_\_\_

For Public Schools, please submit the following:

- a formal request for computer equipment signed by the principal on your school's letterhead.
- On a separate sheet of paper answers to the questions below

### For Charter Schools and Non-Profit School Organizations

- a copy of your **IRS 501 (c) (3) exemption letter**
- a copy of the first five pages of your **articles of incorporation**
- a copy of most current **financial statements**.
- On a separate sheet of paper answers to the questions below

*Please answer the following questions on a separate sheet (1) of paper.*

- What population do you serve? How many?
- Describe your school's computer/media lab?
- How will the donated equipment be used to benefit students?
- Please name some of your professional references, contributors and technology grants that you have received. (Attach pertinent documents such as school newsletters, brochures, public awards, news articles, recommendation letters, etc.)

Do you have a website we may visit? Yes \_\_\_\_\_ No \_\_\_\_\_  
web site address) \_\_\_\_\_

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

Have you ever received equipment from ACCRC before? Yes \_\_\_\_\_ No \_\_\_\_\_

**Shipping costs are the applicant's responsibility.** If you are out of the area, do you have an individual who can pick up the computer systems and ship them to you? Yes \_\_\_\_\_ No \_\_\_\_\_



If yes, Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ May we contact him/her? Yes \_\_\_ No \_\_\_

**CATRC /ACCRC 10/08  
Statement of Confidentiality**

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

At this time we are placing the following computer: Pentium III class computer with 512 Megabytes of RAM 10+ Gig hard drive, a CD-ROM drive, and 3.5 inch high-density floppy drive, 17" monitor

\* All systems come installed with Ubuntu Operating System

\* We do not supply or support Microsoft products and do not recommend them to our clients.

\* We do not provide modems, speakers, printers nor do we have laptops to donate.

**We are applying for recycled computer equipment because we 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.**

**Representative's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

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

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

**Public and Charter School Application 7/06**