



## Alameda County Computer Resource Center (ACCRC) Public and Charter School - 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 six months. 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 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)  
Public and Charter School - Application

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 (only), please submit the following:

- Formal request for computer equipment on your school's letterhead and signed by the principal.

For Charter Schools and Non-Profit School Organizations (only), please submit the following:

- Copy of your IRS 501(c)(3) exemption letter
- Copy of the first five pages of your articles of incorporation
- Copy of most current financial statements.

All Schools: Please address the following on a separate sheet 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 list some of your sponsors, contributors and donors, including any technology grants.

All Schools: Please attach the following to your application.

- Attach a brochure, school newsletter and/or flyer about your organization
- Attach copies of any awards, news articles etc.
- Attach any professional references, 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 not located in the SF Bay Area, do you have an individual who can pick up the computer systems and ship them to you?  
Yes \_\_\_ No \_\_\_

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

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

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



Alameda County Computer Resource Center (ACCRC)  
Public and Charter School – 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:** 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: \_\_\_\_\_