



Computer and Technology Resource Center 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 will not run Microsoft or Macintosh software, they have a complete Linux Operating System installed and 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, 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 to tell you what equipment we have available 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, you may decline it at that time and we will go on to the next applicant on the list.

In order to keep our expenses at a minimum, any equipment we donate to you or your organization can be picked up *by arrangement*, at our warehouse in Novato, or it can be shipped to you, *at your expense*.

To complete the application, follow these steps:

1. Complete **all sections** of the applications.
2. Attach **copies of the requested documentation**. (INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED.)
3. Enclose a **business size self-addressed, stamped envelope** (SASE) with your application. (FAILURE TO DO SO MAY VOID YOUR APPLICATION.)
4. Mail your application, documentation, and the SASE to:

Marin Computer Resource Center
Attn: PLACEMENTS
42 Digital Dr. #3
Novato, CA 94949

PLEASE NOTE: THERE IS A WAITING LIST OF PRIOR APPLICANTS, AND WE WILL CONTACT YOU ONCE WE HAVE RECEIVED AND APPROVED YOUR COMPLETED APPLICATION.
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Public Acknowledgment Policy:

We ask that you publicly acknowledge the free equipment that we may provide to you, in letters, press releases, and other published materials. When your organization experiences better and faster results and receives support in its undertakings from our efforts and the equipment we provide, the Marin Computer Resource Center deserves acknowledgment and should be credited. If you have a Public Relations idea that would serve both our causes, please contact us.

If you have further questions, please call us at (415) 883-1428
Tax ID# 68-0395504

Individual Application



INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED and MAY BE DESTROYED.

PLEASE ATTACH COPIES of the appropriate documentation to verify your financial and disability information, such as a pay stub, Social Security award letter or benefit statement, public assistance statements, and/or evidence of disability. NO ORIGINALS PLEASE!

Name of Applicant:	Age:
Address:	
City:	State: Zip Code:
Phone Number: ()	
Name of Personal Reference or Sponsor:	
Personal Reference or Sponsors Phone: ()	

Please answer the following questions:

Why do you require our assistance in obtaining a computer?

What purpose will the computer be used for?

How were you referred to our organization?

Have you ever received equipment from CATRC (ACCRC or MCRC) before? NO YES

(OPTIONAL): Please attach supporting documentation for any "Yes" answers

Are you disabled? Yes No
 Are you a veteran? Yes No
 Are you a senior citizen? Yes No

Don't forget to attach proof of financial & disability information. Zero income must be proven. Documents must match name and amounts listed on this application.

Monthly Income:

Gross Monthly Wages \$ _____
 SDI \$ _____
 SSI \$ _____
 Unemployment \$ _____
 Alimony \$ _____
 Child Support \$ _____
 Other \$ _____
 Other \$ _____

Total Monthly Income \$ _____

Monthly Expenses:

Number of Dependents other than self: _____

Monthly Housing Expense \$ _____ Rent Own

Other Monthly Expenses:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Monthly Expenses \$ _____

Individual Application



At this time we are placing the following hardware:

- Pentium III class computer with 512 MB of RAM, 20+ GB hard drive, a CD-ROM drive, and a 3.5 inch high-density Floppy Drive.
- This machine comes with the Ubuntu 7.10 Linux Operating System.
- We do not supply, support, or recommend Microsoft products to our clients.
- A 17" monitor, keyboard and mouse are included.

No Modem provided.

No Printer provided.

No Laptops.

If you are physically challenged, are there special requirements a computer must have to accommodate your challenge? (Please be aware that we may not be able to provide specialized equipment.)

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.

Declaration of Applicant (sign only if you agree to all terms):

I am applying for recycled computer equipment because I cannot otherwise obtain the computer equipment necessary to achieve the goals stated in this application. I have been informed that I will receive a telephone call or a letter if and when my application is approved, and that I will have to sign a Donation Agreement before receiving any equipment from MCRC. I know that MCRC cannot promise me a computer, and that it may take up to three months for my application to be processed. The information on this application is true to the best of my knowledge.

NAME: _____

SIGNED: _____

DATE: _____

Individual Application