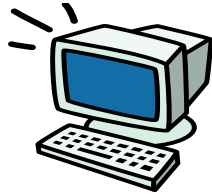




TECHNOLOGY DONATIONS

Reference Card

2006-2007



How to decline a donation:

Give them an option. Encourage them to contact the United Way, a daycare center, or offer the item to a local recycling center.

Remember:

When receiving printer donations, always ask for the installation CD!

District Donation Policy

Follow these guidelines with donations to your school:

UNDER \$1,000

Accept the donation at your school site if it meets minimum standards. File your gift report through the BVSD Internet site.

\$1000 AND OVER

Same as above, but you must obtain approval from the Superintendent prior to receipt of the donation.

\$10,000 AND OVER

Same as above, but you must obtain approval from the Board of Education prior to receipt of the donation.

Minimum Acceptable Standards

Our 3A technology initiative requires us to take a different approach to computer donations in the future:

WINDOWS PCs

We will no longer accept PC donations from individuals. Large-scale Windows PC donations coming from approved district partnerships may be accepted, but require approval by the School Leadership office. These donations must meet 3A technical standards

MACS

The district will no longer accept Mac donations.

LASER PRINTERS ONLY

Any Lexmark or HP LASER printer WITH printer driver software and ETHERNET capability is acceptable.

Hot Button Issues for Schools

Watch Out: Trash Deluge! It is cheaper for businesses to *give* obsolete items to schools than it is to pay *landfill* fees! Remember, each old and unusable device you receive as a donation costs the district at least \$20 to surplus.

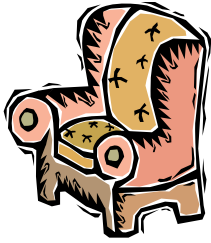
Shocking: Electrical Overload! Adding more electrical devices to your school can cause blown circuits, rolling brown outs, and inconvenience if you do not have the electrical circuits to support them. Before adding large quantities of donated devices, request an electrical study from the Operations department, ext. 5083.

Advisory: In - Out Rule of Thumb! Remember this rule: "For every new or donated device that comes into your building, remove an older one." This *protects* you from unnecessary problems with electrical overload, switch capacity, and software illegality.

What's the Value? Remember the *donor* must determine the donated item's value for tax purposes, not the school.

Avoid!

- *Avoid* donations that fail to meet the above specs.
- *Avoid* accepting large donations without seeing them first.
- *Avoid* donations that do not work, have missing components, or too many unknowns.
- *Avoid* accepting inkjet printer donations.



GENERAL DONATIONS

Reference Card

2005-2006



How to decline a donation:

Give the donor another option. Encourage the donor to contact the United Way, Goodwill, the Sister Carmen Center in Lafayette, a daycare center, or take the item to a local recycling center.



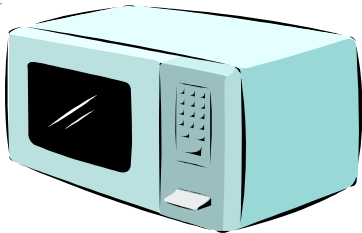
Rule of Thumb

In general, don't accept any of the donations listed below unless you *really* need them. Don't take them just because they are free. The cost of disposal for these item can far exceed their value.

Remember:

It costs the district thousands of dollars each year just to remove and recycle inappropriate and unneeded donations made to schools. Help us cut these costs!

Appliances



Please avoid accepting a used appliance unless it has first been checked out by a qualified technician. Determine if it has any *safety problems* and *works properly*. Ask the technician to sign a statement to that effect prior to receipt.

Also be aware that there may not be sufficient *electrical capacity* in your building to support too many extra appliances.

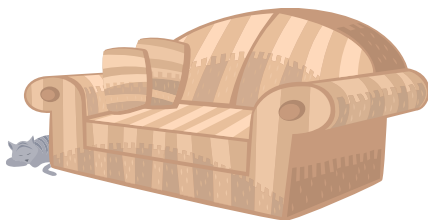
Carpet



Do not accept any used carpet: *carpet used in schools needs to be fire rated*. Residential carpet and some commercial carpets do not meet these ratings.

If it is new carpet, have the donor give you a copy of the technical specifications for the carpet being considered. Then call the Operations Department (ext. 5083) and they will determine if it meets applicable fire and smoke generation requirements.

Furniture



High quality, commercial-grade office furniture is certainly acceptable.

However, avoid accepting used domestic furniture. It may be *contaminated*, cause other *health related problems* and present *fire hazards*.

Chemicals



Do not accept chemicals (this includes paint) unless you get **prior** approval from the Director of the Operations Department (Dale Hobbs, ext. 5083)