

Labdoo Laptop Request Form

Rev. 001

Requester Information:

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Your Name: **James Owusu**

Your Email Address: **owusujames@hotmail.com**

Your Organization: **Centre for Learning and Community Development, (CLCD) Ghana**

Organization Website: www.clcdgh.org

You Labdoo account user name: (this is needed so that Labdoo can assign laptops to your project--registration can be done here: <https://www.labdoo.org/user/register>)

Project title: **IT Skills Development for Early Childhood Teacher Training.**

Project Site:

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1. Project Summary: **The Laptops will be used to train early years foundation teachers. Early year foundation teachers (Pre- School teachers) are non-existing and we want to train college graduates who wants to go into the teaching profession.**

2. Project Location: **Cape Coast Ghana**

3. Preferred language(s): **English**

4. On Site Contact Information (please provide at least one way to contact):

4.1. Name: **Rev. Dr. Samuel Amoah-Mensa**

4.2. Phone: **0233 244 283079**

4.3. Email: amoamensa@yahoo.com

4.4. Physical address: **F2/2 EJP Brown Street, Aboom-Wells, Cape Coast Ghana**

4.5. GPS coordinates (if you know them or if you can find them out):

5. Claimed IT equipment

Number of Laptops needed: **200.**

Number of eBook Reader needed:

Others needed (Tablet-PCs etc): **200**

6. Number of students: **256.**

7. Number of teachers:**4**

8. Electricity in the room: (Voltage and plug/socket type, e.g. type A, B, C, D, etc. see following link for explanation of types: **Socket is 3 pin UK standard. 220-240 volts**
http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets)

9. Does the room have access to the Internet? **Yes- We will need Laptops with Wi-Fi.**

9.1. Is the access via wireless or cable?**Wireless**

10. Conditions about the room where the laptops will be installed:

10.1. Is the room secure? **Yes: Its secured with security alarm systems and there is a security guard.**

10.2. Can the room be locked in a way that the supervisors (e.g. teachers) can control access? **yes**

10.3. Is the room weather-proof? (e.g. does the room protect the laptops from rain, sand, etc?) **yes:**

***The solicitation of a Labdoo laptop request implies that, upon receiving the laptops, the recipient agrees with the "Labdoo Laptop Recipient Agreement".

Labdoo Laptop Recipient Agreement:

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Dear Laptop receiver:

We are very pleased to have the opportunity to contribute to your project by providing technology to help bridge the digital divide. With every right comes responsibilities. Technology, when adequately used, can provide very powerful means to aid those that are most in need. But if used improperly, it can also damage our environment. By receiving the above items, you are automatically accepting to abide by the following Labdoo global responsibilities:

(1) The items received will be used only for the purpose described by your organization at the time you solicited this donation. If you intend to use it for a different purpose, you will contact first the Labdoo team at contact@labdoo.org.

(2) In the case that an incidence occurs to any of the received items, you will contact the Labdoo team at contact@labdoo.org, including in your email the tagging number of the item(s) related to the incidence and a brief explanation. The following incidences must always be reported:

(2.1) At the end of life of any of the received items, so that the item can be properly recycled.

(2.2) When an item breaks, malfunctions or any change in its status.

(3) Every six months, please send an email to contact@labdoo.org with the list of laptops that you have and their status (working or not working).

(4) Labdoo laptops are offered for free to you for education purposes. In return, you agree to not use the laptops for commercial reasons and you agree not to charge any fee for the usage of the laptops.

(5) By returning this form filled in, the solicitor confirms owning all rights on sent materials (current or in the future) submitted to Labdoo.org and allowing such content to be publicly available from Labdoo.org. In addition, the solicitor confirms having approval for taking pictures of the children and/or any person benefiting from Labdoo laptops, tablets or any Labdoo donations, from their parents and/or legal guardians. Labdoo.org explicitly points to the fact that sent materials and pictures/photos may be used online and/or offline, and hence that they can be accessed by third parties, and that such pictures are used to help preserve the transparency and accountability of the projects.

We thank you for your commitment to make our world a better place and we wish you best of luck in your humanitarian mission.

The Labdoo Team.