

Labdoo Laptop Request Form

Requester Information:

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Your Name: **Madam Agama Clara**

Your Email Address: **kwantaeprimary@yahoo.com**

Your Organization : **E.P. Primary School, Awudome Kwanta**

Organization Website: **No**

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: (**Awudome kwanta Community Library**)

Project Site:

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1. Project Summary: (**To be used as a storage facilities of the items in the labrary and any relevant information that concerns the usage of the library.**)

2. Project Location:**Awudome Kwanta Volta Region, Ghana**

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

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

4.1. Name: **Mr. Dogbey Christian**

4.2. Phone: **0246228108**

4.3. Email: **christdogbey@gmail.com**

4.4. Physical address (**E.P. Chruch, P.O. Box Ts34,Tsito, Accra-Ho road, Ghana**)

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

5. Number of Laptops Needed:**One (1)**

6. Number of students: **Ninety-Nine(99)**

7. Number of teachers: **Seven (7)**

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:

http://en.wikipedia.org/wiki/AC_power_plugs_and_sockets)

9. Does the room have access to the Internet? [yes / **no**]

9.1. Is the access via wireless or cable?

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

10.1. Is the room secure? [**yes** / no + brief explanation]

10.2. Can the room be locked in a way that the supervisors (e.g. teachers) can control access? [**yes** / no + brief explanation]

10.3. Is the room weather-proof? (e.g. does the room protect the laptops from rain, sand, etc?) [**yes** / no + brief explanation]

***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).

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.