



"Bildung ist die wirksamste Waffe, die man nutzen kann, um die Welt zu verändern"
Nelson Mandela

Labdoo Laptop Recipient Agreement:

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.
 - (1.1) If you intend to use it for a different purpose, you will contact first the Labdoo team at contact@labdoo.org.
 - (1.2) Only schools and projects may claim for Labdoo computer donations and not by individuals.
 - (1.3) Donated items may only be removed from school ground with admittance of Labdoo (example, teachers cannot take laptops outside school). If Labdoo reviser visit your project and discovered donated items are missing, your school / project will be excluded from Labdoo support and CANNOT receive any further donation.
- (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.
 - (4.1) The donated items cannot be resold to make money or exchange with other valuable items.
 - (4.2) If discovered donated items are missing, your school / project will be excluded from Labdoo support and CANNOT receive any further donation.
- (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.





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Edoovillage Requirements to Receive Dootronics

To receive dootronics, a potential edoovillage needs to satisfy the following main requirements:

1. Since Labdoo focuses on 'spreading education', an edoovillage must basically be a school or an educational center. In some occasions we can make exceptions and provide laptops to other organizations like hospitals or clinics, but most of the accepted edoovillages are actually schools.
2. Edoovillages are asked to find travelers (dootrippers) willing to travel from any of the hubs to their location. This requirement is important to ensure the project is logistically viable. Labdoo is sending laptops to a very large number of schools, so having the schools themselves find the travelers helps speed up the implementation of the project and makes it feasible and sustainable. While Labdoo can also help find travelers, it is generally required that the school provides the first travelers on their own.
3. The school must be capable of keeping laptops in a secure place to ensure they won't be damaged by harsh climate conditions (rain, dust, heat, ...) nor stolen.
4. Once accepted, schools need to fill in the **edoovillage request form** and **provide pictures of the school** and the **official school / NGO certificate** in order to initiate the project.





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Requester Information: (*) is a mandatory field

Requestor's Name(*): Manuela Erber-Telemaque
 Requestor's Email Address(*): manuela@zukunffuertshumbe.org
 Your Organization(*): Zukunft für Tshumbe / Un Avenir pour Tshumbe
 Organization Website / Facebook: www.zukunffuertshumbe.org Instagram: zukunffuertshumbe
 Your Labdoo account user name (<https://www.labdoo.org/user/register>):

Project Site: Tshumbe, Democratic Republic of Congo

1. Project title or name of your school, project, or NGO - A short title or description for your project(*): Secondary and Vocational School Waale Waana

2. Project Description - Please explain about your project and how you will use the laptops (*):

3. Number of students(*): 250 students (in total 6 full classes)

4. Number of teachers(*): 20 teachers (as we offer different vocational trainings)

5. Claimed IT equipments (*)

5.1 Number of Laptops needed(*): 25 Laptops

5.2 Number of eBook Reader needed: 00

5.3 Others needed (Tablet-PCs etc): 00

5.4 Additional comments:

6. On Site Contact Information / project manager. Please provide at least one way to contact (*):

6.1 Full Name(*): Manuela Erber-Telemaque or Ngando Odimba Fabien

6.2 Phone(*): +4366488690751 or +243990843638

6.3 Email(*): manuela@zukunffuertshumbe.org

6.4 Physical address of Organization (street, city, zip code, country...)(*):

6.5 GPS coordinates (click the link to find the coordinates: <https://www.gps-coordinates.net> or <https://support.google.com/maps/answer/18539>) (*):

7. Language

7.1 Local / Preferred language(s)(*): French

7.2 Additional information about language(s):

8. Project Location - street, city, state/province, country, zip code(*):

9. Access to Internet(*)?

9.1 Access to internet (yes/no) We will try to implement WiFi in the future.

9.2 Wired/cable (yes/no) as backup, but more important WiFi

9.3 Wireless (yes/no) Yes we will try to implement that

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

10.1 Is the room secure? [yes / no + brief explanation] Yes, we will build a Computer room, which will be locked. Our Secondary school provides several vocational trainings. Among other trainings, children should be able to learn how to use Computers to have more job opportunities when they finish the Secondary school. The school is on our organization compound

10.2 Can the room be locked in a way that the supervisors (e.g. teachers) can control access? [yes / no + brief explanation] yes, only the school Director Nsamba Omonende Pierre and our Regional Coordinator Fabien Ngando Odimba will have the keys to the room. The keys will be in the school office of the school Director and a reserve key will be at the office of our Regional coordinator.

10.3. Is the room weather-proof? (e.g. does the room protect the laptops from rain, sand, etc?) [yes / no + brief explanation] Yes, because we have a roof and a ceiling in the room. Once the





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laptops are not in use, before locking the room, we will put the laptops into the closet, to protect them even more.

11. How did you hear about Labdoo?:

- Search Engine (e.g. Google)
- At local Conference,
- At online Conference,
- From other organizations/companies,
- Facebook
- Instagram
- Other (please describe) You contacted us.

12. Picture(s) of the school, students, teacher, etc with this Request Form. Please send as file(s) (*):

The picture will be uploaded to your project site

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

