

Labdoo Laptop Request Form

Requester Information:

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Your Name: ????

Your Email Address: ????

Your Organization : ????

Organization Website:. ???

Your 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: Teaching Learning Materials for class room effective teaching (ICT)

Project Site:

1. ???
2. ???
3. Project Summary: (Please provide a brief statement about the purpose that the laptops will serve in your project site.) ???

2. Project Location: ???

3. Preferred language(s): English/Nepali/Tibetan

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

4.1. Name: ???

4.2. Phone: ???

4.3. Email: ???

4.4. Physical address (street, city, zip code, country...): ???

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

5. Number of Laptops Needed: ???

6. Number of students: ???

7. Number of teachers: ???

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): *220-240 volt and Type D*

- *We have the electricity line connected to the IT room. Voltage and plug, socket type 'D'*

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

- **No**

9.1. Is the access via wireless or cable?

- **Not available.**

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

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

- **Yes, the room is secure**

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

- **The teachers committed to lock the computer lab after receiving the laptop.**

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

- **Yes, the room is weather proof.**

***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 come 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.