

Labdoo Laptop Request Form

Please select the form in your preferred language from the templates below, copy/paste the selected form into your favorite word processor and then fill in each question. Once done, email the resulting form to your point of contact at Labdoo.org.

Your Name: Melinda Lies

Your Email Address: wocommunity@gmail.com

Your Organization :Wat Opot Children's Community

Organization Website: www.watopot.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>) wocommunity

Project title: (a short title description for your project)

Project Site:

1. Project Description: (Please explain here your project and how you will use the laptops.)

- Wat Opot Children's Community currently houses 50 children between the ages of 2 months and 19 years. About ½ of our children are HIV+. Beyond our 50 resident children/young adults, we financially support 9 of our former residents either in university or trade school and 10 in the local village. We have been a registered NGO with the Cambodian Ministry of Social Services for 18 years – The NGO is listed under Partners in Compassion, Cambodia –Wat Opot Children's Community is one program under that NGO. The laptops will be used for educational purposes, but also to help the children learn to use social media properly.

2. Project Location: Takeo Province, Cambodia

3. Preferred language(s): English

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

4.1. Name: Melinda Lies

4.2. Phone: +855 (0)10 47 66 12

4.3. Email: wocommunity@gmail.com

4.4. Physical address (street, city, zip code, country...): We do not have a physical address as we live in the rural area. Our PO Box is in the city of Phnom Penh and that address is: PO BOX 3182, Phnom Penh Post, Cambodia 12000

4.5. GPS coordinates (if you know them or if you can find them out): 11°13'04.1"N104°49'08.8"E

5. Claimed IT equipment: We currently have one old desktop and one refurbished laptop.

Number of Laptops needed: Two laptops would be fine to start

Number of eBook Reader needed:

Others needed (Tablet-PCs etc): We currently have one donated old Ipad and 2 LeapFrog Epic tablets.

We have found these to be very helpful with the younger kids as they cannot get on the internet with them (we can restrict their access) and the games we have purchased for them are age appropriate. In the future, having more tablets would be an asset.

6. Number of students: we have We have 10 children under the age of 5, 20 children in primary school and 20 in high school.

7. Number of teachers: As we are not a formal school, we have 2 staff members who use computers as well as many rotating international volunteers.

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) 230 volts and plugs A and C

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

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 / no + brief explanation] yes, there are bars on the windows (common in Cambodia) and the windows have glass that can be closed and locked. There is also a ½ wall which has bars instead of a wall so the computer screens can be viewed at all times, this limits the children viewing questionable websites.

10.2. Can the room be locked in a way that the supervisors (e.g. teachers) can control access? [yes / no + brief explanation] Yes, there is only one door into the room and it can be locked.

10.3. Is the room weatherproof? (e.g. does the room protect the laptops from rain, sand, etc?) [yes / no + brief explanation] Yes, The computer room is inside a larger building which houses our school room, offices and family room.

***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:

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.

