

**NextStep Recycling**  
**Computer Application Instructions For Nonprofits, Public/Private Schools, Day Care Centers**

NextStep Recycling is a non-profit computer refurbishing and recycling organization. We are dedicated to providing refurbished computer equipment to schools, non-profit organizations, and economically and/or physically disadvantaged individuals. In addition, we serve the community and the environment by recycling obsolete/nonrepairable donated electronic equipment. We are able to provide computers to the public by refurbishing used computer equipment for which businesses, corporations, and individual donors no longer have a use. In order to keep our expenses at a minimum, any equipment we donate to you must be picked up by arrangement, at our warehouse in Eugene.

**There is an administration fee of \$100.00 per donated PC/Mac computer.  
This fee cannot be waived.**

Send completed application to:

NextStep Recycling Attn: PLACEMENTS  
2101 W. 10<sup>th</sup> Ave. Eugene, OR 97402

If you have further questions, please call us at (541) 686-2366  
Email: [placements@nextsteprecycling.org](mailto:placements@nextsteprecycling.org) Tax ID# 68-0506282

**PLEASE NOTE! THERE CAN BE A WAITING LIST OF APPLICANTS. IF YOU VOLUNTEER IN OUR RECYCLING CENTER, YOUR ORGANIZATION MAY RECEIVE YOUR COMPUTER SOONER. ALL RECIPIENTS ARE ASKED TO HAVE A COMPUTER BUDDY TO HELP THEM GET STARTED.**

To complete the application, follow these steps:

1. Complete all sections of the applications.
2. Attach copies of the requested documentation. (We are not able to process your request if we do not have the necessary paperwork.)

**PUBLIC AND PRIVATE SCHOOLS/DAY CARE CENTERS/NATIONAL/INTERNATIONAL NON-PROFIT ORGANIZATIONS**

Name of Organization / Institution: \_\_\_\_\_

Tax ID/EIN#: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

- 4 If you represent a U.S.A. non-profit organization, attach a copy of your IRS 501 (c) (3) exemption letter, your Articles of Incorporation, and financial statements.
- 4 If you represent an INT'L non-profit organization, attach copies of licenses and/or documents identifying your organization as non-profit. (If not written in the English language, please include a translation) AND a completed AFFIDAVIT, included with this application. Include documents that show your organization has permission to ship to your designated country.
- 4 Please include a brochure about your program, which may contain supporting information such as professional references, contributors, technology grants you received, news articles, recommendation letters and other pertinent documents.
- 4 Statement of Confidentiality: It is understood that no one, other than NextStep Recycling authorized staff will be privy to this information except as may be authorized by law.

Please answer these questions on a separate sheet (1) of paper.

- A) What service do you provide and what population do you serve and how many?
- B) What is your organization's purpose and/or mission?
- C) What are some of your organizations' accomplishments? Please include brochures, news articles, etc.
- D) Please list some of your sponsors and donors.
- E) What purpose will the donated equipment be used for?
- F) Do you have a website we may visit? (Yes) (No) (Web address) \_\_\_\_\_

- 2. How were you referred to our organization? \_\_\_\_\_
- 3. Have you received equipment from NextStep Recycling before? Yes \_\_\_\_ No \_\_\_\_
- 4. How many children will have the use of this equipment? \_\_\_\_\_

SHIPPING COSTS ARE THE APPLICANT'S RESPONSIBILITY. If you are out of the area OR country, do you have an individual who can pick up the unboxed computer systems and ship them to you?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone:(     ) \_\_\_\_\_ May we contact her/him? YES \_\_\_\_\_ NO \_\_\_\_\_

COMPUTER HARDWARE REQUEST INFORMATION:

What hardware platform are you looking for? Circle item and record number of item requested:

- Macintosh \_\_\_\_\_                      Macintosh No operating system \_\_\_\_\_
- PC Windows \_\_\_\_\_                      PC No operating system \_\_\_\_\_
- PC Linux \_\_\_\_\_                      PC server no operating system \_\_\_\_\_
- Printer \_\_\_\_\_
- Scanner \_\_\_\_\_
- FAX machine: \_\_\_\_\_
- Other: \_\_\_\_\_

We (name of nonprofit/school/daycare): \_\_\_\_\_ are applying for recycled computer equipment because we cannot obtain the computer equipment necessary to meet our technology needs. The information on this application is true and correct to the best of our knowledge.

REPRESENTATIVE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_