

Device Donation Release Form

Please complete this form when dropping off an electronic device at Connecticut Valley School of Music & Dance ("CVMD") for the Computer Donation & Recycling Drive. This form documents donor information, device (unit) details, and important legal acknowledgments.

Legal Stuff:

"We", "us", or "our" refers to Connecticut Valley School of Music & Dance (CVMD), Middlesex United Way, and other related entities, including but not limited to affiliated volunteers or agents, involved in the facilitation of this donation event collectively.

"Device", "Unit", "It", "Its", or "Computer" shall refer to the article(s) described by the donor in sect I., including but not limited to mobile phones, laptop computers, desktop computers, all-in-one computers, personal digital assistants, pagers, tablet computers, and smart watches.

I. Donor Information

Name*: _____

Address*: _____

City / State / ZIP*: _____

Phone / Email*: _____

Date of Donation*: _____

II. Device Information

Device Type*: __Laptop __Desktop __Tablet __Other (Please write:)

Make & Model*: _____

Serial*: _____

Visual Condition: _____

Operating Condition: _____

Additional Notes: _____

Don't hesitate to ask us about any of this!

Note: Before You Donate

Make sure you have the following:

- A backup of all the files you care about
- The charger

If you are missing any, we can help!

III. Donation Release & Waiver

By signing below, the Donor:

- Hereby transfers all right, title, and interest in the described device to us.
- Understands we make no warranties, whether express or implied, regarding its functionality or fitness for any particular purpose.
- Agrees to hold harmless CVMD, Middlesex United Way, and any affiliated volunteers or agents (us) from any liability arising from the donation, refurbishment, distribution, or recycling of this device.
- Consents to contact via email and/or phone in case we need more information.

IV. Data Privacy and Media Destruction

The Donor acknowledges:

- All data on the device will be securely wiped and overwritten.
- We are not responsible for recovery of any data, including personal or proprietary data, once the drive is erased.
- No attempt shall be made to recover the Donor's data after the wiping process begins.

V. Environmental Recycling

Units failing the evaluation may be:

- Sent to an electronics recycler
- Used to repair other devices that, if repaired, would pass the evaluation
- Donated for other purposes for which the device(s) may be appropriate
- Held to be repaired later

Don't hesitate to ask us about any of this!

VI. Device Evaluation

Before any device is refurbished or recycled, volunteers will perform an evaluation comprising of five key steps:

- Intake & Inventory (what this form is for)
- Physical & Cosmetic Inspection
- Device Age & Specification Assessment (minimum requirements follow:)
 - 2nd Generation Intel i3 (or equivalent below #850 on userbenchmark.com),
 - 8 gigabytes of RAM (unless upgradable)
 - 120 gigabytes of storage (if not upgradable)

Please note that this process is subjective; the above requirements are only a guideline.

- Functional Diagnostics:
 - Power-on Self-Test
 - Memory test
 - Storage health check (if applicable)
 - Peripheral verification (ports, trackpad, keyboard, etc.)

VII. Signatures

Donor Signature: _____ Date: _____

Print Name: _____

Representative: _____ Date: _____

Print Name & Title: _____

Thank you for your generous contribution. Your kindness will help bridge the digital divide for those in need.



Don't hesitate to ask us about any of this!