

White Paper: Computer Donation & Recycling Drive for Those in Need

Executive Summary

This initiative partners Connecticut Valley School of Music & Dance (ConnValley) with Middlesex United Way to collect, evaluate, refurbish, and redistribute donated computers to students & seniors lacking reliable technology. By upgrading suitable devices with SSDs and securely wiping data, we extend device lifespans and help. Unusable and obsolete units are recycled, used as parts for other donations, or reused for other purposes.

Introduction

In light of Windows 10 support ending in October of 2025, many organizations and individuals will replace older computers. This drive transforms that transition into an opportunity, capturing functional hardware destined for the landfill and delivering it to students & seniors who need it most.

Problem Statement

In the modern educational climate, students with little access to technology face educational disadvantages. Senior citizens may not have the means or knowledge to video-call their loved ones. Simultaneously, retired computers often end up in landfills, serving no purpose but to pollute. There is a clear need to divert usable machines into the hands of those in need and reuse and recycle the rest.

Objectives

- Collect a minimum of 200 donated computers over a two-month window
- Refurbish at least 75% of collected devices with SSD & RAM upgrades and secure data wiping
- Donate refurbished PCs to appropriate local organizations via United Way
- Reuse/recycle at most 25% of devices that fail evaluation
- Raise community awareness about digital equity and responsible recycling

Partnership Roles

ConnValley

- Promote the drive through its network
- Serve as drop-off location and intake center

Middlesex United Way

- Promote the drive through its network
- Identify recipient organizations and coordinate distribution
- Handle logistics for end-of-campaign device hand-off

Volunteers

- Perform hardware diagnostics and age assessments
- Execute secure data wiping and formatting
- Upgrade viable machines with SSDs

Donation & Intake Process

1. Campaign launch with co-branded flyers and social media posts
2. Donors schedule drop-off appointments or attend walk-in donation days
3. ConnValley logs each device: make, model, age, and owner release form

Evaluation & Refurbishment Process

- Minimum specifications: 4 GB RAM, 2nd Gen Intel i3 or equivalent processor, little physical damage
- Machines older than eight years or with unrecoverable hardware faults enter recycling
- Approved units receive a 256 GB SSD upgrade, BIOS firmware update, and fresh Windows 10 installation

Please note that this process is subjective. Some devices older than eight years may be suitable for use, some devices below the minimum specifications may also be suitable.

Recycling Protocol

- Partner with a certified e-waste recycler
- Extract and repurpose reusable parts (RAM, power supplies) where possible
- Some obsolete, yet functional devices may be used for fundraising events (LAN Parties!)

Distribution & Impact

United Way distributes refurbished computers to a vetted student program, as well as the Senior Center in Portland CT. Post-distribution surveys track usage rates, academic impact, and recipient satisfaction.

Timeline & Milestones

Phase	Dates
Planning & Outreach	September 13 – Oct 15, 2025
Donation Window	Oct 16 – Dec 15, 2025
Refurbishment	Oct 16 – Dec 20, 2025
Distribution	Jan 5 – Jan 20, 2026
Impact Assessment	Jan 21 – Feb 15, 2026

Budget & Resources

- SSDs (256 GB) * 150 units * \$20 each = \$3,000
- Storage: CVMD

Risk Management & Compliance

- Ensure donor data privacy with signed release forms
- Follow local e-waste disposal regulations
- Success Metrics & Evaluation
 - Total devices collected vs. goal
 - Refurbishment success rate
 - Number of beneficiaries
 - Post-distribution survey results