KRAMDEN
GET TECH. LEARN TECH. GIVE TECH.

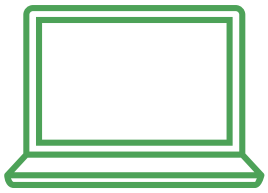
SURPLUS TECH COLLECTION TOOLKIT

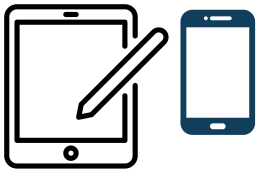
# RUN YOUR OWN TECH DRIVE

Kramden is is a non-profit organization that refurbishes computers to give to people in need. We depend on devices donated by individuals and businesses.

If you want to run a tech drive in your community and have us pick up your collection, this guide will help you get started. Contact us anytime with questions.

## CHECKLIST FOR SUCCESS





- ☐ **Set a Date:** Once your event date is set, contact us for a pick-up date.
- ☐ **Find a Space:** Select an easy-to-find ground level space, like a parking lot or lobby, for easy drop-off. Place signs to guide donors.
- ☐ **Find Helpers:** Recruit 3-6 volunteers to help with marketing, unloading and moving donations, and more.
- ☐ **Find Storage:** Store donations in a secure, climate-controlled place to prevent damage, theft, and data risk.
- ☐ **Organize Donations:** Use large boxes, racks, or a pallet to store donated equipment carefully.
- ☐ **Tell the World:** Publicize the drive 4-8 weeks in advance with mailers, emails, announcements at meetings, partner ad member organizations, social media, radio, TV, and more. Encourage others to help spread the word.
- ☐ **Customize Materials:** Add your logo and contact info to the flyer templates and donation receipt in this packet. Give to each donor.
- ☐ **Celebrate:** Post media of your event to document your impact.

## GET IN TOUCH:

5010 NC Hwy 55, Durham, NC 27713
kramden.org
919-293-1133 • info@kramden.org

your logo here

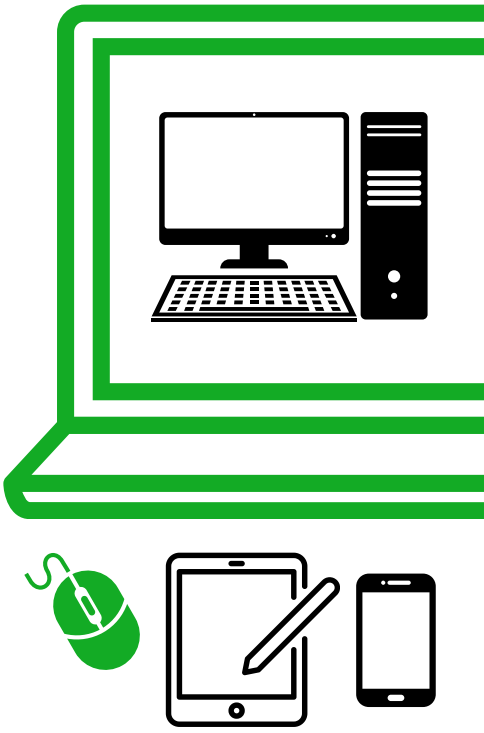
Date & Time
Location
Website

# SURPLUS TECHNOLOGY DONATION DRIVE

**Drop off your technology equipment for responsible reuse and recycling!**
We have partnered with Kramden Institute, a non-profit IT refurbisher that gives free and affordable devices to people in North Carolina to promote digital equity. They will

For large donations, contact Kramden directly for free pickup, data sanitization and destruction, and R2 certified downstream recycling.

## ITEMS WE ACCEPT FOR DONATION



- Desktop computers: any age/make/condition
- Laptop computers: any age/make/condition
- LCD monitors: any age/make/condition
- Peripherals: mice, keyboards, hard drives, RAM, flash drives, power cords, VGA cables, etc.
- Servers and Enterprise networking equipment
- Tablets: any age/make/condition
- Cellphones

## ITEMS WE DO NOT ACCEPT

X CRT Monitors, Printers, Scanners
X Shredders, Stereo Speakers, Household Appliances
X Consumer Electronics, Lamps or Bulbs

## GET IN TOUCH:

your contact here

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Advancing equitable access to devices, connectivity, and technology education

# GIVE TECH WITH CONFIDENCE

## KRAMDEN'S DATA DESTRUCTION PROCESSES

Kramden takes full ownership of all devices and data contained within.

- Data bearing devices received by authorized Kramden personnel are stored in a secure and monitored vehicle and our facility until processed.
- All data bearing devices are wiped to the NIST 800-88 classification of “PURGE” specification which prevents data recovery by all software and physical measures.
- Any device that fails this process is sent for physical destruction by our R2 e-waste recycler.
- Kramden Institute will provide a Certificate of Destruction (CoD) for any business donor at request.

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# DONATION RECEIPT

A sample donation receipt is available for download from Kramden's website or in an editable format upon request. Customize this template with your organization and event info.

**IMPORTANT:** Donation Receipts must show the host organization's name and logo. Do NOT use Kramden's logo. Kramden is not responsible for theft, damage, loss of physical assets or data until devices are received by Kramden staff.

# REMOVE PERSONAL INFO FROM APPLE, SAMSUNG, GOOGLE PRODUCTS

Before anyone sells, gives away, or trades in a device (especially a phone or mobile device), we advise the owner to transfer information to a new device, then dislodge or unlock the device from a personal account, e.g. an icloud or google account. Kramden will remove data from any usuable devices or order our recycler to shred the data-bearing component or device.

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