We Bought Computers. Now What?

Congratulations!

By providing devices, you are making a significant contribution to digital inclusion. There are several considerations when preparing to receive and deliver technology.

1 **Preparation**
Arrange for an area and furniture, if needed, for the computers' arrival. Assign staff to unpack and check the condition. Determine if additional software or special configurations are required.

2 **Distribution**
Decide on the criteria of who will receive computers and how recipients will be notified. Create a data collection form to track computers.

3 **Documentation**
We highly recommend that recipients and your organization sign a receipt when the computer is delivered and take a photo of the moment- great for reporting and fundraising purposes. For loaned equipment, a loan agreement should be signed.

4 **Support**
Provide an orientation for recipients to the technology. Review the technical support that many refurbishers' provide.

5 **Education**
Offer digital literacy classes or partner with a nonprofit organization to help recipients develop digital skills.

Devices are only one part of digital inclusion. Do users have broadband access? How will they build digital literacy skills?

Uniting 70 independent nonprofit refurbishers across the United States, the Alliance for Technology Refurbishing and Reuse (AFTRR) is a program of National Cristina Foundation, a 501c(3) nonprofit organization.

www.cristina.org

Digital Inclusion Tips for Nonprofit Organizations