

Donate your gently used laptop to a student in need through the Laptop Donation Program

The Stanford Bookstore is partnering with the Haas Center for Public Service to fulfill a community need through Athletic Scholars Advancement Program (ASAP). Help ASAP supply gently used laptops to 100 seniors going to college.



WHO ARE ASAP STUDENTS?

ASAP serves about 100 seniors each year:

- 70% qualify for free or reduced lunch
- 60% immigrants
- Over 95% students of color
- 97% will be first in their families to attend college

HOW CAN I HELP?

- Drop off your gently used laptop to the Stanford Bookstore
- Don't worry! Kroll and Associates, a corporate investigations and risk consulting firm, has volunteered to wipe all data from donated laptops

WHAT IS ASAP?

The Athletic Scholars Advancement Program (ASAP) is an independent, nonprofit organization dedicated to student athletes at Mission High School in SF. We create and cultivate a college-bound culture by providing access to summer school programs, one-on-one mentoring, individualized academic guidance and college counseling services.

"I need a laptop to do my homework, research projects, essays - everything. Sometimes I need to stay at school to do my work, because I don't have a computer at home. If I had my own laptop, I could work anywhere, anytime. I'll be the first in my family to graduate from college, and having a laptop will help me succeed!"
- MUNA, ASAP GRADUATE CLASS OF 2013

For more info, contact Vivian Wong '12

ATHLETIC
SCHOLARS

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Choosing action over apathy since 1985

LAPTOP DONATION PROGRAM FAQ

These days it's increasingly difficult to succeed in college without a laptop. Think of how many problem sets and papers you've cranked out on your trusty laptop -- think of how many emails you've sent and the opportunities those emails have unlocked! Your laptop has served you well these past years, and now you're ready to move on and upgrade. Please consider donating your laptop to graduating high school seniors who come from low-income backgrounds and will be the first in their families to attend college. Instead of littering your garage or storage unit, your gently used laptop could help unlock boundless opportunities for another student in need. Here's how you can participate in the Laptop Donation Program.

Q: What should I do with my old laptop?

Some people choose to keep their old laptop for parts or as a backup machine, but in most cases, old laptops end up taking up space and are forgotten in storage. Consider donating your gently used laptop to the Laptop Donation Program, which can help a low-income student succeed in college.

Q: What kind of laptop can I donate? What counts as "gently used"?

If your laptop is five years old or younger, in working condition, and Internet-capable, then it is eligible for the Laptop Donation Program. We don't discriminate here -- we'll accept Macs and PCs with gratitude. We will also gladly accept any accompanying accessories, such as chargers, laptop cases/bags, rubber keyboard protectors, laptop locks, etc., but it is by no means necessary to donate.

Q: Are there any costs involved in the donation of my laptop?

Nope! It's all free for you. Donate your gently used laptop and the receiving nonprofit will provide you a receipt with your name on it, the nonprofit's name and identifying number, and the model and type of the laptop you donated. Use this receipt to receive a tax deduction.

Q: What is the procedure for donating my laptop to students in need?

Before you can donate your laptop, you will need to wipe all your data. In compliance with Stanford policies, all Stanford-affiliated members must erase all non-public data from their disks before they can donate their devices. An easy way to ensure that no non-public data remains is to erase ALL your files. Refer to [Computer Equipment Transfer and Disposal Guidelines](#) for how to wipe your disk clean. It is recommended to use [Darik's Boot & Nuke \(DBAN\) Software Utility for Data Wiping](#), a free software download that securely erases the hard disks of most computers. Once you wipe your data, you may drop off your gently used laptop at either the Stanford Bookstore or the Haas Center for Public Service during working hours. You will receive a receipt for a tax deduction as well as our sincere gratitude for your donation.

Q: Can I donate the laptop that Stanford gave/lent me?

No. Only privately owned laptops (from students, alumni, faculty, community members, etc.) can be donated to this program.

Q: What happens to the laptop after the Laptop Donation Program accepts it?

After you donate your laptop that you've already wiped clean, the laptop will be taken to Kroll and Associates, a company in Los Angeles that has generously volunteered to ensure that all data has been wiped from the device before it is given to the receiving nonprofit. This final data wipe feature is in place to ensure your security and it is of no cost to you.

Kroll and Associates will send the clean donated laptops to the receiving nonprofit. This year, the receiving nonprofit is Athletic Scholars Advancement Program (ASAP) in San Francisco. ASAP provides academic mentoring and college counseling to first-generation, low-income students at Mission High School. Of the 98% of ASAP seniors attending college in the fall, most cannot afford a laptop. They can apply to receive a donated laptop by writing an essay on how having a laptop will contribute to their college success. Depending on the number of laptops received, ASAP will distribute the laptops based on the most compelling essays.

Q: Is this tax-deductible?

Yes, if you donate it to a library, school, or a nonprofit program such as Athletic Scholars Advancement Program. The tax laws pertaining to this are [Section 170 of the Federal Income Tax Code](#), the New Millennium Classrooms Act, and the 21st Century Classrooms Act. Business donors can deduct the un-depreciated value of the computer, and individuals can deduct the current market value of a computer.

Example: A computer and related software with a purchase price of \$3,000, valued at \$500 at time of contribution, receives a \$500 deduction. A written receipt must be received and Form 8283 should be attached to returns. The receiving nonprofit will provide you a receipt with your name on it, the nonprofit's name and identifying number, and the model and type of the laptop you donated. The nonprofit is not authorized to appraise the value of the equipment. You are responsible for the determination of the value of your donated equipment.

Q: Who is involved in the Laptop Donation Program?

The Stanford Bookstore is partnering with the Haas Center for Public Service to meet a community need through the Athletic Scholars Advancement Program (ASAP), an independent 501(c)(3) nonprofit, in San Francisco. While Stanford is acting as a conduit to facilitate logistics, donated laptops will never be Stanford's property.

Q: Why is the Laptop Donation Program giving the laptops to Athletic Scholars Advancement Program (ASAP)?

This year, all laptops will be donated to the Athletic Scholars Advancement Program, a 501(c)(3) nonprofit in San Francisco. ASAP provides one-on-one college counseling and academic mentoring to at-risk youth at Mission High School. ASAP serves 350 students, including 100 seniors -- 97% of whom are the first in their families to attend college. The majority of ASAP students come from low-income backgrounds, and are unable to afford a laptop which, as you know, is increasingly essential for college success. Current Stanford Public Interest Network Fellow Vivian Wong ('12) works there with Executive Director Liz Butler Steyer ('86, '91). Together, they brought this community need to the attention of their alma mater. Both the Stanford Bookstore and the Haas Center for Public Service were enthusiastic to institutionalize the Laptop Donation Program as a way to increase sustainability and minimize e-waste. For more information about ASAP, this year's recipient of donated laptops, check out their website at www.missionasap.org.

Q: Sounds great, but I have more questions. Who can I contact?

No problem! We'd love to answer any lingering questions you may have. Feel free to contact Vivian Wong ('12) at vtwong@alumni.stanford.edu or Liz Butler Steyer ('86, '91) at lbsteyer@alumni.stanford.edu.

Thank you for considering donating your laptop to students in need!

Laptop Donor Waiver Form

"I, _____, am voluntarily donating my gently used laptop to the Laptop Donation Program, without remuneration, for the use of students in need of this equipment without regard to race, color, creed, religion, or political persuasion. I understand that I must wipe all data from my hard disk before donating my laptop. I have retrieved all data I need before wiping all data from the laptop. I authorize the Laptop Donation Program to acknowledge my donation and to dispose of the laptop I donated if it is advisable. I shall not hold Stanford University, Follett, the Laptop Donation Program or its representatives liable for any untoward incident that may occur as a consequence of the laptop donation. I certify that I am the person referred to in the above and that all the entries are read and well understood by me."

Donor Information

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

Laptop Information

Manufacturer: _____
(e.g. Apple)

Model: _____
(e.g. Macbook Air)

Serial Number: _____

Age of Laptop: ____ Years

Data Wiped? Yes No
(Kroll and Associates will wipe all data before donated laptop is used.)

Accompanying Accessories:

- Charger
- Laptop Cover
- Laptop Bag
- Keyboard Cover
- Mouse
- Speakers

Tax Information

Receiving Nonprofit: Athletic Scholars Advancement Program (ASAP)
Tax ID/EIN: 90-0629388

Donor Signature

Donation Date

Laptop Donation Program Representative

Questions? Contact Vivian Wong ('12) at vivianw@missionasap.org