



Device Checklist

FOR DONATION CHAMPIONS

This checklist will help you identify what devices your company or home could donate to Songa Dev. We suggest you complete this checklist with your IT Manager. Once completed, you can use this information approach the decision maker at your company or home.

Does your company own its own laptops or device?

- yes
- no, we lease them (or another arrangement)

What currently happens to your used devices?

- we donate them to a good cause already we sell them on to another company
- we give or sell them to staff
- they are collected and disposed of as as e-waste

How many laptops will your

company be retiring this year? _____

What other used devices could be donated? Check all that apply - or, if available, put the number of devices in the box.

- monitors tablets
- projectors
- headphones & headsets speakers
- other _____

Who is the decision maker about what happens to used technology?

Have they already approved making this donation to Songa Development Initiative?

- yes - wahoo! Download and complete the [Donation Form](#)
- not yet - no worries! :)

And most importantly... With every laptop you donate, you'll be supporting more young learners or vulnerable children. Let's give these learners the life-long gift of a digital education!

