

# Drop-off Point Guidance

*Thank you for considering becoming a Drop-off Point for Malaptop!*



A Drop-off Point is simply somewhere that people can go and donate a laptop to Malaptop. We are looking to have as many Drop-off Points as possible throughout Scotland so that people are not putting off donating their laptop due to distance. The Drop-off Points can either be local schools, churches, businesses or any other public building. This is a great way to help Malaptop with no financial implication.

## What would be required of a Drop-off Point

- Be able to take donations of laptops during specified hours (e.g. Mon-Fri, 9am - 5pm)
- Collecting the Donation forms and keeping them safe until collected
- Keeping in contact with the Malaptop team so we know how many you have
- Let people know that you are a Drop-off Point by allowing us to put the location on the Malaptop website, and having a sign/poster on site.

## What would not be required of a Drop-off Point

- Any work done to the laptops, we are not asking the Drop-off Points to help prepare the laptops and so no computing work will need to be carried out at the Drop-off Point.
- Long-term mass storage. We will collect from the Drop-off Points regularly and if at any point you feel that your storage facilities are being stretched we will try and come and collect them as soon as possible.

If you feel that you could help out, please email [simon@malaptop.org](mailto:simon@malaptop.org) and we will get set up.

Zikomo kwambiri! (Many thanks!)

The Malaptop Team