

**United Way Partner IT Alliance
Assistance Request**

Agency Name: Miami Valley Literacy Council

What we need: (volunteer time, equipment, etc.)

- a. 3 - LCD Projectors (prefer lightweight models)
- b. 6 – Overhead projectors for our Reader’s Digest national Word Power Challenge event to be held Feb 27, 2004 and other events. 6 – Additional bulbs on hand in case one goes out we must have a replacement available so that it doesn’t put the timed event off track. (this would save us from having to rent them from the venue) We could use 3 permanent replacements donated for our offices.
- c. 6 - Laptop computers; P2 or better with enough memory (128 +) to run the majority of programs, CD (DVD is better since we do presentations), 10 gig HD, etc...
- d. IT volunteers that can be called upon when needed.
- e. Computer lab volunteers (for training & assisting staff and students)
- f. Software – Educational (Reader Rabbit, Math Blaster, etc...), Adult based programs, MS Products, and the like (anything for Pentium class).
- g. Hardware – Miscellaneous items are always needed for Pentium class computer upgrades, repair and the like.
- h. 3 - Multi-media computer systems P2 or better (P3 preferred).
- i. 6 – Multi- media systems for computer lab P3 or better.
- j. 1 – Multi-media computer for family learning area P2 or better.
- k. Any cartridges for inkjet, laser, copier and/or faxes. New or used. Used will go to our recycler and the proceeds will benefit MVLC programs and services.
- l. DTP services.
- m. Printing and typesetting services.

If volunteer time, estimated duration of need:

d, e, l & m - All volunteer time will vary according to the schedule of MVLC & the volunteer and the need at the particular time of the volunteer’s availability.

How we will support the gift on an ongoing basis:

a, b, c, f, h, i, j, k – We have staff that know how to use the equipment however, we do not have enough equipment.

d & g – We would only use the on-call volunteer to help if, the need arises.

e – We have staff that are trained for assisting the students in the computer lab, just not enough staff. We have staff that are trained with most of the software they use however, there are things that come up and some staff & students need additional training that if, available would be of great help.

l & m – Services that can be provided at no charge or at a reduced rate would both be used only when needed.

How the gift will support our agency in helping the community:

- a. We will be able to do presentations around the communities that we serve and during our United Way Outcome Partner tours and presentations.
- b. We will be able to use these in our offices to train staff, volunteers & tutors and students. These would enable to cut our costs associated with having to rent them at various times during the year for fundraising events.
- c. We would be able to do intake assessments at various locations throughout the areas that we serve (transportation is difficult for the majority of our students), for our staff to use for presentations throughout the year, and for our Public Relations Manager to use to do presentations at speaking engagements and United Way presentations and agency fairs. We would be able to serve more people by having these portable offices.
- d. We often cannot find the resources that are available at the time needed and affordable within the constraints of our budget.
- e. We would be able to train staff on programs that they need to use in their daily tasks to better serve our clients and provide better support for the agency. We would be able to have the volunteers train students and work with the staff to better the computer labs services.
- f. We often have more students than copies of software available for them to check out to use. This would allow us to better serve the students needs.
- g. We often need to upgrade memory or replace & repair a computer component in order to use software or keep a computer operating efficiently.
- h. We need to upgrade our staff's computers to keep them up to date for current versions of software. This will enable us to better support the agency and the clients we serve.
- i. We would be able to upgrade the computer lab to better serve the IT program at our agency so that we may better serve the students needs.
- j. We would be able to offer a computer station to allow parents & children to learn together in order to help stop the cycle of illiteracy.
- k. We would be able to use some of the new cartridges in our equipment at our agency and keep our costs down to be able to use our funds to provide for other services, programs and needs. The used cartridges would be recycled and the funds would be used for programs & services that our agency provides to the communities it serves.
- l. We would be able to have on hand professionally created brochures and other printed materials that we use on a regular basis. These printed materials are a vital part of services and we are lacking the budget to have them professionally created.
- m. We would be able to have the above printed materials professionally done in quantities necessary and this would provide much needed support to our agency. We would be able to better serve the community and the people who are in need of our services. We would have them readily available to submit with grant requests, for presentations & agency fairs and such.

United Way Partner IT Alliance
Assistance Request

Example

Agency Name:

What we need: (volunteer time, equipment, etc.)

1. 3 computers capable of running Office XP, scanners and CD burners.
2. 2-3 volunteers to help us wire the rest of the office for networking.
3. A color laser printer.
4. A volunteer to help re-write our database of services.
5. A volunteer to help convert excel data into graphs for our board mailing.

If volunteer time, estimated duration of need:

1. NA
2. 1-2 weeks total, 1 person ongoing on-call
3. NA
4. about 90 hours of work total
5. Ongoing, 1 day a month

How we will support the gift on an ongoing basis:

1. We have staff who knows how to use the equipment, just not enough equipment.
2. Use the 1 on-call volunteer to help troubleshoot if need arises.
3. We can budget for consumables to use it, but not capital under current grant.
4. We have staff that are skilled at queried, but not design.
5. We have the raw data, but not the time nor expertise to make useable graphs, etc.

How the gift will support our agency in helping the community:

1. We will be better able to serve more homeless people by having more intake stations. By placing scans of important documents on CD for the clients they can share them with other agencies and store originals in safe place.
2. We are seeing more handicapped counseling clients; this is to put computers in areas that are more accessible to them.
3. This will allow us to print better instructions, including pictures, on how to breastfeed, diaper and bathe babies for new moms.
4. We often cannot find appropriate resources for our mentally ill clients as our database limits our searches.
5. This will help us better detail how we are spending funds donated for prescription assistance and allow us to make a better case for more donations.