**TechNOW Employee Communications Template**

*Below is an employee intranet article/email**template to be posted on or around 5/22/2020 by participating TechNOW business partners. For campaign imagery,* [*click here*](https://drive.google.com/drive/folders/1fiULEMu4DJxB0Cnzc-UhVbwdAevDRM4s)*.*

# **Donate Your Used Technology to Keep our Community Connected**

We all know that our communities have been challenged during this time, and we’re excited to share about a new way that we can give back, together.

While schools across the state have moved to remote learning, current estimates show that more than 75,000 students across Oregon are without devices to support distance learning. That means tens of thousands of students are unable to access online learning, have limited ability to connect with teachers, cannot socialize with friends and more. As we look at the long term impacts of COVID-19 on our community and potential distance learning needs going into the fall, giving families access to technology is a lifeline to help students continue their education and ensure that every child has the tools they need to thrive through this crisis.

Today, we’re sharing an opportunity to be part of the solution: partnering with Free Geek as part of their [TechNOW campaign](https://www.freegeek.org/TechNOW) to support a community technology drive. *[Insert information about any corporate donations being made here: technology or dollars.]*

Free Geek needs everyone’s help if they’re going to meet the need of children and families in our communities. Over a two-week period beginning on May 27, Free Geek is partnering with the business community to host contactless drive-through technology collection sites across the Portland metro area to collect laptops, tablets, and cellphones -- the schedule is included below.

*[insert schedule here or link to the schedule* [*here*](https://www.freegeek.org/TechNOW)*]*

Donating is simple, easy and safe by following these four steps.

* Before you arrive at the donation site, please prepare your donation (e.g. untangle & tie up any cords, remove laptops from bags, and attach any power adapters to their associated equipment, etc.).
* Please have the donation in one spot, within easy reach, to unload it as quickly as possible.
* Drive to your preferred drop site and follow the signage & traffic direction to the designated line for drop-offs.
* When it is your turn simply unload the donation from your vehicle directly into the bin provided, and you are done!

Please note that in order to adhere to recommended social distancing measures, Free Geek will only be accepting drive-up donations directly from your vehicle. Free Geek will not be able to accept walk-up donations. For the safety of our community, we ask that donors wear a face covering and maintain a 6-foot distance from staff (and other donors) at all times.

You can learn more about Free Geek’s TechNOW drive [here](https://www.freegeek.org/TechNOW).

Have a question? Check out the [TechNOW FAQ](https://www.freegeek.org/TechNowFAQ).

Together, we can make a difference.