

RECIPIENT REQUIREMENTS

You are required to conduct an orientation session for all residents interested in using the TLC. This orientation should include basic equipment training and general rules of operation.

You are required to establish hours of operation. The TLC must be accessible to residents during some evening and weekend hours, times in which the greatest number of residents are on-site.

You are required to update your insurance policy to include all TLC equipment.

You are required to arrange tutorial sessions/classes.

You are required to oversee the maintenance and security of all TLC equipment.

You are required to maintain the resident user agreements and resident sign-in and out sheets.

You are responsible for installation of all TLC Equipment.

You are responsible for providing internet service on the TLC Computer.

WEBSITE RECOMMENDATIONS

www.thebeehive.org: The Beehive is a place to go for information and resources around the things that matter: money, health, jobs, school and family. And, they'd like you to have fun while you're there, so they've thrown in games and quizzes to keep it interesting.

www.techsoup.org: They carry more than 600 donated and discounted products at low administrative fees. Search their catalog to see if they have what you need.

free.avg.com: AVG Free provides you with basic antivirus and antispyware protection for Windows and is available to download for free.