Use this email template as a guide to solicit your local media to cover your computer drive HP Refresh Program

(Community Partner Name) Collects Pre-Owned Computers for Students to Use for Remote-Learning
Schools have closed and learning has moved online for millions of students due to the current situation around COVID-19. Unfortunately, many schools do not have the computers to send home with students, and many families do not own personal computers. Many children cannot participate in remote learning because a successful remote learning experience requires a computer for every student.

Looking for ways to give back to your community during the Covid-19 crisis?

The HP Refresh Program allows you to donate your unwanted PCs to students in need.

(Community Partner name here), will be hosting a computer drive to collect PCs you no longer need on (Day, Time) at (Location).

Here are some of the ways you can help:

• If you have unused personal computers stashed away, bring them to the PC drive. These devices don't have to be fancy – all the students need is browser capability.
• Use HP Refresh Software to securely wipe data from all devices and re-image the devices by installing browser-based software. If you choose to erase data and install the software at your own location, follow the HP Refresh Software instructions found on the HP Refresh website.
• If you prefer to drop off the PCs and have (Community Partner name) erase the data, we will be responsible for erasing data from the PCs and installing the browser-based software.
• Help us spread the word. If you know any families or individuals that have unused computers to donate, they can bring them to the (insert community partner name here and computer drive date here).
• Review the latest CDC Guidelines for Social Distancing.
• If your student needs a PC, contact us or local school district to find out where and how to pick up a PC for your student.

For more information and guidelines visit the HP Refresh Program.

Thank you for your support!

(Insert contact information here)
(Insert community computer drive info here again)