Naparima College I.T. Club

Naparima College

San Fernando

The Principal

Main Office

Naparima College

San Fernando

5th February, 2016

Dear Dr. Dowlath,

**Subject: I.T. Club Charity Initiative**

Due to manifold difficulties experienced in instructing members of the I.T. Club in the use of a computer with respect to care and maintenance of the hardware aspects of the system, the I.T. Club had long planned to acquire its own computer for these purposes (as well as for all the other tasks which the club would require). For the maximum benefit to the members of the club, it was proposed that they build the computer system. Since such a system would cost a fairly significant sum of money, and not all of the members were deemed sufficiently proficient to embark on this programme, it was then proposed that prior to building such a computer, they would be able to construct and interact with a cheaper one that the I.T. Club would build and donate to a children’s home.

Due to certain students’ desires to pursue medicine and/or attend a prestigious university, many of the Upper-Sixth Formers are becoming involved in charity programmes, whether through the Interact Club/ UNESCO Club or externally. One such student, on his charity work at the Hope Centre, noticed the state of abject disrepair that the few computer systems that they had there were in. Having done charity work at several such children’s homes recently, he had become alerted to the fact that the children at these homes, who are students themselves, had either no computer to use, or poorly functioning ones. Upon bringing this fact to the attention of the I.T. Club as a group, the decision was made that the prior plans to construct a computer to donate to a home be cancelled, or rather, expanded, and thus, the “Computers of Hope” initiative was born.

This initiative involves the collection of computers from the student population of Naparima College. These computers are expected to be older computers that the students’ families no longer use, or are in states of mild disrepair. The computers would all be collected and stored on the school compound in an approved location (the I.T. Lab is currently being used, but it is too small to house the computers). Approved students would then begin to repair these systems. Currently, students are coming to the I.T. lab during lunchtimes and their free periods to work on the computers that we have in our possession. This method of working is laboriously slow, as we have no established workflow, lack of space, often having to share the room with other students and/or teachers, etc.

We are in the process of acquiring more PCs which to repair. We are definitely getting another 15 within the next two weeks, and expect that students will begin to bring in theirs within the next two weeks as well. But, we will require more, as there are a number of homes that we wish to target, besides the Hope Centre. The amount of interested students in Naparima College numbers between 18- 30, with slightly less than 10 already possessing the necessary computer repair proficiency, meaning that the remainder will be using this exercise as training. We have set a target of 60 computers to be repaired, and this would require a bit more persons to be working.

With the need for additional people, as well as the need to acquire as much computer hardware as possible, the decision was made in the club, that we should seek the assistance of our sister school, Naparima Girls High School, in this venture. As such we would liaison with the students and teachers associated with their I.T. related clubs, with the intention of collecting donated computers from their school as well as students from Naparima Girls who are interested in helping to repair computers to come to our school to help repair these computers.

With all of these factors taken into consideration, we expect between 30-70 students being involved with this initiative. The need for space to effect computer repairs, as well as the requirement of having available power outlets with which to plug these computers in, and clear workspaces has also become much greater as a result of this perceived high interest in “Computers of Hope”. The need to have a structured workflow, and easy access to resources such as certain programs, operating systems and tools, means that an event has to be planned and scheduled. Whilst looking at possible venues for this event, the gymnasium was selected as being the best location to have the event.

The I.T. Club would source extension cords, and surge protectors/ UPS systems to place in the gymnasium to have access to power, and the folding tables that are used in the gymnasium for exams would be set up there to create stations from which persons can work. Upon the stage area, the administration of the I.T. Club would set up a projector with which to relay useful information to the various persons working within the gymnasium. As such, we would like to request that we be allowed the use of the gymnasium on Monday 22nd February 2016, from 9:00 AM till 3:00 PM.

The choosing of these times would permit students to attend assembly at their respective schools, attend roll-call in their form classes, and then arrive at the gymnasium at 9:00 AM. It is expected that prior to 8:00 AM, the students from Naparima College who wish to help in this initiative will help organize the gymnasium, so that it would be ready for use exactly at 9:00. We would require permission in writing to utilize the gymnasium, and we expect to forward this proposal to the administration of Naparima Girls for their review over this weekend as well.

Yours Sincerely,

Jared Hamid

I.T. Club President