Naparima College I.T. Club

Naparima College

San Fernando

The Principal

Main Office

Naparima Girls High School

San Fernando

10th February, 2016

To Whom It May Concern,

**Subject: Naparima College I.T. Club and Naparima Girls High School Robotics and App-Development Club joint charity Programme: “Computers of Hope”**

The Naparima College I.T. Club has developed a charity programme entitled “Computers of Hope” whereby old, disused computers, or ones which are in disrepair, are collected and donated to the programme by students. These computers are repaired by approved students belonging to the I.T. Club, and donated to children’s homes (such as the Hope Centre). The target goal is to have 60 fully functioning computers repaired and sent off to children’s homes. Another goal of the project is to provide students within the club with training and experience in computer repair, allowing them to get hands-on practical experience that is normally difficult to acquire.

Given that not every computer donated would be capable of being repaired by the students (due to lack of parts), a fairly large number of PCs would need to be collected by the students. To aid in the collection of computers a discussion was held amongst the administration of the I.T. Club, and the decision was made that we should partner with the relevant clubs existing within Naparima Girls High School, with two intentions.

The first proposal is that the collection of computers be held in parallel by the relevant clubs within Naparima Girls (the App-Development and Robotics Clubs). This allows for the collection of many more computers than could be collected from Naparima College alone. The second proposal involves having interested students (up to 30) from the App-Development and Robotics Clubs come to Naparima College on the 22nd of February to help repair the computers that were collected.

On the 22nd of February, an event will be held in the Auditorium at Naparima College from 9:00 AM to 3:00 PM whereby the selected students from Naparima College, and pending approval of this letter, the students from Naparima Girls High School, will proceed to repair these computers. Students from the lower forms, Forms 1-3 from Naparima College will also be attending the event for a short period of time, so that they could examine the repair process, and further their knowledge about computers.

The actual process of the repairs is a fairly strenuous activity, and any sort of tie, which could dangle into a computer case cannot be worn. The regular school uniforms of both schools are also not conducive to being worn for this type of activity, and as such, either a school T-Shirt/Polo Shirt or a plain T-Shirt/Polo Shirt accompanied by a school badge would be worn. Discussions are ongoing as to the creation of a special set of T-shirts and Polo Shirts for the event, emblazoned with the logo of the respective school for the male and female variants, as well as the “Computers of Hope” logo on the back of the shirt.

Once approved, the presidents of the respective clubs within each academic institution will compile a list of names of students participating in the event. The presidents of these clubs should also begin to organize the collection drive within Naparima Girls High School. Further discussion pertaining to the organization of the event would occur between the teachers in charge of the respective clubs, as well as between the administrations of the respective clubs in the following weeks, pending approval.

Yours Respectfully,

Jared Hamid

I.T. Club President