April 11, 2021

To Whom It May Concern,

This letter is to document the donation of computer equipment, software, and training from Reneal International Education Outreach Incorporated (Reneal IEO) to Mwandet Secondary School (Mwandet SS), Arusha, Tanzania. Reneal IEO is a registered United States 501(c)(3) tax exempt organization.

This donation is made solely to assist the students and teachers of Mwandet SS in their pursuit of quality education. This computer lab is given to the school at no cost, but there are specific expectations to which the school must commit. The signatories below agree, on behalf of their school and its teachers, to meet those expectations. By their signature, they also acknowledge that **failure to uphold these expectations may result in removal without notice of the computer equipment donated by Reneal IEO.**

Expectations for Preparation:

- The school will provide a classroom for the computer lab.
- The school will provide security for this room so the equipment is safe (window grills and a door lock).
- Tables for the computers and chairs for users will be provided.
- Electrical outlets will be available to provide power for the computers.
- The computer room will be ready prior to the date agreed to for Reneal IEO installation.
- Optional items that may be useful to the school (such as a projector or large TV for projection, and printers) are the responsibility of the school. The school will be responsible for providing for expendable items such as printer ink.
- Computer teachers at the school will spend time with Reneal IEO technicians during the installation to learn about the system. They will also attend special System Administration training that is provided by Reneal IEO for the computer teachers.
- Reneal computers arrive with no hard disks (or in rare cases, empty hard disks). It is strictly prohibited to install any software on Reneal computers. However if the school already has computers that are connected to the Reneal system, software that is already installed on those existing computers does not have to be erased.

Commitments:

- The School Head and teachers commit to use of Ubuntu and Open Source software with the Reneal system. They understand that Microsoft Windows or Microsoft Office will not be installed and will not be added.
- The school commits that the students and teachers will use the computer lab solely for learning and education. The computer lab will be used by students to learn about IT and for their projects and research in other subject areas. The computers will be used by teachers to prepare for classes, complete school reports, compute grades, and other school-related tasks.
- If it is determined that the equipment and system donated by Reneal IEO is used inappropriately or is not meeting the needs of the school as demonstrated by low usage and/or inadequate maintenance, then Reneal IEO can remove the donated equipment upon direction of its Board of Directors.
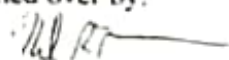
On-Going Obligations:

- Any equipment (including computers, internal parts of the computers, power adapters, mice, power extensions, UPS, etc.) donated by Reneal will never be removed from the computer lab, even for temporary use.
- The school will keep the donated equipment clean.
- The school is responsible for replacing stolen hardware or hardware damaged by careless use. **The school must buy replacements WITHIN TWO WEEKS so that students and teachers don't lose the opportunity of using the equipment.**
- The school will make regular reports to Reneal of the computer lab status. Damaged or stolen equipment will be reported immediately to Reneal.

- Personal music, videos, or other personal files will never be stored on equipment provided by Reneal. Installation of other software on any computer hardware donated by Reneal IEO is strictly prohibited
- The most important expectation is that the Reneal IEO system will be used daily by the students!

On behalf of Reneal IEO and its Board of Directors, we hope this equipment has a long life at Mwandet SS in supporting the education of the students.
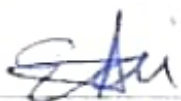
Turned over by:

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Neal R. Bierbaum
Board Chair, Reneal IEO

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Rene L. Bierbaum
Board Treasurer, Reneal IEO

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School Head, Mwandet SS

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Computer teacher, Mwandet SS

Item	Quantity	
Network switch Gigabit 48-port	1	
RJ45 connectors	35	
Cable ties, clamps, tape, labels, etc.	1	
Cable tacks and clamps	2	
Laptop (used, donated)	14	—Received 10, Remain 4
Laptop adapter (used, donated)	14	
USB optical mouse (used, donated)	14	
Cat 6 Ethernet cable (per meter)	80	
Power strip	3	