

## K-12 Donation Request Form

The Lawrence Livermore National Laboratory (LLNL) Donation, Utilization and Sales (DUS) Group manages and coordinates LLNL's K-12 Donation Program.

Once the Department of Energy (DOE)/LLNL property is determined to be "surplus" to the needs of the government, it may be gifted to accredited school districts and accredited nonprofit organizations, within the state of California, for mathematical, scientific and technological literacy activities.

Consistent with the Stevenson-Wydler Technology Innovation Act of 1980, LLNL is committed to donate and gift property to eligible educational and nonprofit institutions in support of academic excellence and/or Science, Technology, Engineering and Math (STEM).

### Section 1: General Information

|   |
|---|
| Date  |
| School District Name                              |
| School Name                                       |
| Address   |
| Tax ID Number                                     |
| NCES School ID Number                             |
| Contact Person                                    |
| Title   |
| Address   |
| Email   |
| Phone   |
| District Office Superintendent Name and Signature |

*"We endeavor to create a seamless integration of goods and services  
to ensure the Laboratory functions in a precise and dependable manner."*

## K-12 Donation Request Form

Gifts to both educational institutions and nonprofit organizations within the state of California are contingent upon the Donation Administrator's receipt of this form and a memo on school letterhead listing needed equipment/material, defining the scope and mission of the organization, and explaining how the requested items will be used specifically to support mathematics, scientific and technological literacy activities.

Submit the completed form and memo by email or U.S. Mail to:

[k12donations@listserv.llnl.gov](mailto:k12donations@listserv.llnl.gov)

Lawrence Livermore National Laboratory  
Donation, Utilization & Sales  
P.O. Box 808, L-695  
Livermore, CA 94551

### Logistics

- Upon receipt of your request we will contact you and set up a date for you to come to LLNL and view items. You will have 30 days from the date of your visit to arrange the pickup of your items.

### National Center for Education Statistics

- Search for public schools for NCES school ID numbers
- <http://nces.ed.gov/ccd/schoolsearch/>

**Per LLNL policies computers or assets containing storage media are not eligible for donation unless authorized by LLNL's Cyber Security Program.**

If your organization receives electronic equipment, please ensure that it is disposed of in an environmentally friendly manner e-waste recycling.