



Walkersville High School

81 W. Frederick Street
Walkersville, MD 21793
(240) 236-7200
Fax: (240) 236-7250

Michael C. Concepcion, Principal
Mary Jacques, Assistant Principal
James L. Kennedy, Assistant Principal
Mark Smith, Assistant Principal

July 7, 2009

NIH Direct Donation Coordinator
Property Utilization Section
Property Management Division, Dock 12
National Institutes of Health, MSC 9676
16050 Industrial Drive
Gaithersburg, MD 20877

SAMPLE

Dear NIH Direct Donation Coordinator:

I would like to request permission for Walkersville High School in Frederick County, MD to screen eligible property at the Department of Health and Human Services' Personal Property Management Office and/or Excess Property Facility with the purpose of obtaining excess Federal property in accordance with The Executive Order 12959: Educational Technology or The Stevenson-Wydler Technology Innovation Act.

The following people are authorized to perform such screening:

Name of School: *Walkersville High School*

Name(s) of Screeners:

<i>Nusret Hisim</i>	<i>School Technology Coordinator</i>
<i>Scott McIntosh</i>	<i>Biology Teacher</i>
<i>Janet Stein</i>	<i>Chemistry Teacher</i>
<i>Jeff Bohlender</i>	<i>Art Teacher</i>
<i>Karen VanDoren-Scha</i>	<i>Computer Science Teacher</i>
<i>Gina Steima</i>	<i>Computer Science Teacher</i>
<i>Cindy Cunningham</i>	<i>Media Specialist</i>
<i>Michael Concepcion</i>	<i>Principal</i>

The authorizing signature for all transfer documents for the issuance of property to our school will be:

Name and Title

Signature

Nusret Hisim

Technology Coordinator

Michael Concepcion

Principal

This school serves grades 9 thru 12 and has a total number of 1300 students.

Check types of equipment to be screened:

XX computers

XX scientific equipment (only for schools that engage in science-related activities).

The contact person for our school is:

Nusret Hisim

240-236-7200 Fax: 240-236-7250

E-mail Address: nusret.hisim@fcp.org

Sincerely,

Michael Concepcion – School Principal

FACSIMILE

To: Nusret Hisim
Of: Walkersville High School
Phone: 240-236-7271
Fax: 240-236-7294
Pages: 3
Date: April 8, 2009

Attached is your approved letter requesting to screen equipment at the DHHS/NIH Property Facility. The NIH excess property is located at the:

Gaithersburg Distribution Center (GDC)
16050 Industrial Drive
Gaithersburg, MD 20877
Phone: 301-496-4247

The GDC is open for the Direct Donation Program on Mondays and Wednesdays from 9:00a.m. to 3:00 p.m.

Please bring photo identification from your school/non-profit organization along with this approved request. Equipment will be available for immediate pick-up. The approval to screen NIH excess property for the NIH Direct Donation Program expires on September 30, 2009. The NIH Personal Property Services Branch reserves the right to terminate participation by a school/non-profit organization for failure to comply with the attached terms and conditions of the Direct Donation Program.

The donee agrees to notify the NIH Personal Property Services Branch immediately in writing of any changes that occur regarding the status of persons from the donee's school/non-profit organization listed as authorized to screen property and sign on behalf of the organization.

If you have any questions, please contact David Hubbard or Hannah Stachurus at 301-496-4247.

NIH Personal Property Services Branch
GLC Warehouse
16050 Industrial Drive
Gaithersburg, MD 20877
Phone: (301) 436-4247
Fax: (301) 450-5475

NIH Direct Donation Program Terms and Conditions

When a school or non-profit organization is accepted into the NIH Direct Donation Program and actively participates, it agrees that:

1. NIH has the right to conduct quality assurance inspections/audits (on-site, telephonic, etc.) of the donated property to ensure it is being used in accordance with the requirements of the program and the law. Screeners from a school or organization participating in the NIH donation program must be employees of the school or organization and have identification cards to that effect. No "middle-man" arrangements are allowed. NIH researchers cannot obtain property for a school based on a future appointment at a school. Donee agrees to notify NIH in writing of any changes in the status of persons from donee's list of authorized screeners or signers.

2. The Donee will not sell, trade, or donate the property that has been donated to the school/non-profit for three years. Accurate disposition records will be kept of the property. School personnel that are designated as screeners or authorizing officials to sign for the property on the school's letter must be school employees. Donee certifies that disposal of any donation property from this program will be done in compliance with all local, state, and federal environmental laws. Donee assumes all liability for failure to comply with these laws upon disposal of donated property.

3. NIH has the right to limit quantities of donated property requested by a school or non-profit if determined necessary by the Program Administrator. The number of days a school or non-profit organization can participate a week or annually can also be limited by the Program Administrator. Quantity determinations will be based on number of students and the actual needs of a school or non-profit and in terms of being equitable to other participants in the program. The Program Administrator can also terminate participation of a school or non-profit if it does not comply with the program terms and conditions, warehouse rules, or if it is determined to be in the best interest of the U.S. Government or in fairness to other participants in the program.

4. All transportation cost of donated property is the responsibility of the school/non-profit. All donated property will be removed the same day of title transfer/donation unless other arrangements are made with prior approval of the Program Administrator. Failure to comply with this policy may result in cancellation of the donation and possible removal from the program.

5. The Stevenson-Wydler Technology Innovation Act authorizes the direct transfer of excess research equipment to educational institutions and nonprofit organizations to promote technical and scientific education and research activities and NIH interprets the act to apply primarily to colleges, universities and non-profits that are actively conducting scientific education in a research environment. At the Program Administrator's discretion, a limited amount and types of property considered research equipment may be given to schools and non-profits serving kindergarten through grade 12 students under Executive Order 12999.

6. The Executive Order 12999 defines "educationally useful Federal equipment" as computers (IBM compatible PCs and Apples) and related peripheral equipment, such as printers, modems, routers, and servers. In general, NIH does not include computer software because of licensing issues involved with this type of material.

THIS EXECUTIVE ORDER AND ACT IS NOT INTENDED, AND SHOULD NOT BE CONSTRUED, TO CREATE ANY RIGHT OR BENEFIT, SUBSTANTIVE OR PROCEDURAL, ENFORCEABLE AT LAW BY A PARTY AGAINST THE UNITED STATES, ITS AGENCIES, OR ITS EMPLOYEES.