



Sharing technology to empower individual growth and improve our communities

Our goal is to make an electronics recycling event as easy as possible for your organization, we handle most all the details and labor involved.

Recycling events generally run from 10:00am to 2:00pm

Event day:

- We park our truck in a visible location
- Donors drive alongside to the back of the truck
- Volunteers remove the items from the donor's cars and place the items on the back of the truck
- Another volunteer hands out flyers to each donor and asks for donations to help support our charity.

Request of hosting organization:

- We request that your organization help advertise by:
 - Emailing all in your contact lists
 - Put information in your bulletins or newsletters,
 - Post on website, social media about the event
 - Hang posters around the office (CCA provides event posters)
- Any additional advertising is always welcome
- Provide a few volunteers to help at the event – generally 20 minutes before the event (CCA will provide volunteer sign-up forms if needed)

*** All the above are requests but we will gratefully follow along with the practices that the hosting business prefers.

CCA Provides:

- The truck(s) at the event
- 6' long yard banner (reads, Recycling event) and 6 to 10 smaller yard signs with arrows for the day of the event
- Charitable donation receipts
- Orange cones to help direct traffic if necessary
- Additional volunteers to run the event
- Tent if raining
- Pizza or other lunch item/snack (we generally get donations from local businesses)
- Staff to unload truck at our facilities



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CCA Advertising:

- Create posters and distribute to hosting organization (*after ad/graphics approval of hosting organization*)
 - Past event fliers can be found on our website.
- Go door to door at local businesses to hang posters in windows
- CCA advertises to 15 local media partners including: television; print and online community calendars
- Post on our website, social media and monthly newsletter about the event
- Advertise to a LISTSERV (e-mail mailing lists) w/ 5000+ Columbus non-profit members



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Acceptable Electronics for Free Recycling

The following table provides a general idea of the types of equipment we accept for recycling. Please note we accept both working and non-working items.

Home Office Equipment	Office and Telecomm Equipment	Home Entertainment Equipment
Battery Backup Units / UPS Cables, CDs & DVD Media Copiers & Multifunction Devices Mobile Phones Phones & Communication Devices Printers Scanners Toner / Ink cartridges Wires and Cables	Cable Set Top Box Cables & accessories Digital Cameras DVD Players Game Consoles Stereo Equipment Television: LCD/Flat screen Video Cameras Video Players	Cable Set Top Box Cables & accessories Digital Cameras DVD Players Game Consoles Stereo Equipment Television: LCD/Flat screen Video Cameras Video Players
Mobile Devices	Cable Equipment	Data Center Equipment
Cameras Cell Phones/Smartphones Gaming Devices MP3 Players Personal Digital Assistants Tablets	Cable Boxes (analog, digital, satellite) Coax Cables	Power Distribution Units Servers Mainframe Computer Equipment Motor Generator Sets Server Racks

Household Appliances	Computers and Peripherals
Dishwashers Furnaces Garbage disposals Hot water heaters Microwaves Stoves	Batteries: Lithium-ion, Lead Acid Cables & Accessories Circuit Boards/Cards Computer Power Supplies Desktop PCs/Servers Gaming Devices Hard Drives Keyboards / Mice
Items Not Accepted for Recycling	Items Requiring Disposal Fee
	Monitors: Flat screen Network Devices UPS's



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No Hazardous materials No Items containing Freon No Smoke detectors / fire extinguishers No Alkaline batteries (AA, AAA, C, D, 9v) No Small Household Appliances: (Blenders, Coffee pots, Curling Irons, Hair Dryers, Vacuums)	CRT monitors Dropped off - \$15.00 ea. Lg. office Copiers (over 100 Lbs.) - \$35.00 ea. LCD/Flat screen televisions - \$5.00 ea. Tube / Projection televisions - \$2.00 per inch
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