



Equipment Donations to Schools Tips for IDEA Volunteers/Equipment Donor

Portable Equipment

- Determine if there are any tax implications for donating equipment.
- Portable equipment is best and much easier to deal with:
 - Yoga mats
 - Dumbbells
 - Stretch bands
 - Pedometers
 - Heart rate monitors
 - Jump ropes
 - Exercise and Diet logs
 - Fitballs, balance boards, medicine balls
 - Exercise videos or DVDs
 - TV/VCR/DVD players
- Measure the footprint plus user-space of machines and provide to the school to determine if they have adequate space
- Be willing to teach someone at the school how to use and maintain the equipment

Aerobic Machines, Weight Machines

- Determine if there are any tax implications for donating equipment.
- Prepare a waiver for the school to sign absolving the equipment donor from any liability once the equipment has been delivered, set up properly and training on proper use and maintenance is complete.
- Ensure the equipment is safe and in proper working condition (no ripped upholstery, no rust, all moving parts in proper condition, etc), and last date of service maintenance.
- Ensure the equipment still has plenty of lifespan.
- Determine whether equipment replacement parts are still available or obsolete.
- Measure the footprint plus user-space of machines and provide to the school to determine if they have adequate space
- Be willing to teach someone at the school how to use and repair the equipment, and provide repair contact and/or warranty information to the school.
- Provide the equipment operating manuals/instructions if available.
- Determine transportation and set up/installation of equipment. Recommend a professional equipment moving company (or one currently used by the equipment donor). Determine in advance who will pay this cost or if it is part of the donation.
- Ensure school can accommodate appropriate electrical wiring requirements for all equipment. Treadmills usually require 220 volt wiring.





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- Ask for the measurement of the footprint plus user-space of machines to determine if adequate space exists.
- Ensure someone will teach school contacts how to use and maintain the equipment.

Aerobic Machines, Weight Machines

- Determine if there are any tax implications for accepting donated equipment.
- Be prepared to sign a waiver absolving the equipment donor from any liability once the equipment has been delivered, set up properly and training on proper use and maintenance is complete.
- Ask if the equipment is safe and in good working condition (no ripped upholstery, no rust, all moving parts in proper condition, etc).and last date of service maintenance.
- Ask how much lifespan is expected of the donated equipment
- Determine that if repairs are needed in the future, are replacement parts currently available or discontinued.
- Ask if there is a recommended repair contact or company.
- Ask for the operating manual or instructions.
- Ask if the machine is currently under warranty.
- Ask for the measurement of the machine footprint and adequate user-space to determine adequate space requirements.
- Ask that 1-2 staff members be trained on proper use and general maintenance of equipment.
- Determine transportation and set up/installation of equipment. Ask if the equipment donor would recommend a professional equipment moving company they already use. Determine in advance who will pay this cost or if it is part of the donation. Do not allow school staff to move/install/set up equipment.
- Establish rules for school staff and students regarding equipment use.
- Ensure appropriate wiring requirements. Treadmills usually require 220 volt wiring.

