**Preparing A Previously Owned Speech Generating Device (SGD) for Donation**

1. Is the battery still holding a full charge?
2. Is the charger available and in good condition?
3. Can the device operate? IF NOT, DO NOT DONATE AT THIS TIME. Note that in non-emergency situations, this device may be useful for parts. In addition, the manufacturer may accept the device for “trade-in” credit or proper disposal.
4. Are peripherals and manuals available and in good condition?
5. Remove any customized overlays.
6. Restore software to factory settings, taking care to remove any customized vocabulary and personal information
7. CLEAN the “hard” components: keyguard; case; handle; protective/carrying case; other related components such as switches; mounting systems. Refer to the Pass It On Center’s Knowledge Base on general principles for selecting cleaning supplies at <http://www.passitoncenter.org/kb_article.php?id=57> and cleaning procedures at <http://www.passitoncenter.org/kb_article.php?id=58>
8. Gather other documentation/related information: device name/model number/serial number; approximate date of purchase; warranty (if any); list of software/applications (including version number).