

Microsoft Charity Licensing.

Note: These rules apply ONLY to Microsoft products.

(Other companies such as Adobe, Corel, etc each have their own unique rules).

- Microsoft requires an initial purchase of 5 licenses for any Microsoft products.
- You can mix and match any products in order to come up with 5 licenses. I've seen some people order a couple Microsoft exchange CALs to get to 5 licenses, and they still come out ahead cost-wise.
- Media Kits are sometimes available for an additional fee, usually about \$25. Otherwise you have to download the software and burn your own CD or DVD.
- Charity Licensing is available through resellers; I can't sell them to you.
- Charity licenses cannot be resold to someone else.
- After the initial purchase, you can order additional licenses of any Microsoft product 1 or more at a time, until the charity license contract runs out. I think that's two years after the initial purchase.
- Software Assurance is available as an option for charity licensing. SA means that you pay a premium up front, but you are eligible for "free" updates to the software within the next so many months. It can be a good deal, esp IF you know there is a new version of that same software coming out. (e.g., if you buy office 2007 licenses now, you should consider SA because there will be a new version coming out late summer 2010). Ask the reseller for more information about SA. It's not really my strong suit.
- All parishes and Catholic "entities" in the OCD are eligible for Microsoft charity licensing. Schools would also qualify for educational licensing. The process is similar, but the pricing is usually a little cheaper for education licenses. CAUTION: if you have both charity and educational licensing in the same building, it can get messy to track licensing.
- Priests as individuals are not eligible for charity licensing. Licenses must be owned by the parish, not an individual.

To get charity licensing, you need to work through a reseller. I usually purchase licenses through:

Insight Public Sector

Phone: (800) 805-3087

Fax: (480) 760-7365

Email: DISC@insight.com

They might ask you for a copy of your 501(c)3 paperwork. You would need to send them a copy of the USCCB's group ruling (available from link on my webpage) and a copy of the pages from the Official Catholic Directory where it lists your parish name.

This process can take a few days, and it is not painless. But once you have it setup, it's really pretty slick! And every time you need to order 5 or more licenses, ask the reseller to "start a new license code", which automatically gives you even longer to reorder licenses 1 at a time as needed.

After all the paperwork is done and the licenses ordered, you will receive an email from Microsoft eopen site. You will get the license codes and download the software from the eopen website. I usually write the keycodes onto a sticky note. Then I download the software, burn to a CD and put the sticky note in the jewel case with the cd.

More information about Microsoft Licensing can be found on the Microsoft website, at <http://www.microsoft.com/licensing/licensing-options/open-license.aspx>.