

Guidelines for Hiring Interpreters

ASL Interpreters will be provided as requested for the following Area functions:

Area Events	(Estimated hours of interpretation needed)
January Quarterly	(12 hours)
April Quarterly	(12 hours)
July Quarterly	(12 hours)
Area Assembly	(26 hours)

The Host Committee for each function will include on the registration form, a space for members to request ASL interpretation. It will be expected that Spanish interpreters will always be needed as there are two Spanish Speaking Districts.

The Accessibility Committee's Language Coordinator (or Chairperson) will be in close contact with the host committees, monitoring requests, and making arrangements.

The Language coordinator will get contact information for the interpreters. A work-order/invoice form will be given to the interpreter to gather the following information:

1. Full Name.
2. Tax Identification number (or Social Security Number).
3. Mailing Address.
4. Phone number (and email wherever possible).
5. Charge per hour (current budget allows for no more the \$90 for ASL (2 Interpreters each at \$45).
6. Date(s) of service.
7. Hours in attendance (i.e.; 10:00 am to 5:00 pm).

8. Estimated total payment.
9. Amount of deposit required.
10. If hotel arrangements need to be made.

The Language Coordinator will give to the Area Alternate Treasurer:

1. Completed registration forms for the interpreters.
2. Completed work-order/invoice to expedite payment for the interpreters.

Other interpretation requests or physical need requests will be reviewed by the committee as they arise. While funding may not be available, the need will be identified and the committee will assist in working out a solution.