

Interpreter Assistance Fund Guidelines

Interpreters Assistance Fund Committee Mission

Establish guidelines for requesting money from the Interpreter Assistance Fund (IAF) and for providing continual funding of the IAF.

Background

An IAF was established on 2/23/2002 at the LWML Eastern District Board of Directors Meeting. The fund was originally funded with designated donation(s) including in-kind donations resulting from the Board Meeting. According to the minutes from the board meeting there is currently \$570.72 in the IAF. Later in the meeting a motion was made and carried to use the district portion of the 60th Anniversary Thank offering for the IAF. A committee made of Rebecca Bessell, Kathy Pavelock, and Ruth Nearpass was appointed to carry out the mission stated above.

Fund Limitations (taken from the 2/2002 Board of Directors Meeting Minutes)

Use of the funds is limited for the purpose of providing interpretation assistance for those with handicapping conditions who are in attendance at Easter District LWML events, as such, but not solely limited to retreats and conventions.

Guidelines for Requesting Money from the IAF

Who may request money – Any Eastern District Society, Zone or Event Committee

Time Period – Requests for money must be made no later than 30 days prior to the event.

Request Mechanism – An application form has been prepared to formally request money from the IAF.

Who has overall responsibility and authority over the IAF – Vice-President Christian Life/Human Care.

Criteria:

- Money allocated from the IAF must be used for the purpose of providing interpretation assistance for those with handicapping conditions who are in attendance at Easter District LWML events.
- Detail plans for the interpretation assistance must be provided on the application including who will be the interpreter(s), when they will be providing assistance, for whom they will be assisting, and the estimated cost of interpreter assistance.

Application Process

1. Society, Zone or Event Committee investigates the needs for interpreter assistance including where the assistance will come from, for whom the assistance will be provided and the estimated costs for providing the assistance.
2. Society, Zone or Event Committee completes the application form
3. Society, Zone or Event Committee submits 3 copies of the application and supporting documentation to the Eastern District LWML VP Christian Life/Human Care.
4. The VP Christian Life/Human Care receives the applications and submits 2 copies to the Human Care Committee for review and recommendation.
5. The Human Care Committee receives the applications, reviews and provides a recommendation to the VP Christian Life/Human Care. The recommendation will be either to approve a specified amount of money to be dispersed from the IAF or a recommendation to reject the application based upon specified reasons.
6. The Human Care Committee will then send the application form back too the VP Christian Life/Human Care with the "Recommendation" Section completed.
7. The VP Christian Life/Human Care will then approve the recommendation and either send the rejected application to the submitter or send the approved application to the Eastern District LWML President for approval for disbursement of money for the IAF to the requestor.

IAF Funding Guidelines

- Annually, the Human Care Committee will prepare a written appeal requesting designated donations for Interpreter Assistance.
- The written appeal will be submitted to the Eastern District LWML Public Relations Director.
- The Eastern District LWML Public Relations Director shall determine the method(s) for making the appeal known to membership, the church at large and the general public.
- The Human Care Committee may also request the Eastern District Board of Directors designate offerings to this fund.

Interpreter Assistance Resources

Mill Neck Manor
P.O. Box 12
Mill Neck, NY 11765
Toll-Free Number: (800) 264-0662
<http://www.millneck.org/service1/interp1.htm>

The Mill Neck Services Interpreter Referral Program offers interpreting and transliteration services to individuals in business, medical, legal and educational settings, on Long Island and the New York metropolitan area.

New York Chapters of the Registry of Interpreters for the Deaf (RID)
<http://www.nyrid.org/>

Western New York
Registry of Interpreters for the Deaf
<http://www.nyrid.org/wnyrid.html>

Genesee Valley Region Registry of Interpreters for the Deaf
PO Box 23672
Rochester, NY 14692
<http://www.nyrid.org/gvr/index.html>

Cortland/Ithaca Subchapter of GVR RID
Genesee Valley Region Registry of Interpreters for the Deaf
PO Box 23672
Rochester, NY 14692
<http://www.nyrid.org/cirid/cirid.html>

Central New York Registry Of Interpreters For The Deaf (CNYRID)
6295 Camillus Mall
Camillus, NY 13031
<http://www.nyrid.org/cnyrid.html>

Pennsylvania Registry of Interpreters for the Deaf
<http://www.parid.org/>

APPLICATION FOR INTERPRETER ASSISTANCE FUNDS

1. Submitted By:

Society, Zone, or Event Committee: _____

Contact Name: _____

Address: _____
(Street) (City, State, Zip Code)

Telephone: _____

2. Description of Interpreter Assistance Needed (including who will be providing the assistance, for whom the assistance will be provided, and when the assistance will be provided)

3. Total Cost Estimate

4. Amount Requested \$ _____

5. Submit to Eastern District LWML VP Christian Life/Human Care

Date Received: _____

Date Submitted to Human Care Committee: _____

6. Human Care Committee Recommendation

7. VP Christian Life/Human Care Approval

(signature)

(Date)

8. President Approval

(signature)

(Date)