# We're Now Dispatching Interpreters & Other Volunteers!

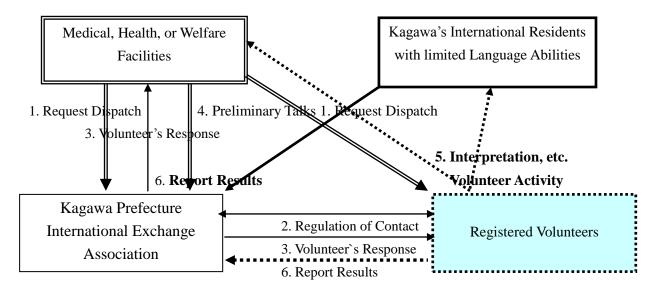
The Kagawa International Exchange Association (I-PAL) is establishing a volunteer dispatch system to dispatch interpreters and other volunteers to aid international residents with limited Japanese skills, and to promote mutual international understanding among prefectural residents. We are working toward a day when our prefecture's international organizations, educational institutions, medical institutions, health and welfare institutions, institutions accepting international residents, and other organizations may be made use of by all prefectural residents.



#### 1 What Are the Volunteer Activities?

Type of Volunteer	<b>Explanation of Duties</b>	
1. Interpreter	Support international residents with limited Japanese ability when they	
	go to the doctor's, to a health or welfare facility, or on another errand in	
	which they will need language assistance by interpreting for them.	
2. Japanese Instructor	Support international residents with limited Japanese language abilities by teaching them Japanese language skills necessary in everyday life.	
3. Japanese Cultural Instructor	Support international residents by teaching classes that promote mutual	
	understanding such as Japanese cooking, tea ceremony, traditional	
	dance, sports, etc.	
4. International Speaker	International residents, or those with international cooperation or study	
	abroad experience, promote mutual international understanding by	
	offering their personal international experiences or foreign language	
	instruction at educational facilities.	

#### 2. Flow Chart of Volunteer Activities: (In the case of a volunteer interpreter)



### 3. Specific Conditions of Dispatching Volunteers:

- 1. Dispatched volunteers may not be asked to engage in any activities that require the knowledge of a specialist, activities that pose a threat of contagion or other harm to their well-being, commercial activities, and other activities that are inappropriate for volunteers to partake in.
- 2. If the volunteer activities that the dispatched volunteer is to partake are deemed inappropriate, the request for dispatch will be refused.
- 3. The individual or organization which requests the dispatch of a volunteer will bare the burden of responsibility for the payment of medical care, juridical fines, etc. incurred by the volunteer while carrying out his/her volunteer activities.
- 4. The individual or organization which requests the dispatch of the volunteer will be responsible for paying the volunteer's remittance and transportation costs.
- 5. The volunteer's remittance is 1,000 yen per hour, and the transportation stipend will equal the actual transportation fees paid. (In the case in which a volunteer takes a car to his/her location, the actual fees paid amount to 200 yen for every ten kilometers traveled.)

## 4. How Can I Apply for the Help of a Volunteer?

It is necessary to apply for the dispatch of a volunteer at least one month (in the case of volunteer interpreter, at least 3 days) before the day the volunteer's services will be needed.

To apply, please clearly explain the activities you are requesting the volunteer participate in on the "Volunteer Dispatch Form", and then email, fax, or mail the form to **Kagawa Prefecture International Exchange Association** (087-837-5908). You may download this form from the association's website at http://www.i-pal.or.jp

Kagawa Prefecture International Exchange Association "Volunteer Dispatch Project"

**ADDRESS**: ₹760-0017 Takamatsu City, Bancho, 1 Chome, 11-63 IPAL Kagawa

EMAIL: toroku@i-pal.or.jp FAX: 087-837-5903

< We are now recruiting volunteer interpreters and other volunteers!>

<sup>-</sup> To participate in volunteer activities, prior registration is required. (To register, one must first complete a training course. These courses will be explained further in the near future and are to be held once a year in June.). - After filling out the registration application form (available at I-PAL Kagawa or on its homepage www.i-pal.or.jp), please send it to the address written above.

# REQUEST FORM FOR THE DISPATCH OF INTERPRETERS (FORM 4) OR OTHER VOLUTEERS

Year	Month	Day
------	-------	-----

#### To Director of the Kagawa Prefecture International Exchange Association

- •Before you request a volunteer, do you agree to the following conditions? □yes □
  - 1. Volunteers should not be asked to engage in activities that require advanced specialist knowledge, activities that pose a threat of contagion or other harm to their well-being, commercial activities, or other activities that are inappropriate for volunteers to partake in.
  - 2. The person requesting the volunteer's dispatch will be held responsible for the cost of medical treatment and/or legal fees incurred as a result of the volunteer activity.

3. The person requesting the volunteer's dispatch will be responsible for paying the volunteer's remittance and transportation fees.

Organization Name (or	*In the event an individual is making the request, write that person's full name here.		
Individual's Name)			
Name of the	*In the event an individual is making the request, this part does not need to be filled out.		
Organization's	(Job Title) (Full Name)		
Representative			
Supervisor's Name	* In the event an individual is making the request, this part does not need to be filled out		
	(Phone)		
Contact Information	(Fax)		
	(E-mail)		
Type and Number of	□Volunteer Interpreter (Language : ) (Required number(s) of volunteer(s) )		
Volunteer(s) Being	□Volunteer Japanese Instructor (Required number(s) of volunteer(s) )		
Requested	□Japanese Cultural Instructor ( Required number(s) of volunteer(s) )		
Requested	□International Speaker (Required number(s)volunteer(s))		
Desired Date of	*If you wish to be dispatched for a long period, please attach all requests for time.		
Dispatch and Time  Required	Year Month Day (day of week ) from: to:		
	Year Month Day (day of week ) from: to:		
	Year Month Day (day of week ) from: to:_		
Place Volunteer Should Be Dispatched To	*Please attach a map to this form!		
	(Place name)		
	(Address)		
	(Closest station)		
	(Phone)		
	Is advanced specialist knowledge required? □ yes □ no		
	Is there a possibility of contagion or other harm? $\Box$ yes $\Box$ no		
	Are commercial activities involved? □ yes □ no		
Activity Content Prior	(Explanation of Activities)		
_			
to Dispatch			
	(Other matters you would like to mention)		

派遣要領兼要請書 (英語)