

Calling All Interpreters & Other Volunteers!

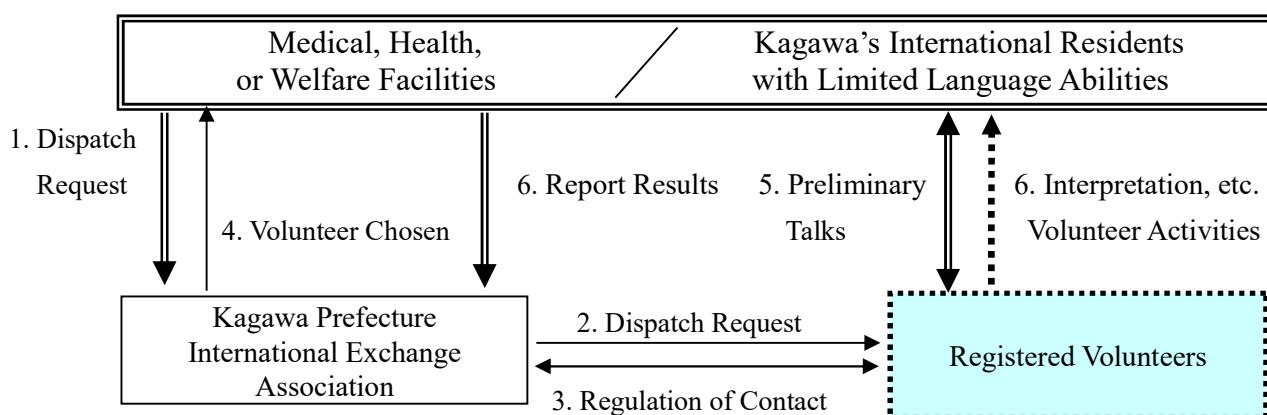
The Kagawa International Exchange Association (I-PAL) operates a volunteer dispatch system to dispatch interpreters and other volunteers to aid international residents with limited Japanese skills, and to promote mutual international understanding among prefectural residents. Volunteers are now being recruited so hurry and apply!



1. What are the volunteer activities?

Type of Volunteer	Explanation of Duties
1. Interpreter	Support international residents with limited Japanese ability when they go to the doctor's, to a health or welfare facility, or in other activities 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 conducting activities that promote mutual understanding, such as Japanese cooking, tea ceremony, traditional folk 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 Volunteer Activities:

- Volunteers may not 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.
- The individual or organization requesting the dispatch of a volunteer will be responsible for paying the volunteer fee, transportation stipend, and printed materials stipend*.
- The volunteer fee is 1,300 yen per hour, and the transportation stipend will equal the actual transportation fees paid in principle. In the case in which a volunteer drives to his/her location, the actual fees paid amount to 37 yen for every 1 kilometers traveled. The printed materials stipend* is limited to a 2,000 yen maximum.
- In the case that a volunteer is involved in an accident while carrying out volunteer duties, he or she will be covered by I-PAL's insurance policy.
- The individual or organization requesting the dispatch of a volunteer will be held responsible for the cost of medical treatment and/or legal fees incurred as a result of the volunteer activity.
- In the event of a disaster or other emergency in the prefecture, registered information will be shared with the prefectural, city, and town authorities, so there these authorities may directly request a volunteer to interpret or translate if an international resident is injured or requires additional assistance.

(*The printed materials fee is limited to situations in which materials are needed by Japanese Instructors, International Speakers, or Japanese Cultural Instructors.)

4. How can I participate in these volunteer activities?

To participate in volunteer activities, **prior registration is required!!!** Please register by filling out the separate Volunteer Application Form and send it via e-mail, fax, or post to Kagawa Prefecture International Exchange Association.

Volunteer certification will be mailed to your residence at a later date. Please be sure to bring this certification with you whenever you are called to participate in volunteer activities.

5. Where can I learn about Volunteering?

We will send out information concerning skill enhancement training opportunities and things to keep in mind about volunteer activities and supporting foreign residents during times of disaster. Please be sure to participate in these events. We also lend out books with useful information about volunteering, so please bring your volunteer certification in order to borrow them.

Applications/Contact

〒760-0017 1-11,63, Bancho, Takamatsu, I-PAL Kagawa

Kagawa Prefecture International Exchange Association "Volunteer Dispatch Project"

(Closed on Mondays)

URL: <http://www.i-pal.or.jp/tsuyaku/>

EMAIL: toroku@i-pal.or.jp TEL: 087-837-5908 FAX: 087-837-5903

REGISTRATION APPLICATION FOR VOLUNTEERS (New or Continuing)

ID : Year Month Day

To The Director of the Kagawa Prefecture International Exchange Association (I-PAL)

●Before applying for registration, I agree to the following conditions.

1. Information recorded on the volunteer certification <Form 1> (excluding name, sex, age, address, and contact information) will become public information for general use.
2. Volunteers will fulfill their interpretation duties if capable when I-PAL requests their services.
3. When volunteers are dispatched, they will follow the instructions given to them by the organization requesting their services, and carry out their duties. Also, they will refrain from engaging 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.
4. Volunteers will not, for any reason or with any unjustified intent, share personal information from the individual/organization for whom they are volunteering with any third party. Volunteers will continue to maintain confidentiality of such information even after they stop serving as volunteers.
5. In the event of a disaster or other emergency in the prefecture, or if such an emergency seems imminent, the volunteer's registered information will be shared with the prefectural, city, and town authorities, so there these authorities may directly request volunteers to interpret or translate if an international resident is injured or requires additional assistance.

Katakana			Nationality	Sex	Birth Date		
Full Name	(Last)	(Given)		<input type="checkbox"/> M <input type="checkbox"/> F			
Address	〒		Closest Station				
Contact Info. (Please provide us with either your home or mobile phone #) (If possible, please provide a PC e-mail address)	Phone : (home)		(mobile)				
	FAX : ()						
	E-mail (computer)						
	E-mail (cell)						
Preferred Day and Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday/ Holiday
	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening	<input type="checkbox"/> morning <input type="checkbox"/> afternoon <input type="checkbox"/> evening
	(Condition other than the above)					Occupation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> No occupation <input type="checkbox"/> Student	
Volunteer Activity (Check one or more)	<input type="checkbox"/> Interpreter Language(s) : () • () • () (→Please fill out Form 1- ①as well) <input type="checkbox"/> Japanese Instructor (→Please fill out Form 1- ②as well) <input type="checkbox"/> Japanese Cultural Instructor (→Please fill out Form 1- ③as well) <input type="checkbox"/> International Speaker (→Please fill out Form 1- ③as well)						
* For I-PAL use only	来館時対応者:			登録時処理		抹消時処理	
			アクセス	<input type="checkbox"/> 年 月 日		<input type="checkbox"/> 年 月 日	
			メール	<input type="checkbox"/> 年 月 日		<input type="checkbox"/> 年 月 日	
			ファイル	有効期限: 年 12 月		ファイル移動 <input type="checkbox"/>	

Year _____ Month _____ Day _____ (Form1－①)

REGISTRATION APPLICATION QUESTIONNAIRE FOR VOLUNTEER INTERPRETERS

- * Dispatches will be requested, after the necessary volunteer conditions and requirements have been met, based on the answers to this questionnaire, so please complete this form with as much detail as possible.
- * In the event of a change in any of the following information, please notify I-PAL promptly.

Katakana		Nationality	Sex	Birth Date
Full Name	(Last) (Given)		<input type="checkbox"/> M <input type="checkbox"/> F	
1. Interpretation Volunteer Language	1. Spoken Language _____ (Is this your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No) (Language qualifications, certification, etc.) * For English speakers, please provide your TOEIC or English Proficiency Test Scores (if applicable) * If your native language is not Japanese, please provide your Japanese language qualifications (Number of years lived in foreign countries, interpretation experience, etc.)			
	2. Spoken Language _____ (Is this your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No) (Language qualifications, certification, etc.) * For English speakers, please provide your TOEIC or English Proficiency Test Scores (if applicable) * If your native language is not Japanese, please provide your Japanese language qualifications (Number of years lived in foreign countries, interpretation experience, etc.)			
2. Individual Experience	(Medical, Academic, well-being training, or other qualifications or experience)			
3. Other Questions	• Are you able to volunteer as an interpreter at a medical organization? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you able to translate in the case of an emergency (e.g., providing support information to disaster victims, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you able to translate announcements, etc. for educational organizations? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you able to volunteer at elementary schools, middle schools, and community centers in the prefecture for the purpose of instructing foreign resident children (Japanese language and regular school subjects)? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Year _____ Month _____ Day _____ (Form1－②)

REGISTRATION APPLICATION QUESTIONNAIRE FOR VOLUNTEER JAPANESE INSTRUCTORS

* Dispatches will be requested, after the necessary volunteer conditions and requirements have been met, based on the answers to this questionnaire, so please complete this form with as much detail as possible.

* In the event of a change in any of the following information, please notify I-PAL promptly.

Katakana		Nationality	Sex	Birth Date
Full Name	(Last) (Given)		<input type="checkbox"/> M <input type="checkbox"/> F	
1. Japanese Education Experience	Where did you study Japanese or Japanese Language Education? (Circle all that apply) 1. I-PAL volunteer Japanese language course 4. University 2. Private volunteer Japanese raining course 5. Government-sponsored training course 3. Correspondence courses 6. Other ()			
2. Japanese Teaching Experience	Do you have any Japanese teaching experience? (Including private experience) (<input type="checkbox"/> Yes <input type="checkbox"/> No) If yes, please explain briefly.			
	Where (location • organization name • country, etc.)	Target group • number of people	Dates of experience	
3. Other Questions	• Can you participate as a volunteer if your only compensation is the transportation stipend? (<input type="checkbox"/> Yes <input type="checkbox"/> No) • Are you able to volunteer at elementary schools, middle schools, and community centers in the prefecture for the purpose of instructing foreign resident children (Japanese language and regular school subjects)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	* Did you also apply or are you currently applying to be a Volunteer Interpreter? (<input type="checkbox"/> Yes <input type="checkbox"/> No) If not, please fill out the following.			
4. Foreign Language Ability	Spoken Language _____ (Is this your native language? <input type="checkbox"/> Yes <input type="checkbox"/> No) (Language qualifications, certification, etc.) * For English speakers, please provide your TOEIC or English Proficiency Test Scores (if applicable). * If your native language is not Japanese, please provide your Japanese language qualifications. (Number of years lived in foreign countries, interpretation experience, etc.)			

REGISTRATION APPLICATION QUESTIONNAIRE FOR JAPANESE CULTURAL INSTRUCTORS & INTERNATIONAL SPEAKERS

* Dispatches will be requested, after the necessary volunteer conditions and requirements have been met, based on the answers to this questionnaire, so please complete this form with as much detail as possible.

* In the event of a change in any of the following information, please notify I-PAL promptly.

Katakana		
Full Name	(Last)	(Given)
1. Japanese Cultural Understanding Volunteer	Course Subject	
	Contents	* What class(es) can you offer? Provide a summary of the activities involved.
	Qualifications, instructing experience, etc.	* Please describe in detail.
2. International Understanding Volunteer	Course Subject	
	Subject Country	
	Contents	* What class(es) can you give? Provide a summary of the activities involved.
	Qualifications, instructing experience, etc.	* Please describe in detail.
3. Foreign Language Ability * Languages other than Japanese	* Did you also apply or are you currently applying to be a Volunteer Interpreter? (<input type="checkbox"/> Yes <input type="checkbox"/> No) <div style="text-align: right;">If not, please fill out the following.</div>	
	Spoken Language _____ (Is this your native language ? <input type="checkbox"/> Yes <input type="checkbox"/> No) (Language qualifications, certification, etc.) * For English speakers, please provide your TOEIC or English Proficiency Test Scores (if applicable) . * If your native language is not Japanese, please provide your Japanese language qualifications. (Number of years lived in foreign countries, interpretation experience, etc.)	