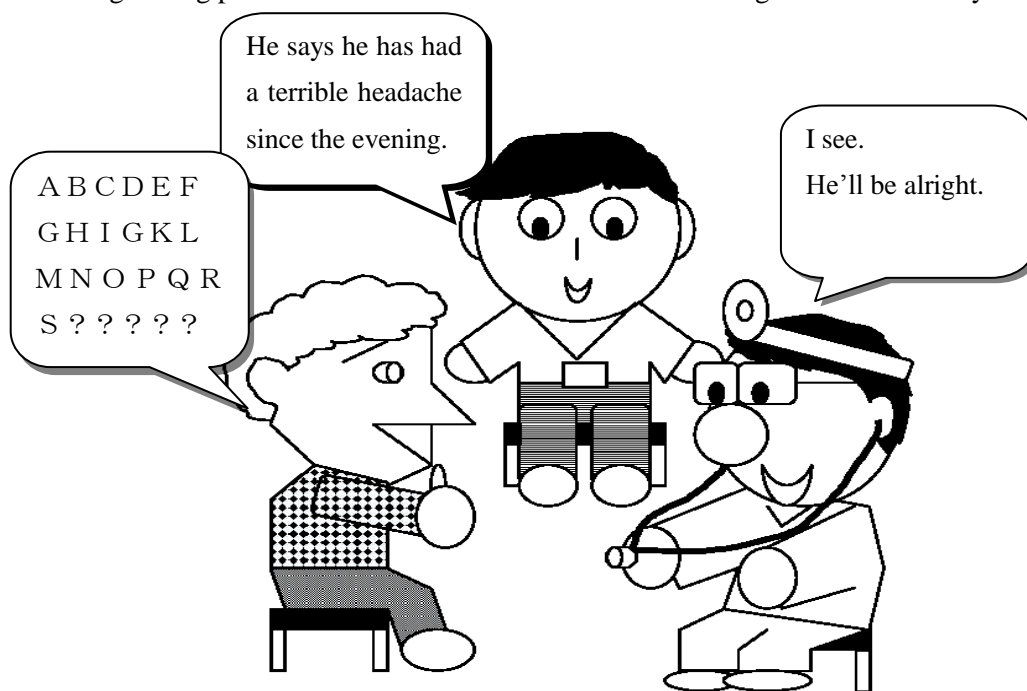


Calling All Interpreters & Other Volunteers!

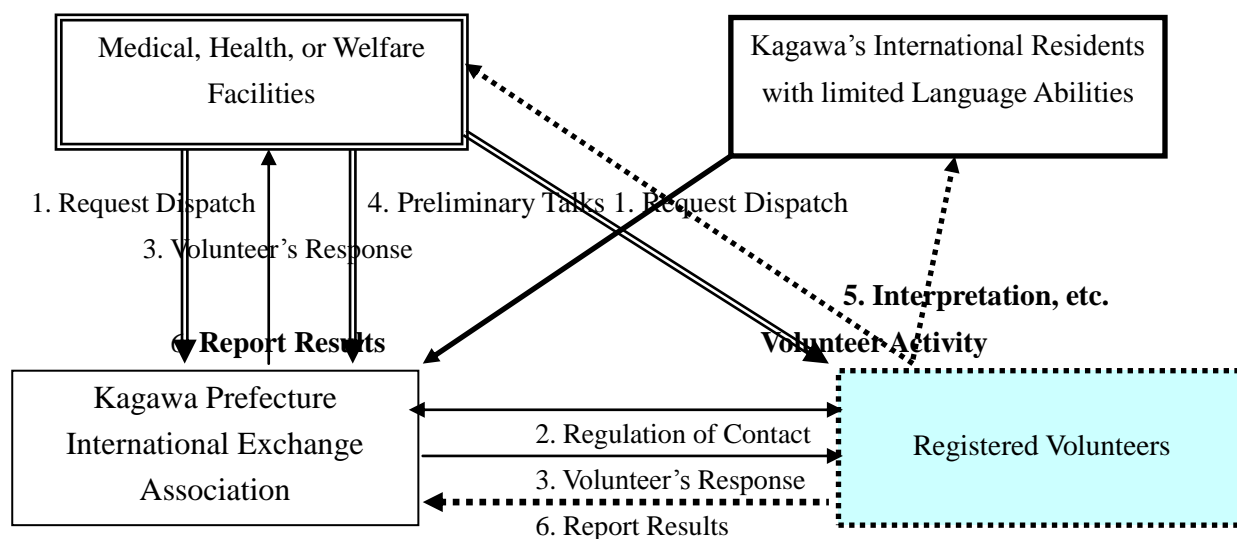
The Kagawa International Exchange Association (I-PAL) is establishing a volunteer dispatch system to dispatch interpreters and other volunteers to aid international residents with limited Japanese skills, and to promote mutual international understanding among prefectural residents. Volunteers are now 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 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 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 volunteer fee and transportation stipend will be paid by the person or organization that requested the volunteer's services such as a medical facility, etc.
- The volunteer fee is 1,000 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 200 yen for every ten kilometers traveled.
- 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 which requests the dispatch of a volunteer will bare the burden of responsibility, medical care, juridical fines, etc. incurred by the volunteer while carrying out his/her volunteer activities.
- In the event of a disaster or other emergency in the prefecture, registered information will be shared with the prefectural, city, and town authorities, and these authorities may directly request a volunteer to interpret or translate if international resident is injured or in another situation.

4. How Can I Participate in These Volunteer Activities?

To participate in volunteer activities, **prior registration is required!!!** (When you register, you must take a training course, which will be explained further in the near future.) To register, please fill out the separate Volunteer Registration Application Form and send it via email, fax, or post to **Kagawa Prefecture International Exchange Association (087-837-5908)**.

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

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

(Registration Status 1st time registered before)

●Before applying for registration, do you agree to the following conditions? yes no

1. Registered volunteers are required to complete the training deemed necessary by the association. Also, registered information (excluding name, sex, age, address, contact number, and past registration information) will become public information for general use.
2. Volunteers will fulfill their interpretation duties if capable when IEA requests their services.
3. When volunteers are dispatched, they will follow the instructions given to them prior to being dispatched, and they will sincerely protect the confidentiality of all information obtained while carrying out their interpretation 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. A volunteer payment and transportation stipend will be paid by the individual or organization which requests the dispatch of the volunteer.
5. In the event of a disaster or other emergency in the prefecture, registered information will be shared with prefectural, city, and town authorities, and these authorities may directly request volunteers to interpret or translate if an international resident is injured or in another situation.

Katakana			Nationality	Sex	Age			
Full Name	(Last)	(Given)		<input type="checkbox"/> M <input type="checkbox"/> F	yrs			
Address	〒			Closest Station				
Contact Info. (Phone number is essential)	Phone : (home)		(cell)					
	F A X : ()							
	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"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	<input type="checkbox"/> morning	
	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	<input type="checkbox"/> afternoon	
	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<input type="checkbox"/> evening	<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 our Form 1- ③as well)							
	<input type="checkbox"/> International Speaker (→please fill out Form 1- ③as well))							
* For I-PAL Use Only								

Year ____ Month ____ Day ____

REGISTRATION APPLICATION QUESTIONNAIRE FOR VOLUNTEER INTERPRETERS

* Based on the answers to this questionnaire, and after the necessary volunteer conditions and requirements have been met, dispatches will be requested by priority, starting with regularly registered volunteers.

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

Katakana		Nationality	Sex	Age
Full Name	(Last) _____ (Given) _____		<input type="checkbox"/> M <input type="checkbox"/> F	_____ yrs
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.)? Are you able to translate materials for educational organizations (e.g., communications between schools or preschools and parent/guardians)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
* For I-PLA Use Only				

Year ____ Month ____ Day ____

REGISTRATION APPLICATION QUESTIONNAIRE FOR JAPANESE CULTURAL INSTRUCTOR VOLUNTEERS • INTERNATIONAL SPEAKER VOLUNTEERS

* Based on the answers to this questionnaire, and after the necessary volunteer conditions and requirements have been met, dispatches will be requested by priority, starting with regularly registered volunteers.

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

Katakana		Nationality	Gender	Age
Full Name	(Last) _____ (Given) _____		<input type="checkbox"/> M <input type="checkbox"/> F	_____ yrs
1. Japanese Cultural Instructor Volunteer	Course Subject			
	Contents	* What class(es) can you give? Provide a summary of the activities involved.		
2. International Speaker 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)			
	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.)			
* For I-PAL Use Only				

