 Interpreter Request Form

Please complete this fillable form and return via email to [communications@fourthdistrictpta.org](mailto:communications@fourthdistrictpta.org)

Today’s Date: MM/DD/YY

Name: Enter first and last name.

Council: Enter council.

Email: Enter email. Phone: Best phone number to reach you.

Event Title: Event Title.

Event Day & Date: Eg. Tuesday 11/19/15 Times: Expected start and end times.

Event Location: Complete street address.

Location Name: Eg. Jones Elementary School. Where on site: Eg. Library or MPR.

Anticipated Number of People Needing Interpretation Services: Your best estimate.

Brief Description of Event: Eg. Council Meeting or Parent Education Night on driving safety.

I realize that the cost of an interpreter is $50 for the first two hours and $25 for each additional hour. The charges will be paid by 4th District, and our council will need to reimburse the costs. Yes \_\_\_\_\_ initial here

Fourth District has limited funds to help cover up to half of the costs associated with hiring an interpreter. Will you be requesting financial help? Yes No