

## *The Teri Pordum*

### *Special Interpreter Fund Application*

In order to obtain assistance in paying for an interpreter, the following criteria must be met:

1. Request must be for an occasion where there is not another individual or entity that is legally liable to cover the cost of the interpreter, leaving the sole responsibility to the deaf person (i.e. weddings and funerals). Requests cannot be honored if there is a profit made or the occasion is religious in nature.
2. Deaf Adult Services (DAS) appreciates at least a 48-hour notice of the need for an interpreter. An interpreter cannot be guaranteed, however we will do our best to fill every need.
3. The deaf individual or immediate family must contact DAS or fill out an application, prior to the request.
4. The deaf individual must notify DAS more than 48 hours before the scheduled assignment of any changes or cancellation. If DAS is not notified, the deaf individual is responsible for any fees incurred for cancellation pay to the interpreter.

<b>Requester Name:</b>		<b>Date:</b>
<b>Address:</b>		
<b>Phone (TTY) Number:</b>	<b>E-Mail:</b>	
<b>Reason for Request:</b>		
<b>Address Where Interpreter is Needed:</b>		<b>Date Needed:</b>
<b>On Site Contact Name:</b>		
<b>Contact Phone:</b>		
<b>Signature-Requested By:</b>		<b>Date:</b>
<i>* By signing you are acknowledging that if you fail to notify DAS with changes at least 48-hours in advance, you are responsible for all cancellation fees paid to interpreters at a rate starting at \$70.</i>		
<b>Signature-Approved By:</b>		<b>Date:</b>