YOKE Language Volunteer Referral System



This is a system to introduce registered language volunteer to non-Japanese residents' consultations,etc.

How to use this system

1． Languages available

English, Chinese, Spanish, Portuguese, Korean, Vietnamese, Thai, French, Tagalog, Indonesian, Russian, and other languages.

2． Fields of consultation

Mainly for procedures/explanations/ consultations at official organizations/associations located in Yokohama. Exclusions are as below:

(1)political/religious/commercial issues
(2)issues that cannot be dealt with by volunteers (e.g. medical interpretation, court trial).
(3)issues that do not meet the purpose of this system.(interpretation at evens and gatherings that are not applicable in Volunteer Dispatching System are applicable in this system)
※In case Volunteer Interpreter Dispatching System is applicable, the Dispatching system will be used (interpretation fee not charged in such cases)

3． Organizations and persons that can use this system

(1)In principle, Non-Japanese living/ working/ studying in Yokohama (or his/her proxy)
(2)In principle, non-profit organization/ association located in Yokohama
(3)Those admitted by our association

4． How to apply for requesting an volunteer.

(1) In principle, please submit Application form to request a volunteer interpreter to YOKE at least a week in advance of the day a volunteer is needed.
(2) In case the application is considered applicable to this system by YOKE, we will coordinate to choose a suitable volunteer.

5． Standard amount of interpretation fee

Interpretation fee is decided by agreement between the applicant and the volunteer, depending on the assignment. Standard amount is around 4,000yen to 6,000yen including traffic fee. Please pay the fee to the volunteer on the day of interpretation.

6． Contact information

Yokohama Association for International Communications and Exchange
YOKOHAMA Foreign Residents Information Center
（available in 12 languages）
TEL：045-222-1209
FAX：045-222-1187
E-mail：t-info@yoke.or.jp

☆Please note☆

●As our interpreters are volunteers, they do not owe any responsibilities originated from the interpretation; responsibility lay on the applicants.

●As this system is run upon volunteers' social participation and applicants' responsibility, any trouble rising from both parties are to be solved between themselves.

●As our volunteers are not checked for their language level, confirmation of language level are left to requestors' to handle by themselves during communication with the interpreter beforehand of the interpretation.

●Our volunteers pledge that they would not disclose any personal/private information of the requestors they have learnt through interpretation.

Application Form for YOKE Language Volunteer

To: Yokohama Organization for International Communications and Exchanges (YOKE)

I apply to request language volunteer as under. Date m/d/y：_____

You are	☐individual ☐group/organization
Your name (or the name of the organization and contact person)	Contact person: ＊When the applicant is a foreigner → the name of the person who needs an interpreter (when a proxy, the name of the proxy as well) ＊When the applicant is a group/organization → the name of the group/organization and its contact person
Address	〒(postal code)
Contact numbers	Phone: Fax: e-mail:

Preferred Date and time	(The duration is approximately within 2 hours)
Language	
Location	Name of the organization etc.:
Address/phone/transportation	Address : Phone : The nearest station : _____ of _____ Line _____min walk/bus ride from the station(please circle walk or bus ride)
About what (briefly)	
Approx. amount of remuneration	_____Yen
Please confirm:	1 As our interpreters are volunteers, they do not owe responsibilities originated from the interpretation: responsibility lay on the applicants. 2 As this system is made up by public participation of volunteers and applicants' responsibility, any trouble caused by the interpretation should be solved by the two parties concerned. 3 We provide the language volunteer with your contact number/e-mail address. ☐ agree ☐ do not agree(⇒ We cannot introduce an interpreter) Signature : _____

Please note: ＊Inapplicable in following cases: 1 Volunteer Interpreter Dispatching System is applicable. 2 Political/religious/commercial/related issues. 3 Issues that cannot be dealt with by volunteers (e.g. medical interpretation, court trial). 4 Issues against the law or may cause public disorder. 5 Issues that do not meet the purpose of this system.

＊Due date of application: Please apply at least a week in advance of the day a volunteer is needed.

＊How to apply: Please fill out this form and submit to YOKE(in person/by postal mail/e-mail)

＊Please pay the remuneration to the language volunteer on the day of interpretation.

＊If you wish to continue having an interpreter for more than three months, you are asked to re-submit this application form.

Office use only

The name of the volunteer: