

○Ordinance about the Registration system of the Karuizawa Town Volunteer Interpreters and Translators

(Public notice No. 30 on August 20, 2012)

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(Purpose)

Article 1 The purpose of this ordinance is, through the registration and arrangement of the volunteer interpreters and translators (hereinafter referred to as "the volunteers"), to support residents and visitors from foreign countries and enhance the exchange between Japanese residents and them.

(Content of activities)

Article 2 The activities of the volunteers shall be as listed in the following items.

- (1) Interpretation, translation and proof reading of translated documents requested by the Town and the Karuizawa Board of Education
- (2) Interpretation for foreign residents at the time of administrative procedures, etc in the Town
- (3) Interpretation and translation when completing paperwork at reception desks, etc, when foreign residents consult a doctor at a medical clinic in the Town.
- (4) Acting as a tour guide when foreign guests visit the Town.
- (5) Interpretation, translation and proof reading of translated documents when disasters happen in the Town.
- (6) Other interpretation, translation and proof reading of translated documents that are deemed necessary by the Mayor of the Town.

(Contents of activities)

Article 3 Those who seek to be registered as a volunteer shall submit the Application documents for the Karuizawa Town Volunteer Interpreters and Translators (Form 1) to the Mayor and do volunteer activities after being registered by the Town.

ii Requirements for the volunteer registration shall be as follows.

- (1) Those who are registered as a resident to Karuizawa Town and are eighteen years old and over.

(2) Those who have the ability to interpret or translate between Japanese and a foreign language in the activities indicated in the former article.

(3) Those who are eager to cooperate in international exchange.

(Joining ~~to~~ the volunteer insurance)

Article 4 The Town shall make those who seek to register as a volunteer ~~to~~ join the Volunteer Insurance System

ii The Mayor of Karuizawa Town shall not be liable for any events that are not registered for the Volunteer Insurance described in the preceding article,

(Changing the registered contents)

Article 5 Those who are registered as a volunteer referred to in Article 3, paragraph (1) (hereinafter referred to as "registered volunteer") shall promptly submit the Written Notification of Change for the Karuizawa Town Volunteer Interpreters and Translators (Form 2) to the Mayor where the contents written on the Application document at the time of registration change.

(Requesting volunteer help)

Article 6 Those who intend to request volunteer help (hereinafter referred to as "the client") shall submit the Volunteer Request Form (the Written Notification of Change) for the Karuizawa Town Volunteer Interpreters and Translators (Form 3) to the Mayor 14 days before volunteer activities are required; provided however, this shall not apply to cases where the Mayor finds there is an urgent necessity.

ii The Town shall not accept volunteer requests when its aim is related to commercial activities, specific political or religious activities and judicial matters.

iii The client shall promptly submit the Volunteer Request Form (the Written Notification of Change) for the Karuizawa Town Volunteer Interpreters and Translators (Form 3) to the Mayor when the contents written on the Volunteer Request Form change.

(Placement of registered volunteers)

Article 7 The Town shall examine the content of the Volunteer Request Form when it receives the request referred to in the preceding Article, paragraph (1) and then make inquiries to registered volunteers.

ii The Town shall let the name and phone number of said volunteer known to the client with consent of volunteer.

iii The client, once matched with a registered volunteer by the Town, must take responsibility to contact the volunteer themselves and outline their requirements.

iv Registered volunteer shall make contact with the Town when they find they are not able to do volunteer activities that have been accepted.

(Incurring costs)

Article 8 Registered volunteer shall, in principle, do volunteer activities without any remuneration.

ii Registered volunteer shall incur transportation costs that is needed to the meeting place from his or her house, provided however, the client shall incur any costs including transportation fee, materials or raw materials fee, entrance fees of facilities and so on that are needed for the guided tour in a foreign language.

(Responsibility)

Article 9 The Mayor shall not be liable if the volunteer help is not available when the client requests, nor registered volunteer is not able to do volunteer activities due to emergency or irregular events.

ii The Mayor shall not be liable for any trouble that occur between the client and registered volunteer and settlement shall be reached between the Parties.

iii The Mayor shall not be liable for any compensation for the third party that occur in interpreting, translating and proof reading of translated documents

(Written report of volunteer activity)

Article 10 Registered volunteers shall submit the Written Report of the Karuizawa Town Volunteer Interpreters and Translators (Form 4) to the Mayor when he or she completes his or her volunteer activity.

(Confidentiality Obligation)

Article 11 Registered volunteers shall not divulge any information he or she comes to know in volunteer activities.

(Rescinding registration)

Article 12 When registered volunteers intend to rescind their volunteer registration, he or she shall submit the Written Notification for Rescinding registration of the Karuizawa Town Volunteer Interpreters and Translators (Form 5) to the Mayor.

ii The Town shall be able to rescind registration of volunteers where registered volunteers fall under any of the cases listed in the following items.

(1) Where registered volunteers submit the written notification of rescission referred to in the preceding paragraph.

(2) Where registered volunteers are no longer registered by Town residents.

(3) Where contact between registered volunteers and the Town is impossible to make.

(4) Where the Mayor finds the disqualification of registered volunteers.

(Mandates)

Article 13 In addition to what is provided for in this ordinance, any other necessary matters shall be specified by the Mayor.

Supplementary Provisions

This Ordinance shall come into force as from April 1, 2022.

Form 1 (Related to Article 3)

Form 2 (Related to Article 5)

Form 3 (Related to Article 6)

Form 4 (Related to Article 10)

Form 5 (Related to Article 12)