

Date: M _____ D _____ Y _____

Volunteer Request Form (the Written Notification of Change)
for the Karuizawa Town Volunteer Interpreters and Translators

To The Mayor of Karuizawa Town

Address
Name
Phone No.
e-mail

(If a group intend to request volunteer help, please write down the main address of their office, etc, the name of group and the representative name of the group)

I request registered volunteer help referred to in Article 6 of the Ordinance about the Registration system of the Karuizawa Town Volunteer Interpreters and Translators.

1. In cases where you request volunteer interpreter

Number of participants (Number of participants among the total participants/ Nationalities)	Number of participant _____ people (Number _____, _____, _____)
Date of the event	M____ D____ Y____(Day____)from____o'clock to____o'clock
Which language and how many volunteers you request	_____ language _____ people, _____ language _____ people _____ language _____ people
Place of the event	
Content (Please describe precise information about the event and what you require of the volunteer interpreter)	
Other (Please write down what you need to tell the volunteer in advance)	

※ Please attach the written information about the event if you have it.

2. In cases where you need the volunteer translator including when you need proof reading of translated documents

Term of request	From M____ D____ Y____ (Day____) To M____ D____ Y____ (Day____)
Language	From Japanese to _____ language, _____ language, _____ language,
	From _____ language, _____ language, _____ language to Japanese
Number of volunteers you request	_____ language _____ people, _____ language _____ people, _____ language _____ people
Content (Please describe precise information about the event and what you require of the volunteer translator)	

※ Please attach the written information about the event if you have it.