



STUDENT DISABILITY RESOURCES
 Health and Wellness Services (Bldg 80)
 100 Campus Center, Seaside, California 93955-8001
 831.582.3672 (phone)
 831.582.4024 (fax) 831.582.5307 (TTY)
 email: SDR_Deaf_Services@csumb.edu
 URL: <https://csumb.edu/sdr>

Request for Sign Language Interpreter(s) Form

Complete and return this form to Student Disability Resources at least two weeks prior to the event.

Note: The process is different if a CSUMB employee or applicant for employment needs interpreters. To request interpreters for employees and/or applicants who are deaf, contact Linda Schaedle, ADA Coordinator at (831) 582-3584, Tide Hall, Bldg. 23; <https://csumb.edu/up/disability-accommodation>

Planning steps to discuss with SDR and Conference and Event Services:

- Clarify well in advance the payment source for interpreters. Two hours may cost \$200-\$900.
- Rehearsal time may be needed for the Interpreters to prepare for event/course content.
- Ensure lighting throughout activity to highlight the Interpreter for good visibility.
- There usually is a two-hour minimum for Interpreters, regardless of length of your event/course.
- To increase interpreter accuracy, provide event documents to the Interpreters ahead of time regarding your event: book list, syllabus, speech text, PowerPoint, script, program, etc.
- Provide chairs without arm rests for Interpreters. For stage events, provide back stage chair.
- Interpreters may arrive 45 minutes before special events are scheduled to begin in order to plan communication. Be sure you or another member of your group is there to meet them.

Name of event:			
Description of event:			
Date(s) of event:		Starting Time:	
		Ending Time:	
Event Location:			
Rehearsal: Y/N?	Date(s):	Time(s):	Location:
Target Audience:		Closed Group? Y/N	
Team Interpreted: (A team of two interpreters are required for most events over 1 hour.) Y/N? ___ Comments:			
Preferred Sign Language: ___ASL ___SEE___Pidgin ___Other : _____			
Event Contact:		PHONE NUMBER: Best time to be reached: AM: PM:	
EMAIL:	FAX:	BUILDING:	



STUDENT DISABILITY RESOURCES (SDR)
 Health and Wellness Services (Bldg 80)
 100 Campus Center, Seaside, California 93955-8001
 831.582.3672 (phone)
 831.582.4024 (fax) 831.582.5307 (TTY)
 email: student_disability_resources@csumb.edu
 URL: <https://csumb.edu/sdr>

Confirmation of Sign Language Interpreter(s)
 To be completed by Department/Office sponsoring the Event

- Confidential -

Before Assignment is Confirmed with Interpreter(s) by SDR or your unit:

Consult with sdr_deaf_services@csumb.edu to ensure appropriate match. Then, determine if a current Job Action Form (JAF) exists from your unit or SDR for selected interpreter/s. If no, then enter date submitted to University Personnel (w/pay rate info from SDR).

Interpreter #1: Y/ N?		Date submitted:
Interpreter #2: Y / N?		Date submitted:
Pay Rate Confirmation (Must be completed by requesting unit with SDR before SDR will assign interpreters)		
(SDR's \$ ___/hr. estimate):	Estimated number of hours to be paid for event (incl. 2 hour minimum for most assignments; add rehearsals or prep time if needed):	
Total Estimate \$	Funding Account: ___ Student Engagement & Leadership Development ___ Residential Life ___ Student Organization or Club ___ Associated Student s Other: _____	
Payment Contact Person		Phone
Email	Fax	Building/Room Number
Account Number/s	Account authorization name	Authorization phone number
Confirmation (SDR to complete):		
Date Interpreters named to Requestor by SDR		Date person who is deaf was given event interpreters' names:
Date Pay Rate confirmed with SDR:		Date interpreter assignment details confirmed with Interpreter:
Notes/Comments:		