



MEMBERSHIP APPLICATION

The Membership Application Form is designed to be used by public and private sector organisations that wish to sign up to the use of the Happy to Translate Logo. Any organisation wishing to take up membership to use the Logo should contact the Happy to Translate Logo Initiative Support Team as per the address provided at the bottom of this form.

Please type or print clearly.

1. **Official name of organisation** (no abbreviations)

2. **Other names by which the organisation is known**

3. **Primary Address**

Postcode:

4. **Organisation Type**

- Public sector **Commercial**
 Private sector
 Other: _____

5. **Provide a brief description of the goods and/or services your organisation provides**

6. **Total number of full-time equivalent staff employed by the whole organisation**

7. Number of Reception Areas

8. How did your organisation come to learn about the 'Happy to Translate' Logo?

9. Contact Person Details

Title and Name

Job title

Department

Email

Telephone

Fax

Address

Postcode

SIGNED ON BEHALF OF ORGANISATION:

(To be signed by chief executive or director level)

DECLARATION:

I agree that above information about the organisation will be held by the 'Happy to Translate' Logo for the purpose of a member database. I agree that the information provided can be used by the 'Happy to Translate' to produce and market a list of member organisations, networks and joined-up working.

AGREEMENT:

On behalf of the organisation, I accept that by signing up to use the logo the organisation will work to meet and deliver the 7 Key Commitments of the 'Happy to Translate' Logo.

If it is found that the organisation is not delivering the 7 Key Commitments, the 'Happy to Translate' support staff will work with the organisation to put processes in place to address gaps that have been identified. The organisation will be given a specific time period to implement these processes.

I am aware that this is an annual subscription fee and continuation of membership is dependant on timely payment of a yearly subscription.

Signature

Title and Name

Job title

Date

Email

Telephone

Fax

Address

Postcode

MAIN OBJECTIVES

So that we may gain an understanding about your organisation, please provide the following information.

1. Current Provision

Does your organisation currently provide any Translation, Interpretation and Communication Support (TICS)?

- Yes
 No

If "Yes," what are the top five languages you provide other than English?

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

If "No," are you aware of the need for other languages other than English? (please detail)

| |
|--|
| |
|--|

2. TICS Providers

Below, provide the names of the agencies and/or organisations that provide your TICS services. (If no such services are engaged, indicate by writing "None".)

a) Written Translation:

| |
|--|
| |
|--|

b) Telephone Interpretation:

- LanguageLine
 Other: _____

c) Face-To-Face Interpretation:

| |
|--|
| |
|--|

3. Displaying the HTT Logo

Where and how might your organisation consider using the 'Happy to Translate' Logo?

4. Current Policy

Does your organisation currently have race equality policies and/or procedures in place?

Yes

No

If "Yes," please describe: Attach a copy or send by Email

Help and Advice

Should you have any queries please contact:

'Happy to Translate' Support Staff

Email: support@happytotranslate.com

Tel: 0131 444 4950 / 4951 / 4942

Fax: 0131 444 4949

Post: 'Happy to Translate' Logo

Trust, Hanover (Scotland) & Bield Housing Associations

Equal Opportunities Programme

C/o Trust Housing Association

12 New Mart Road

Edinburgh

EH14 1RL

Web: www.happytotranslate.com