



Giving up a days pay fund – policy

1. Introduction

The 11th European Forum of Sign Language Interpreters (EFSLI) Conference 2003 was held in Brighton and hosted by ASLI. Liz Scott-Gibson (ASLI member) was one of the panellists who were updating the EFSLI conference on the developments of an international interpreting body - a World Association of Sign Language Interpreters (WASLI). In this the European context, Liz explained how the panellists would like to see another meeting taking place in 2005 that would see interpreters of the world coming together. This meeting took place in Worcester, South Africa over three days, which was the first WASLI conference and there were over 220 delegates from over 40 countries in attendance.

One important point Liz raised at the EFSLI conference in 2003 was how great it was for all those interpreters to be there at the WASLI conference in South Africa. She added however, that there are many interpreters who, for whatever reason, would not be able to attend. Liz suggested that perhaps we could consider “giving up a day’s pay” and that money raised could go to supporting interpreters attend the WASLI conference 2005 in Africa.

The ASLI National Executive Committee (Board) formally endorsed the notion of supporting interpreters at their meeting in February 2004 and a formal fund was set up: Giving Up A Day’s Pay (GUADP). Sufficient monies were raised that resulted in ASLI being able to sponsor Theodorica Rajaonary from Madagascar to attend the inaugural WASLI 2005 Conference in South Africa.

Purpose of the fund

The purpose of the fund is to provide the opportunity for ASLI members, supporters or any other individual/organisation in assisting their fellow interpreters in other countries. Assistance in this context means providing the funds that either allows colleagues from other countries to:

- attend a nominated event. A nominated event could be a conference, (ASLI, efsli, WASLI or other), or it could mean an event that allows interpreters to come and shadow others working. The GUADP portfolio holder may propose a nominated event.
- share experience and exchange information
- develop a network of contacts that can offer support, information and advice
- participate in discussions that affect our profession.
- or supports projects where locally based training and development initiatives relating to interpreting services is greatly needed, through providing the funds required to send trainers to participate in international development projects

Definitions

Portfolio Holder: Unless the Board decides otherwise, this will be the designated GUADP panel. They will:

- (a) Finalise policy and oversee implementation.
- (b) Review the fund from time to time and to report to the Board.
- (c) Submit a proposal each year on how funds should be allocated.

They are fully accountable to the ASLI Board and are required to provide reports on GUADP tasks to the Board meetings.

Nominated event: an event that is deemed by the Portfolio Holder (and approved by the GUADP panel on behalf of the ASLI Board) to be one that GUADP should fund to allow an interpreter from an eligible country to attend.

Eligible country: an eligible country has a GDP (Gross Domestic Product) of \$10,000 or less in accordance with the WASLI list of Countries and their GDP.

Funded Individual: an individual who is funded from GUADP fund to attend a nominated event.

Donor: any individual or group who donates money to the fund.

Interpreter: refers to any person, Deaf or hearing, that works as a sign language interpreter from an eligible country.

International development project: a project with an Eligible Country focused on supporting the development of interpreting services

Trainer: someone with relevant interpreter training experiences, identified by the portfolio holder as being appropriate to support the development of interpreting services in the eligible country.

POLICY

GIVING UP A DAYS PAY FUND

1. The fund

1. The fund should be called: The ASLI Giving Up A Day's Pay.
2. The fund should be a bank account one that is separate from the main ASLI account.
3. The 3 signatories should be any three ASLI Director.
4. A maximum of 2 signatories are required at any time.
5. *Awards can only be given to applicants recommended to the ASLI Directors by the Giving Up A Days Pay panel (see section 3)*

2. Raising funds

- 2.1 Funds will primarily be raised by providing the opportunity for ASLI members, supporters and any other individual/organisation to #Give Up A Day's Pay! and to donate that money to the fund.
- 2.2 Giving Up A Day's Pay is a voluntary action. There is no compulsion or obligation on anyone.
- 2.3 Funds can also be raised at events both nationally and regionally.

3. The GUADP Panel

- 3.1 *The GUADP Panel shall comprise one Chair and two members. Each member of the GUADP Panel must be a paid-up voting member of the Association. The Chair shall be responsible for the co-ordination of all duties relevant to the GUADP Panel and their work.*
- 3.2 *The GUADP Panel Chair shall be elected by the Panel itself.*

- 3.3 *The Panel members shall hold their position for three years or until resignation, excepting where the conditions of 3.4 prevail.*
- 3.4 *Upon resignation of any member of the GUADP Panel, the Panel itself will enlist a new Panel member who shall serve for the remainder of the three-year term only.*
- 3.5 *When there are vacancies for panel members, the Chair will instruct the Board of Directors to call for invitations to be a GUADP Panel member. Where there are no panel members the Board of Directors will initiate the call for invitations.*
- 3.6 *Past Panel members are not excluded from serving on future Panels, save that only one member of any Panel may serve for two consecutive terms.*
- 3.7 *The panel is to be independent from the Directors and advise the Directors on who should receive GUADP funding.*
- 3.8 *The Panel may conduct its work either by meeting or via written/telephone communications*

4. Use of funds

- 4.1 The funds are to be used only for the purposes outlined in the “Purpose of the fund “, as stated above.
- 4.2 The funds are to be used to support interpreters from eligible countries to attend a nominated event or to send trainers to participate in International development project.
- 4.3 The Portfolio Holder will advise the ASLI panel if there is evidence to suggest that it is necessary to expand upon the original purpose of the fund.

5. How are funds used?

- 5.1. The Portfolio Holder will submit the successful proposal together with a budget on how the funds should be used over a given period, for Board approval.
- 5.2 Direct applications for assistance from interpreters may be accepted.
- 5.3 ASLI may invite interpreters to make an application for assistance.
- 5.4 The Portfolio Holder will develop guidance and policy in order to process applications for assistance.
- 5.5 The Portfolio Holder will also provide a timetable to review guidance and policy

6. Decision Making

- 6.1 A written record should be kept of all requests for GUADP.
- 6.2 Written records should be kept of panel discussions when reviewing GUADP applications.
- 6.3. Written records should be kept where a request for funding has been rejected, but the applicant has been given permission to re-apply.
- 6.4. A summary of 6.1 – 6.3 should be made available and/or published once a final decision by the panel has been made.
- 6.5 The panel (on behalf of the Board of Directors) delegates to the Portfolio Holder responsibility of seeing an approved project from beginning to end.
- 6.6 The Board has the authority to approve proposals from the Portfolio Holder. The Board's decision is final.

7. What will be funded?

- 7.1 100% funding is possible.
- 7.2 The fund will cover the following; For funded individuals attending the Nominated event;
 - Travel costs
 - Accommodation fees
 - Conference fees
 - For trainers participating in international development projects:
 - Direct costs, e.g. flights, accommodation and meals whilst abroad
 - Indirect costs e.g. inoculations and travel insurance
 - Resources e.g. materials to take and purchase
 - Cost for providing training e.g. room hire, provision of lunches etc
- 7.3 There should always be a minimum balance of £200.00 in the fund.

8. Fund Timetable

- 8.1 All those wishing to Give Up A Day's Pay will be encouraged to do so by the end of October each year.
- 8.2 The Portfolio Holder should put forward their proposals at the end of each financial year for the Board to approve the annual budget.
- 8.3 The Board shall consider the proposals from the Portfolio Holder and give their decision.
- 8.4 It is appreciated that a certain degree of flexibility may be required in terms of timetables because of dates of nominated events. The Board will exercise flexibility.

9. How funds are paid out

- 9.1 The GUADP fund may make payments of fixed amounts towards a particular expense.
- 9.2 Payment may be made direct to the applicant prior to the event on production of the necessary documentation.
- 9.3 Payment may be made direct to the applicant after the event on production of the necessary documentation.
- 9.4 Payment may be made to another party on behalf of the applicant in respect of a related expense.
- 9.5 Payment will be made in the appropriate currency.
- 9.6 The Portfolio Holder will recommend to the Board the method of payment.
- 9.7 There will be no deadline date by which payments will be made. The Portfolio Holder will work to provide the best solution given all the factors.

10. Requirements of funded individuals

- 10.1 A funded individual or supported International development project shall provide feedback on how the event was a benefit.
- 10.2 Feedback will be used to promote the fund, for publication and to inform donors on how donations have been used.
- 10.3 A funded individual will promote ASLI and the GUADP fund.

11. Promoting and publicising the fund

- 11.1 The Portfolio Holder is responsible for promoting and publicising the fund by:
- Producing promotional documentation for distribution.
 - Creating a special section on the ASLI website that would contain all relevant information about the fund, its administration and guidelines on how to raise money for the fund.
 - Providing regular updates.

12. Acknowledging donations

- 12.1 All donations to the fund will be acknowledged by an official ASLI receipt (see Appendix A).
- 12.2 All donors will have the option of having their name (not the amount of the donation) publicised.
- 12.3 All donors will be sent a certificate (see Appendix B).
- 12.4 A list of donors (who have agreed) will be published on the ASLI website.

13. Relevant contact details

- 13.1 ASLI's normal place of business will be used for all written correspondence. In the first instance all correspondence shall be addressed to the Portfolio Holder.



'GIVING UP A DAY'S PAY' FUND
ASLI supporting interpreters around the
World
Official Receipt

Date:

This Receipt is to confirm that

has made a donation of £

to the ASLI Giving Up a Day's Pay FUND

Signed: _____

(On behalf of ASLI)

ASLI would like to thank you for your donation.

GIVING UP A DAY'S PAY

RECEIPT







**'GIVING UP A DAY'S PAY' FUND ASLI supporting
interpreters around the World CERTIFICATE OF
APPRECIATION**

This is to certify that

made a donation to the ASLI 'Giving Up A Day's Pay' Fund.

Signed:

Date

Association of Sign Language Interpreters
Four Winds House
Balderton
Cheshire