Serving Beaverton and the westside since 1955.

Tualatin Hills Park & Recreation District
Attn: Specialized Recreation Program Coordinator
Elsie Stuhr Center, 5550 SW Hall Blvd. Beaverton, OR 97005
Phone: 503-629-6342 Fax: 503-629-6347
Email: Lgalanto@thprd.org

Interpreter Request Form

Participant Name:_____ Date:_____ Age:_____

Address:_____ City/State:_____ Zip Code:_____

Phone (home):_____ (work):_____ (cell):_____

Email address:_____

Parent/Guardian Name (if under 18):_____

Participant is:
- ☐ Patron
- ☐ Staff
- ☐ Other

Participant is
- ☐ ASL
- ☐ Signed English
- ☐ Oral

Name of Activity/Class:_____ Activity/Class #:_____

Program Supervisor:_____ Name of Instructor:_____

Location:_____ Days/Dates of Class:_____ Time:_____

Has individual participated in THPRD recreation programs before? ☐ Yes ☐ No

Important Note: Submit requests to the Specialized Recreation Program Coordinator at least 10 business days in advance of the class. For all requests submitted to the coordinator less than 10 full business days in advance, an interpreter may not be available.

Acknowledgement Release

- Access Services North West (ASNW) matches freelance American Sign Language Interpreters from the Portland, Oregon Metropolitan area to the needs of Oregon and Southwest Washington businesses and individuals. Fax: 503/447-5000 E-mail: scheduling@asnwonline.com
- Cancellation policy: To avoid being charged for requested services, cancellations must be received by the following:

If assignment is	Cancellation deadline is
1 to 2 hours	1 business day + 1 hour prior to start of assignment
2 to 4 hours	2 business days + 1 hour prior to start of assignment
4 to 8 hours	3 business days + 1 hour prior to start of assignment

- **No-show**: Once an accommodation has been confirmed, if an Inclusion participant is unable to attend the activity (whether registered program or drop-in), please notify THPRD Inclusion Services at least 1-business day in advance. If no contact has been received, the inclusion participant will be assessed $15.00 per every no show/no call/no email. In case of emergency, the THPRD refund policy will be followed.

- **Late Arrival**: If an inclusion participant is late without contacting the ASL Interpreter or THPRD Inclusion Services, the ASL Interpreter will wait 15 minutes for participant to show.
- After 15 minutes, the ASL Interpreter will call participant's family to see if they will be coming to program/class. If unable to reach, the ASL Interpreter will leave and the No-show policy will be followed.
- If unable to reach the ASL Interpreter or THPRD Inclusion Services, we encourage you to call the facility phone, if you are going to be late due to unforeseen circumstances. Late fee would still apply but possible alternatives can be determined.

Participant signature: _____ Date: _____

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Fax or email copy of registration receipt and request to Specialized Recreation Program Coordinator	☐ Yes	☐ No	Staff initials: _____	Date_____
Park District contacted Participant	☐ Yes	☐ No	Staff initials: _____	Date_____
Scheduled interpreting services with partnering agency	☐ Yes	☐ No	Staff initials: _____	Date_____
Notify Program Supervisor and/or Program Leader of registration	☐ Yes	☐ No	Staff initials: _____	Date_____

THPRD provides accommodations for the Americans with Disabilities Act (ADA).