**MEMBERSHIP APPLICATION**

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

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

**3. Primary Address**

**4. Organisation Type**

🞎 Public sector 🞎 Charity Charity number:

🞎 Private sector 🞎 Voluntary

🞎 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 (including sub offices)**

**8. How did your organisation come to learn about Happy to Translate?**

**9. Name of Happy to Translate Contact**

**Job title**

**Department**

**Email**

**Telephone**

**Address**

**Postcode**

**DECLARATION**

I consent to the use of the information I have provided in this application for the purpose of updating Happy To Translate’s member database and communicating the latest news and updates on the services offered by Happy to Translate.

I understand that, in line with GDPR legislation, this information will not be used for any other purpose.

**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 Happy to Translate. If it is found that the organisation is not working within the 7 Key Commitments, Happy to Translate staff will support the organisation to put processes in place to address gaps that have been identified. I am aware that this is an annual subscription fee and continuation of membership is dependent on timely payment of a yearly subscription.

**TERMINATION**

Happy to Translate may terminate the Agreement immediately if the Member has entered into liquidation or has become bankrupt. In the event of termination, Happy to Translate shall retain any sums already paid to it by the Member without prejudice to any other rights Happy to Translate may have, whether at law or otherwise. In the event the Member wishes to terminate the Agreement, at least 30 days’ notice of the intention to terminate must be given in writing by post or by email. In the event of termination, the Member shall cease to use the Happy to Translate logo, this includes the removal of the logo from any documents or online presence and shall return all complementary tools which the Member received upon signing the Agreement.

**SIGNED ON BEHALF OF ORGANISATION** (*To be signed by chief executive or director level*)

**Name**

**Job title**

**Date**

**Email**

**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?

**2. Translation, Interpretation and Communication Support Providers**

Below, provide the names of the agencies and/or organisations that provide your TICS services.

a) Written Translation:

b) Telephone Interpretation:

🞎 Language Line

* The Big Word
* None

🞎 Other:

c) Face-To-Face Interpretation:

**3. Displaying the HTT Logo**

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

🞎 Public facing windows/doors

* In reception and meeting rooms
* On website
* On printed materials

🞎 Other:

**4. Current Policy**

Does your organisation currently have equality, diversity and inclusion policies and/or processes in place?

🞎 Yes

🞎 No

If “*Yes*,” please attach a copy or send by email

**Help and Advice**

Should you have any queries please contact the Happy to Translate support staff:

Email: [info@happytotranslate.com](mailto:info@happytotranslate.com)

Tel: 0131 444 4951 / 4950 / 4997

Post: Happy to Translate

c/o Trust Housing Association

12 New Mart Road

Edinburgh

EH14 1RL