

ASL Interpreter Request Policy

The following guidelines apply to scheduling of an interpreter in accordance with the Reasonable Accommodation policy, which applies to Intergroup Meetings, Intergroup Service Committee Meetings, and Service Events sponsored by the Intergroup and Intergroup Committee.

The Central Office Manager may also follow these guidelines when scheduling an ASL interpreter for A.A. meetings that are listed in the San Francisco and Marin A.A. Meeting Schedules.

Any requests to provide an ASL interpreter any other types of A.A. related events ought to be treated as exceptions, which, on occasion, and after review by either the Board or the Intergroup may or may not be granted (e.g. the Living Sober conference).

I. Central Office Manager (COM) responsibilities

1. Receive request and respond to deaf member
2. Booking of interpreter
3. Pay interpreter bill and account for expense against Access Committee budget
4. Cancellation of Interpreter and inform Access Committee (AC) chair
5. Pass information to the AC Chair regarding ASL request, deaf member contact information, and if possible and appropriate, contact information for the secretary or chair of the requested meeting.

II. Allocation of Access Committee ASL Interpreter Funds

1. The number of requests for ASL interpretation may vary. Requests will be fulfilled by as long as sufficient allocated budgeted funds are available for ASL interpreted meetings.
2. A single request may be made for up to one calendar month of weekly Intergroup sponsored events and meetings in San Francisco and Marin.

III. Termination of Interpreter

ASL interpretation will be discontinued if the deaf member notifies Central Office and informs them that s/he will not be attending the remaining meetings, or if the deaf member is a "no show" in two consecutive sessions.

December 2015, Intergroup Board of Directors