

**APPLICATION TO THE NATIONAL ASSOCIATION OF
JUDICIARY INTERPRETERS & TRANSLATORS
FOR SPONSORSHIP AND SUPPORT**

Please submit this form by email to executivedirector@najit.org, and also fax or mail a copy to:
NAJIT Education Committee
603 Stewart St., Suite 610
Seattle, WA 98101-1275
Fax: 206-626-0392

Regional and local organizations of translators and interpreters that are organizational members of the National Association of Judiciary Interpreters and Translators are invited to apply for sponsorship and support for their T&I conferences using this form. The Education Committee will review the request and forward it to the NAJIT Board of Directors with a recommendation in favor or against. The Board of Directors will make a decision and inform the applying organization. In addition to the application, the board will take into consideration the current fiscal reserves that NAJIT has at its disposal. Decisions of the Board of Directors are final.

ABOUT YOUR ORGANIZATION

Name of organization:

Contact person:

Mailing address:

Main telephone:

Other telephone (optional):

Email:

Website:

Number of members:

Geographic region included:

Requirements for membership:

Are you affiliated with any other organizations?

ABOUT YOUR CONFERENCE

Title of conference:

Date(s):

Venue:

Purpose of conference:

Theme or special focus of conference (if any):

Anticipated attendance:

Number of sessions anticipated:

Registration fees planned:

SPECIFICS OF NAJIT SPONSORSHIP AND SUPPORT REQUESTED

Our organization agrees that if this application is approved:

- 1) NAJIT will be listed as a co-sponsor of this event on all event publicity, forms, programs, newsletters and websites.
- 2) Any member discounts offered to members of our organization will also be offered to NAJIT members.
- 3) We will schedule an opportunity for a NAJIT representative to speak about NAJIT’s activities and encourage conference-goers to learn more about NAJIT.
- 4) We will distribute NAJIT-provided materials to conference goers and make available a table or display area to enable NAJIT to recruit members.

We request support in the following ways:

- 5) Publicity for this conference in NAJIT publications and website.
- 6) A speaker provided by NAJIT on the following topic:_____

(The Education Committee will work with your conference-planning committee to determine who will speak for NAJIT. Individual speakers may be requested by name but NAJIT reserves the right to provide a different speaker at its sole discretion, taking into account its own considerations.)

- 7) Payment of travel expenses for the NAJIT-selected speaker to make a presentation at our conference, choosing a means of travel that is both efficient and economical.
- 8) Payment of an honorarium of \$_____(\$300 maximum) to the NAJIT-selected speaker.

We agree that:

- 9) Our organization will provide a complimentary conference registration to the speaker.
- 10) It is our responsibility to negotiate the length of the speaker’s presentation(s) with the speaker chosen.
- 11) Our organization and the speaker will negotiate the payment of any other costs or expenses such as handouts, lodging and/or meals. NAJIT is responsible only for the items listed above.

The following additional items are welcome as back-up material but are not required:

- 13) Names of board of directors
- 14) Member directory if available
- 15) Current bylaws
- 16) Recent newsletter

Signature

Date

Name (please print)

Title