



## Can Bilingual Staff, Volunteers, or Minors Interpret and/or Translate?

This document is designed to help Extension staff better understand the limited circumstances when use of non-professional interpreters (oral) or translators (written) is permissible.

<p><b>Can I ask my bilingual colleague to translate documents or interpret for my event?</b></p>	<p>Given the high demand for their skills and cultural competencies, bilingual staff are often asked by colleagues to provide language services that extend beyond the scope of their position.</p> <p>When it is specifically stated as part of their position duties, bilingual staff are hired to conduct their own direct programming in multiple languages.</p> <p><b>Bilingual staff are not obligated to serve as an interpreter or translator for their colleagues or office.</b></p>
<p><b>Can I use a community or volunteer interpreter or translator?</b></p>	<p>In some cases, it may be permissible to use adult (age 18+) community or volunteer interpreters or translators whose specific role is to provide language services.</p> <p><b>Please discuss specific situations or circumstances with the Office of Access, Inclusion, and Compliance’s Language Access Coordinator prior to the event.</b></p>
<p><b>Can I use a minor/child as an interpreter or to translate a document?</b></p>	<p>A minor (under age 18) may provide language assistance to bridge initial communication between two adults. However, this should be strictly limited to spontaneous, informal encounters.</p> <p><b>Under no circumstances should a minor be asked to provide interpretation services during a programming event. It is Extension’s legal responsibility to provide language access services.</b></p>