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Toastmasters International
POLICIES AND PROCEDURES

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TRANSLATION AND INTERPRETATION

The Mission of Toastmasters International is to make effective oral communication a worldwide reality. The organization understands its duty of affording people from all over the world the opportunity to improve their speaking, listening, thinking, and leadership skills.

The intent of this policy is to use resources to provide educational and administrative materials in other languages whenever feasible and practical, as determined by the Board of Directors of Toastmasters International.

Therefore, the following items set forth the organization's policy on translation and interpretation:

1. English is the official language of Toastmasters International.
2. Non-English speaking Toastmasters attending Toastmasters International events (such as District officer training) shall provide their own translators.
3. The International Speech Contest shall be conducted in English.
4. Toastmasters International does not have the World Headquarters staff resources or financial sources at this time to provide oral or written translation services. Communications sent to or sent by World Headquarters will be in English. It is understood, however, that change to policy could be considered in the future as the translation environment changes.
5. Translation of all educational and administrative materials can be accomplished only with the prior written permission of Toastmasters International.

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When a club, territorial council, or district wants to translate materials for publication, the translations shall be done in cooperation with and only with the advance written permission of World Headquarters. Permission to translate Toastmasters materials will be granted on a case-by-case basis in accordance with this policy. Toastmasters International is not obligated to grant translation rights to anyone.

Any and all educational and administrative materials that are translated, and all plans for production and distribution of translated materials, shall be approved and designated by World Headquarters.

World Headquarters may give permission to translate as follows:

1. When at least 10 chartered clubs in good standing currently conduct their meetings primarily in that language being considered for translation and there is the potential to build even more clubs in good standing and whose meetings would be conducted primarily in that language, World Headquarters may grant permission to translate promotional brochures, the Competent Communication manual, the Competent Leadership manual, and at least two Advanced Communication manuals.
2. When at least 35 chartered clubs in good standing currently conduct their meetings primarily in that language and there is the potential to build even more clubs in good standing and whose meetings would be conducted only in that language, World Headquarters may give permission to translate the remaining materials in the New Member Kit, at least two additional Advanced Communication manuals and the manual “When You are the Club President.”
3. When 60 or more clubs in good standing currently conduct their meetings primarily ~~only~~ in that language, World Headquarters may give permission to translate the remaining Advanced Communication and the Club Officer manuals, the High Performance Leadership Program, and other materials. World Headquarters retains the right to determine which materials have priority for translation.

The requirements for translating materials, after advance written permission for translation from World Headquarters has been given, are:

- a) The materials are to be translated, edited, and proofed by the end user, or by an individual or service designated by World Headquarters.
- b) A release form shall be signed by the translator to protect the organization’s copyrights.
- c) World Headquarters shall reserve all rights to print, package, warehouse, and distribute all translated materials.