PROCEDURES FOR SECURING INTERPRETERS FOR OUT OF CLASSROOM EVENTS:

The following guidelines are intended to be utilized for determining processes and payment for interpreters required/requested at Truman out-of-classroom activities.

All-University-Sponsored Events:

Upon request, the University will seek out and pay for interpreters for All-University-sponsored events such as graduation or Lyceum series performances. Since interpreters are generally not local, but rather 90-180 miles away from Kirksville, it takes a considerable period of time to schedule. For that reason, requests for interpreters should be submitted 14-30 days ahead of event.

For graduation interpreters, please contact the Registrar’s Office (660-785-4143 or registrar.truman.edu). For lyceum events, please contact Email: [LyceumSeries@truman.edu](mailto:LyceumSeries@truman.edu)  
Phone: (660) 785-4128

For any other All-University-sponsored event, please contact Julie Sneddon (Director, Office of Student Access and Disability Services) at 660-785-4478, who can serve as a resource to connect you to the appropriate person or office.

Departmental Events:

Course-related or departmentally affiliated clubs, organizations, co-curricular and honor societies will schedule and pay for any requested interpreter services from the academic department budget. Julie Sneddon (Director, Office of Student Access and Disability Services) can serve as a resource for potential interpreters and their contact information.

Since interpreters are generally not local, but rather 90-180+ miles away from Kirksville, it takes a considerable period of time to schedule. For that reason, requests for interpreters should be submitted 14-30 days ahead of event when at all possible. Every effort will be made to secure an interpreter, but ample time is paramount.

Recognized Student Organizations:

FAC recognized student organizations and speakers shall be compensated through the typical contract process for speakers and performers. Student organizations should keep this potential cost (cost of an interpreter(s)) of any program in mind when scheduling events. Julie Sneddon (Director, Office of Student Access and Disability Services) can serve as a liaison for potential interpreters and their contact information and will assist in connecting the organization with interpreter services.

Since interpreters are generally not local, but rather 90-180 miles away from Kirksville, it takes a considerable period of time to schedule. For that reason, requests for interpreters should be submitted 14-30 days ahead of event. Every effort will be made to secure an interpreter, but ample time is paramount.