



Volunteer Request Procedures

Please follow the steps below when requesting volunteer interpreters with AALB

1) Requesting Appointments

- Fill out the following form to request an appointment:
www.AmericansALB.org/request.
 - a) You will receive an immediate confirmation email with a Zoom link.

Note:

1. Please try to send requests at least 12 hours in advance; we can not guarantee that a volunteer will accept every request but if a request is sent well in advance we can directly reach out to volunteers. We are working on implementing on-demand appointments.
2. Direct link to form in case the website is having issues:
<https://forms.gle/3UAXGbhs9g48Thv76>

2) Receiving Appointments

- If a volunteer accepts the appointment, you will receive an email from them with their name, language, the appointment date/time, and the same Zoom link as above.
 - a) Join the Zoom meeting at the time you requested. The interpreter will join the Zoom meeting as well.

Note:

1. Ensure that you're signed into the Zoom account as assigned by AALB to initiate the meeting as host.
2. Interpreters are instructed to join 2 minutes early, please contact them directly via email if they are running late.