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## Election Interpreting FAQs

What should I do if the voter asks me to enter the booth with him/her?

1. Complete your portion of the Assistance Declaration
2. Enter the booth with the voter
3. Do NOT touch the voting machine
4. Assist by pointing, translating, explaining

What should I do if my services are refused or questioned?

1. If by a poll worker, call 215-686-1516
2. If by a voter, just stand by: the voter may choose his/her interpreter

What should I do if a voter needs an interpreter for a language I don't speak?

1. Show the voter the "Point to Your Language" Card
2. Ask the Judge of Elections if there is an in-person interpreter available for that language
3. Call the telephone interpreter service using the special phone

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### Practice- Role Play

*In groups of 3, take turns being the Interpreter. After each person takes his/her turn as "Interpreter", give them constructive criticism. Use the information on the other side to help you.*

**Situation:** The voter has not completed an Assistance Declaration prior to the Election. S/he has also moved a couple of times. S/he is very anxious to vote, but does not want to make trouble. She has some ID with her.

**Voter:** Act nervous, confused and a bit intimidated.

**Poll Worker:** Get frustrated. Complain about how much time this is taking. Interrupt.

**Interpreter:** Set the Stage for both. Use all your skills to manage the flow of the conversation.

## The ABC's of Interpreting for the Election

It is important that everyone acting as an interpreter for the election follow the same "Best Practices". This will help assure full and fair access to the Polls for everyone, demonstrate respect for the voter and the election official, and reduce confusion about your role as the interpreter.

### Best Practice #1 Introduction

Introduce yourself and explain your role, to both the voter and the election official, in BOTH LANGUAGES. (See below, "Set the Stage")

### Best Practice #2 Completeness

Interpret EVERYTHING that BOTH speakers say. Do NOT edit. If someone uses a word you don't understand, ask for its definition or another word (synonym).

### Best Practice #3 Accuracy

Speak in each person's "voice". Use "I" or "yo", the "1st Person". Do not say things like 'he says that he...'. Use the same level of speech each uses: formal, slang, educated... as best you can.

### Best Practice #4 Humility

Have your vocabulary list or a dictionary (if you have one) with you so you can check yourself. If you make a mistake, correct it! Ask the speaker to repeat or slow down. It is OK to make notes so that you remember just what was said, especially with numbers, dates, addresses.

### Best Practice #5 Confidentiality

Discard any notes when the interpretation is over. Do not discuss any of what was said with anyone except a superior election official in the course of election business.

### Best Practice #6 Transparency

Do not get into side bar conversations with either person. If you must interject in your own voice, make sure both people know it is the interpreter speaking for him/herself & explain what you said to each person, in both languages.

### Best Practice #7 Neutrality

Demonstrate respect for the voter's culture and help the election official to understand any cultural issues, if you can, and vice-versa. But do not get into conflicts with either the voter or the election official. Never take sides. Refer disputes or conflicts to the Judge of Elections.

Here is some Useful Vocabulary. Have this handy on Election Day.

**Election:** Elección

registered voter: votante (elector) registrado

voting machine: máquina de votar

voting booth: cabina electoral

provisional ballot: boleta (papeleta) provisional

voter identification: identificación del votante (elector)

**candidate:** candidato

**district:** distrito

**ward:** distrito electoral

first time voter: votante (elector) por primera vez

challenge affidavit: declaración jurada de cuestionamiento

assistance declaration: declaración de asistencia

judge of election: juez de elecciones

paper ballot: boleta (papeleta) de papel

write-in vote: votación por añadidura

1. The address is 4006 North 29<sup>th</sup> Street.

1. La dirección es: 4006 North 29<sup>th</sup> Street.

2. The phone # is 215-876-5432

2. El número telefónico es: 215-876-5432

3. I am 76 years old

3. Tengo 76 años de edad

4. My birthdate is 11-08-72.

4. Mi fecha de nacimiento es el 8 de noviembre de 1972.

5. I last voted in 1996

5. La última vez que voté fue en 1996



**Thank-you for  
being part of  
this initiative!**

### “Setting the Stage”

1. Hi, my name is \_\_\_\_\_ and I will be your English-Spanish Interpreter today.
  2. I am going to interpret everything you say exactly as you say it, so if there is anything you don't want the other person to hear, do not say it in front of me.
  3. I may ask you to slow down, repeat, or pause, so I can interpret everything you say correctly and completely.
  4. Please speak directly to the other person.
  5. I will keep the content of this conversation confidential.
  6. I am now going to share/have already shared this information with the other person.
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### “Preparando el Escenario”

1. Hola, me llamo \_\_\_\_\_ y yo voy a ser su interprete hoy para interpretación entre el inglés y el español.
  2. Interpretaré todo lo que usted diga y exactamente como usted lo diga. Si no quiere que yo diga algo, entonces no lo diga delante de mí.
  3. Puede que yo le pida que hable más despacio, que pare o que repita algo para poder interpretar todo correcta y completamente.
  4. Le pido que hable directamente a la otra persona.
  5. Mantendré el contenido de esta conversación confidencial.
  6. Voy a comunicar esta información ahora a [la otra persona] **O BIEN** ya he comunicado esta información a [la otra persona].
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