

## **OFFICIAL LANGUAGES PROGRAM**

The Official Languages Program is made possible through a partnership between the Sport and Recreation Branch of the Department of Tourism, Heritage and Culture and the Department of Intergovernmental Affairs for the Province of New Brunswick.

The ability to serve and communicate with members in the language of their choice can pose a challenge when resources are limited. To help increase capacity of our member organizations, Sport NB is pleased to provide the following services to its members:

- Translation Services
- Proofreading Services
- Simultaneous Translation Services (Interpretation)
- French Second Language Training

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### ***Translation and Proofreading Services***

All members of Sport New Brunswick can access a free translation and proofreading services to help organizations better communicate with their members, the public and the media by providing English to French and French to English translation of foundational documents (constitution/bylaws/policies/employee manual etc.), promotional materials (newsletter/brochures/event programs), press releases, social media, and website content.

Sport NB will coordinate all requests for our members, through a third-party service. To make a request, please complete the required intake form and send the information to [translation@sportnb.com](mailto:translation@sportnb.com).

The invoice will be paid entirely by Sport NB during the 2023-2024 fiscal; however, we will be monitoring requests and potentially implementing a pro-rated fee for service mechanism for the 2024-2025 fiscal year.

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### ***Simultaneous Translation Services (Interpretation)***

Sport NB members can access financial support for simultaneous translation for online and in-person conferences, workshops, training sessions and webinars that are provincial in scope. To access funding, please complete the form and include a quote for the service. A maximum grant of \$3,000 can be provided per organization, per event.

Please complete the funding request form and send it to [translation@sportnb.com](mailto:translation@sportnb.com).

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## ***French Second Language Training***

Sport NB members that are PSOs and MSOs can access French second language training for their staff. This opportunity is available to any full-time or part-time staff within the organization.

Two options are available:

- In-person classroom training at the Sport NB offices in Fredericton (Fall of 2023).
- Individual Training programs offered by a recognized institution can be reimbursed up to a maximum of \$2,000/year. Sport NB will require proof of enrollment and reserves the right to monitor participation/attendance.

For further information, please email [info@sportnb.com](mailto:info@sportnb.com).