



The Community Foundation of the Eastern Shore (CFES) is committed to making its service and facilities accessible to all our patrons. We will provide sign language interpreter services by written request only. Please submit all requests for interpreting services five full working days (or more) in advance of the training that you will attend. You may submit this form by fax: 410-742-6638.

Requester Name: _____

Phone (TTY): _____

Fax: _____

Email Address: _____

Date	Time	Title of Training	Location of Training
<i>(Example: 10/1/96)</i>	<i>(8am - 4pm)</i>	<i>(Grantwriting Basics)</i>	<i>(CFES Nonprofit Support Center)</i>

I understand that CFES will provide this service at no cost to me, however, I understand that should I decide not to attend I will provide CFES with 48 hours notice that I will not attend. If I do not provide notice I understand that CFES reserves the right to bill me for any expenses incurred for the sign language interpreter services. To cancel this request for services I must contact a CFES staff member directly at 410-742-9911; cancellation may be made by fax but receipt must be confirmed by telephone.

I understand that in the event of a program cancellation by CFES, I am not expected to provide a notice of cancellation.

Requester Signature: _____ **Date:** _____

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