

Multiple Sclerosis Society of Canada Translation and Materials Distribution Policy

The Multiple Sclerosis Society of Canada (MS Society) is a bilingual nation-wide health charity that is proud to provide materials and information about multiple sclerosis and the activities of the MS Society in both official languages (English and French).

The purpose of this policy is to outline MS Society procedure for the translation and distribution of materials and information developed by and through the national office.

1. Materials and information distributed by the national office of the MS Society to the general public will be available in both English and French simultaneously.
2. See Appendix A for a listing of materials and information to be available in both English and French. It should be noted this list is not exhaustive but intended to provide direction as to the type of materials and information from all departments that should be distributed in both English and French to members, clients, donors, event participants, volunteers, staff, researchers and the general public.
3. From time to time, some materials may be of an urgent or time sensitive nature. In this case, the MS Society will make all efforts to distribute them in both languages at the same time. If that is not possible because of timing or translators' schedules, the materials will be distributed in the original language, with a commitment to provide the materials in the other language as soon as possible.
4. Divisions and chapters who serve a significant number of members, clients, donors and the general public in both English and French are strongly encouraged to provide materials and information in both languages.

Appendix A

Multiple Sclerosis Society of Canada

Materials and information to be available in both English and French

It should be noted this list is not exhaustive but intended to provide direction to the national office of the Multiple Sclerosis Society of Canada as to the type of materials and information from all departments that should be distributed in both English and French to members, clients, donors, event participants, volunteers, staff, researchers and the general public.

- a. National pages of MS Society website
- b. MS/SP Canada, national quarterly publication
- c. National annual report
- d. Bylaws, policies and procedures
- e. Medical update memos, research summaries and related materials
- f. Public awareness publications, posters, public service announcements
- g. Booklets and brochures for people with MS, family members and caregivers
- h. Brochures and related fundraising event materials
- i. Committee information and materials when membership warrants (e.g, when a committee member requires materials in the other official language to assist full comprehension and input)
- j. Information and materials intended for distribution to all chapters nation-wide