

Guidelines for Translation of Profiles

General tips:

1. Group ideas together into paragraphs as it makes sense to do so. For example, two or three paragraphs about the student's siblings can be combined into one. Sometimes the information is spread out in different paragraphs. Reorganizing sentences a little can improve coherency. For example, a sentence in the first paragraph says: "Alireza's father passed way". However, in the second paragraph, the social worker reports that "His father was a farmer". Put these two sentences together: Alireza's father, a farmer, passed away.
2. Please use the ordinal number as in "second grade" instead of "grade 2" or "11th grade" instead of "grade 11". **Write out** all numbers and ordinal numbers between one/first and nine/ninth. Use digits for 10/10th and above.
3. Avoid wordiness. For example, "his father has passed away" should become "his father passed away" or "a mortgage they have received" should become "a mortgage they received." Additionally, please avoid passive voice as in "Her mother has been burdened by the family's financial problems" because it is more concise when it reads as "The family's financial problems are her mother's burden" or "The family struggles financially".
4. We **do not** call the child a "client". Instead, we use the word "student".
5. Break down long sentences into shorter ones. Longer sentences can cause confusion.
6. Grammar is extremely important.
7. Please use font **Calibri (Body)** and size **12** font.

Profile Checklist:

General format:

1. Please **do not** change the Farsi in the profile story at all. Many of our sponsors prefer to read about the child in Farsi.
2. Please translate the **whole** profile without interpretations (**do not** leave out any information).
3. Spell the **name of the child**, **city**, and **country** exactly as it is shown in the profile.
4. Mention **first name**, **age or grade** (or both), **name of city** and the **country** in the first two sentences. Please underline the city and country as in this example:

Shahrzad is a 10-year-old girl in third grade. She lives with her family in Mazar-e-Sharif, Afghanistan.

5. Use boilerplate sentences to close your paragraph. Use one of the below for the **first** sentence as you like but double-check that you use the correct **name** and **pronoun**:
- Mohammad needs your generous help and support to stay in the school for a brighter future.
 - Habiba's continued education requires support from a sponsor who can help take some of the financial burden from her shoulders.
 - Khaled needs your support to help him get tools that will improve his life.
 - Maryam needs your help to make her dreams come true.

Second sentence must say: We hope that with your generous and kind help, we can help Zalfa Amelia remain and excel in school. After reviewing _____'s opportunities, motivation, and needs, Child Foundation has granted ___ (pronoun) a **\$___/month scholarship**.

- The first blank is for the child's first name.
- The second blank is for their pronouns.
- The third blank needs to be filled with the amount provided in the email. (Please note that the scholarship amount is **fixed at \$20** for all Iranian students.)
- The bold text should remain bold.

Last sentences **only** for **Afghan** Profiles and must say: Become her only sponsor by funding her entire scholarship or one of her sponsors for a minimum of \$30/month.

Dignity of the child:

We want to convey children's feelings but relay on donor's optimism about their future. Sometimes social workers include details about the child's life because they are necessary for the organization's assessment but not necessary for donor consideration. The golden rule that should guide your translation is this: **Would I be comfortable sharing that information about my own family?**

In these cases, **please consider making a website section**. For example, families often have loan payments to pay, and this is a financial burden that is not shameful for a child. However, if a child's father is in prison due to drug use or violent crime, there can be considerable stigma cast on the child. It is kinder to say more vaguely: Her father is not part of their lives.

Translate directly:

- ✓ Child is **sick**, and the profile does **not** say he/she does not want people to know about it
- ✓ Physical or mental disability of the child or a family member
- ✓ Child lost one parent or both
- ✓ Past abuse (especially if it had physical, emotional, or mental consequences)
- ✓ Divorce
- ✓ Father of the family has two wives
- ✓ Parent or family member **had been in jail**

Create a Website Section and Translate Ambiguously:

- ✓ Details of their sickness
- ✓ Cause of death of parents if it was involved with **drug trade/trafficking, criminal/illegal acts, violence, etc.**
- ✓ On-going abuse
- ✓ Drug addiction (If a child's mother divorced their father due to drug addiction, please write "Her mother divorced her father due to his poor choices" or "because he was irresponsible").
- ✓ Jail time of a family member (currently in jail). Please write "Her father is not part of their lives".
- ✓ Please **do not** use the term "Taliban", use "civil unrest" or "violence" in the translation of Afghan profiles.

Please find the sample below:

Example Profile

	93486	93486	Child Id					
	407رز	R AF 407	Child File Number					
	حبیبه اکبری	Habiba Akbari	Name					
	1388/9/2	2009/11/23	Birth Date					
	10	10	Age					
	1398/9/13	2019/12/4	Registration Date					
	دوم	2 nd	Grade					
	60%	60%	GPA					
	<input type="checkbox"/> Orphan <input checked="" type="checkbox"/> Poor <input type="checkbox"/> Abandoned <input checked="" type="checkbox"/> intelligent	<input type="checkbox"/> Boy <input checked="" type="checkbox"/> Girl						
	سالم	Healthy	Health Condition					
بالا	High	Priority of Need						
مزارشریف	Mazar-e-Sharif	City	بلخ	Balkh	Province	افغانستان	Afghanistan	Country: Hometown
مزارشریف	Mazar-e-Sharif	City	بلخ	Balkh	Province	افغانستان	Afghanistan	Country: Birthplace
Father name: Safdar Mother name: Hawa gul Social worker: Parisa Nazhat Amiri								: Other Information
معلومات دیگر: حبیبه اکبری دختری یک دنده و خودرآی است اما اصل احترام به بزرگتر را دانسته و بی احترامی نسبت به بزرگترها در رفتارش دیده نمی شود، او 10 سال سن دارد و دانش آموز کلاس دوم می باشد، مددجو به دلیل پایین بودن کیفیت								

درسی در مدارس دولتی نیاز دارد به کلاس های تقویتی اشتراک کند اما هزینه نه چندان زیاد این کلاس ها از توان اقتصادی خانواده اش فراتر است، حبیبه با این حال هم شاگرد زرنگی است.

پدر خانواده 40 سال سن دارد، او مشکل اعصاب دارد و تسلط نداشتن وی روی اعصابش باعث ناتوانی او در انجام کار های روزمره اش شده و نمیتواند خرج زندگی را تهیه کند، با وجود بیماری اش کمتر کسی حاضر میشود او را برای کارکردن ببرد از این رو اکثر روزها بیکار است، پدربعد از اینکه مدتی نزد طالبان زندانی میشود این مشکل را پیدا میکند.

مادر خانواده 35 سال سن دارد، بیماری همسر از یک سو و فقر اقتصادی از سوی دیگر او را در مضیقه قرار داده است که این مادر مهربان همه مشکلات را یک تنه به دوش کشیده و برای رهایی از آن و دریافت هزینه های زندگی مصروف نخود پاک می باشد و با اندک درآمد خویش چرخ زندگی را می چرخاند.

جمعه" برادر بزرگ مددجو است که 15 سال سن دارد و تا کلاس چهارم درس خوانده است و پنج سال است به علت بیماری پدر و تامین نشدن هزینه های زندگی ترک تحصیل کرده است و اکنون گاهی مصروف ماشین شویی و گاهی مصروف واکس زدن کفش در کنار جاده های شهر می باشد، او از اینکه میتواند به مادرش در تامین مخارج منزل کمک کند احساس رضایت دارد، "عزیزه" 12 ساله نیز مدرسه را ترک کرده است، خانواده تا 2 سال قبل در یکی از روستاهای دور دست شهر زندگی میکردند که در آنجا درس خواندن دختران به نحوی ننگ شمرده میشد و از آنجا که پدر تعادل ذهنی ندارد او نیز دخترش را از مدرسه رفتن منع کرد، "محمود" 8 ساله، دانش آموز کلاس اول و "حسن علی" 4 ساله، فرزند کوچک این خانواده 7 نفره می باشد.

به علت مشکل پدر و گرفتاری هایی که دامنگیر خانواده شده نیاز اصلی کودکان شان که همانا تلاش در زمینه درس و تحصیل است در حاشیه قرار گرفته است که از پیامد های آن ترک تحصیل دو فرزند بزرگ خانواده میباشد.

خانه دارای سه اتاق می باشد که دو اتاق آن مربوط صاحب خانه و یک اتاق و یک دهلیز را به خانواده مددجو اجاره داده است، سرویس بهداشتی آن بدون لوله کشی بوده که وضعیت ناهنجار و غیر بهداشتی را مخصوصا در فصل زمستان رقم میزند، این خانواده از داشتن وسایلی همچون تلویزیون، ماشین لباس شویی، یخچال و کولر محروم اند.

برای مقابله با سرمای زمستان در تنها اتاق شان بخاری گذاشته اند اما چون مواد سوخت کمی دارند در شبانه روز فقط یکبار آن را روشن میکنند.

حبیبه عزیز ما دوست ندارد به سرنوشت برادر و خواهر بزرگش دچار شود از این سبب وی برای ادامه تحصیلش به حمایت شما همیار مهربان نیازمند است.

Habiba is 10 years old and is in second grade. She is from Mazar-e-Sharif, Afghanistan. Habiba is a strong-willed and respectful girl. Due to the low quality of education in public schools, she needs to attend after-school classes, but her family cannot afford them. Nonetheless, she is a very smart student.

Habiba's father is 40 years old. He was imprisoned during the civil unrest war and still suffers from the effects of his imprisonment. The trauma prevents him from providing for his family. Her mother is 35 years old. Habiba's father's illness and the family's financial needs put a great burden on her. She earns a small income by sorting dried beans.

Joma, Habiba's older brother, is 15. He studied until fourth grade but dropped out of school five years ago to help his family's urgent financial needs. He happily helps their mother with the

household's expenses by washing cars or polishing shoes on the streets. Aziza, Habiba's 12-year-old sister, also dropped out of school. Until two years ago the family lived in a remote village where education for girls was taboo. Her father forbade her from going to school. Habiba has two younger brothers, eight-year-old Mahmood, who is in first grade, and four-year-old Hassan-Ali.

The family lives in a three-room rented house. The landlord lives in two of the rooms and Habiba's family lives in the third. The bathroom has no plumbing, which is unsanitary especially in the winter. The family lacks basic household appliances such as a refrigerator, TV, washer, and air conditioner. They have a heater in the room that they use during winter. However, due to fuel shortage, they turn the heater on only once a day.

Because of her father's condition and the family's financial situation, the children's education has been marginalized. The two eldest siblings quit school. Habiba does not wish to end up like her older siblings. She needs your support to remain in school and have the chance to have a better and brighter future.

Website:

Habiba is 10 years old and in second grade. She is from Mazar-e-Sharif, Afghanistan. Habiba is a strong-willed and smart girl. She needs to attend after-school classes to excel, but her family cannot afford them. Habiba's father was imprisoned by the Taliban and the trauma prevents him from working. Her mother provides some income for the family by sorting dried beans. They live together in one room of a rented house. The bathroom has no plumbing, and they lack basic household appliances. They can only afford to turn on their heater once a day. The two eldest siblings quit school to help. But Habiba does not want to quit school. She needs your support for a better and brighter future.

We hope that with your generous and kind help, we can help Habiba remain and excel in school. After reviewing Habiba's opportunities, motivation, and needs, Child Foundation has granted her a **\$56/month scholarship**. Become her only sponsor by funding her entire scholarship or one of her sponsors for a minimum of \$30/month.