Summitted by:
RI Department of State
Nellie M. Gorbea
Secretary of State
The RI Department of State initiated a translation project that went beyond the mandatory election translated materials. This project offered translated information from all of the Department's Divisions supporting Secretary Gorbea's vision of inclusion. We encourage all to take advantage of the resources and products offered by the Department in English and in Spanish.
HISTORY

In April 2021, Secretary Gorbea initiated a translation project across the Department that included translating resources and materials into Spanish. As required by law, the Elections Division is the only Division currently providing translated resources on a regular basis. However, the goal of the project was to offer information related to Business Services, Archives and Public Information in Spanish for our Spanish speaking customers, with the purpose of engaging them to interact more with the Department of State.

The project began with the process of contracting two temporary employees who would be part of the Department’s Translating team supervised by the Deputy Director of Elections. The process of hiring the temporary employees consisted of a virtual interview in addition to each applicant completing three translating tasks. The applicants were graded and evaluated on their proofreading skills in addition to their translation and interpreting skills. The difficult part in hiring translators is that there is no one way of translating, meaning that every translator uses a different work process and different words or manner of conveying the information. Keeping this in mind, it was important for the hiring team to look for translators with a diverse background of nationality to provide broader and more inclusive translations.

Translating projects ranged in subject matter from press releases, social media posts, Business Services information, Business Service training transcriptions, Public Information infographics, annual reports to civic information and elections. The Translating team began working on translating projects in June 2021 and concluded in May 2022 with approximately 300 pieces of public information translated, the most ever done in the Department’s history outside of elections.

The most challenging project translated in its eternity was the Gaspee Affair project which consisted of translating many historical artifacts from the exchanges of correspondence between Governor Wanton, Lieutenant Dudingston, and Admiral Montagu to the creation of posters depicting the route taken by the HMS Gaspee. In addition, the team translated every document, poster and timeline that currently is displayed in the digital exhibit named “The Gaspee Raiders” to duplicating the information on the Department’s website in English and in Spanish. Rhode Island played a key role in the nation’s independence from England and the Department of State is a proud collaborator with the 250th Anniversary Committee of the Burning of the Gaspee - The Spark that Ignited the American Revolution.

The most rewarding and fun project the team completed was the expansion of the “Tools to Keep Your Community Engaged”. These elections resources were originally created in 2020 and have been expanded to provide more information for voters from helpful election related guides, voting option animations to important informational infographics. The tools pages (English and Spanish) also provide election date deadline posters available for download in various formats and for various social media platforms.

The Translating team is proud of the work accomplished and is hopeful that the translated resources will be used for generations to come.
SIGNIFICANCE

The significance of the Translating team project is the opportunity to expand the services of the Rhode Island Department of State in a way that reaches all of our customers. Today the issues of diversity, equity and inclusion are at the forefront of our society. Every private and public institution is working to assure that these issues are addressed and that every member of society has the same opportunity, no matter their background - or language skills.

As a public institution, the Rhode Island Department of State exemplifies best practices in state government for this unique and innovative project because it signifies who we are as a state and most importantly, the significance of the Gaspee Affair on American History. Without this historical perspective in Spanish, many Rhode Islanders would not know or understand our nation’s history. After all, it was the spark that ignited the American Revolution. To have the opportunity to translate these important documents and describe their significance in Spanish has not only been a rewarding experience, but an educational one. Providing additional Business Service resources and tools in Spanish also expands the possibility for more businesses in Rhode Island, leading to more economic contributions and more inclusivity as more and more Rhode Islanders are able to access their government in the language they understand. As the Department’s vision statement reads; "The Rhode Island Department of State is a modern gateway connecting Rhode Islanders and their government.” Providing this modern gateway in Spanish is the way that connects us to the world.
IMPACT/RESULTS

The contribution of resources in Spanish has had a significant impact in the improvement of the functions of the RI Department of State as a public institution. Prior to the development of this project, not one of the RI State Archive exhibits had been translated before. During this project’s timeline, three exhibits were translated and shared with the public for the first time in the Department’s history.

The Translating team was instrumental in providing translated documents for our Business Service Division, in particular providing important information on surety bonds, understanding nonprofits and how to start your business. Many of which appear on the Division’s website. In addition to transcribing training sessions on various topics.

For the Public Information and Library Division, translations were provided for an array of documents and processes for the public to better understand functions and services of government such as providing State House audio self guided tours, the translation of the Activity Book, the Library Annual Report among other important documents. In fact, providing the Library’s Annual report in Spanish is a first for the Department. This publication certainly provides insight into the functions and duties of this important office for researchers, teachers and academics.

To keep the Department and the public engaged, the Translating team provided translated press releases and social media messages on important election deadlines and sign up sessions for training opportunities, among other information. The ability to provide updated information and data in real time was an asset that enhanced the Department’s public presence on various platforms.

The Department’s ability to translate so many documents, infographics, and videos has been transformative on many levels. It has opened the door for Spanish speaking customers to take full advantage of all of the services and products provided by the RI Department of State, a goal to serve the residents of Rhode Island.
Tools to Engage your Community *En Español*

Voting is fundamental to our democracy. Use these images and guides to help engage your community in voting! We offer printed materials as well.

**Communications Guide**
This guide provides sample messages and images to help you educate and engage voters in your community.

**Vote by Mail Guide**
This guide provides frequently asked questions about the voting process by mail.

**Voter Information Handbook**
A guide to State Referenda and Voting Procedures in Rhode Island.

**Know Your Rights**
This guide is produced in collaboration with the Rhode Island Attorney General.

---

**Election Educational Tools**

**INFOGRAPHICS**
- **How voting by mail works**
  This infographic explains the steps and safe and secure mail ballot process in Rhode Island.
- **Voting While Trans**
  Gender identity should never exclude anyone from being a voter. Get a Voter ID that better represents you!
- **How to Spot Disinformation**
  This infographic is an ILLUSTRATION of how information operations have been carried out in the past to exploit divisions in the United States.
- **Choose How to Mark your Ballot**
  This infographic provides the steps how to use the new ExpressVote machine.

**ANIMATIONS**
- **Ways to Vote for the Election**
- **Vote from Home**
- **Early Voting in Rhode Island**
- **Be Voter Ready!**
Recursos para Incrementar la Participación de su Comunidad En Inglés

Votar es fundamental para nuestra democracia. ¡Utilicen estas imágenes y guías para ayudar a que su comunidad participe en las votaciones! También ofrecemos material impreso.

**Guía de Comunicación Electoral**
Esta guía proporciona mensajes a imágenes de muestra para ayudarle a educar e involucrar a los votantes de su comunidad.

**Guía de Votación Desde la Casa**
Esta guía ofrece respuestas a preguntas frecuentes relacionadas al proceso de votación por correo.

**Manual Informativo para Votantes**
Guía del Referéndum Estatal y de los Procedimientos de Votación en Rhode Island.

**Conozca sus derechos**
Esta guía se produce en colaboración con el Fiscal General de Rhode Island.

---

**Recursos educativos electorales**

**INFOGRAFÍAS**

- **Cómo funciona la votación por correo**
  Esta ilustración describe el proceso seguro de votación por correo en Rhode Island.

- **Votar Como Trans**
  La identidad de género nunca debe excluir a nadie de ser votante. ¡Obtenga una identificación de votante que lo represente mejor!

- **Cómo detectar la desinformación**
  Esta infografía es una ILUSTRACIÓN de cómo se han llevado a cabo operaciones de información en el pasado para aprovecharse de las divisiones en los Estados Unidos.

- **Escoge Cómo Marcar Su Papeleta**
  Esta infografía proporciona los pasos para usar la nueva máquina ExpressVote.

---

**ANIMACIONES**

- **Maneras de Votar al Día de la Elección**

- **No espere hasta el día de la elección para votar**

- **¡Estás Listo para votar!**
### Tools for the General Election

<table>
<thead>
<tr>
<th>SOCIAL MEDIA</th>
<th>Facebook</th>
<th>Instagram</th>
<th>Twitter</th>
</tr>
</thead>
</table>
| ![Be A Voter!](image1) | - Be a Voter  
  - Be Voter Ready  
  - Ways to Vote | - Be a Voter  
  - Be Voter Ready  
  - (View Sample Ballot, Polling Place, Voter ID)  
  - Ways to Vote  
  - (From Home, Early In-Person, On Election Day) | - Be a Voter  
  - Be Voter Ready  
  - Ways to Vote |

<table>
<thead>
<tr>
<th>POSTERS</th>
<th>Facebook</th>
<th>Instagram</th>
<th>Twitter</th>
</tr>
</thead>
</table>
| ![Be A Voter Poster](image2) | - Be a Voter Poster  
  - Ways to Vote Poster  
  - Mail Ballot Application Deadline Poster  
  - Make Your Plan Poster | | |

---

### ELECTIONS TRANSLATED RESOURCES

<table>
<thead>
<tr>
<th>REDES SOCIALES</th>
<th>Facebook</th>
<th>Instagram</th>
<th>Twitter</th>
</tr>
</thead>
</table>
| ![¡Sea Votante!](image3) | - Sea votante  
  - Esté listo para votar  
  - Opciones para votar | - Sea votante  
  - Esté listo para votar  
  - (Véase una muestra de su papeleta, lugar de votación, identificación del votante)  
  - Opciones para votar  
  - (Desde casa, Por adelantado en persona, El Día de la Elección) | - Sea votante  
  - Esté listo para votar  
  - Opciones para votar |

<table>
<thead>
<tr>
<th>AFICHES</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| ![Options para Votar](image4) | - Sea votante  
  - Opciones para votar  
  - Fecha límite para la solicitud de votación por correo  
  - Haga su plan para votar | | |

---
# SUPPORTING MATERIALS

## Tools for the General Election

### SOCIAL MEDIA

**Facebook**
- Be a Voter
- Be Voter Ready
- Ways to Vote

**Instagram**
- Be a Voter
- Be Voter Ready
  - (View Sample Ballot, Polling Place, Voter ID)
- Ways to Vote
  - (From Home, Early In-Person, On Election Day)

**Twitter**
- Be a Voter
- Be Voter Ready
- Ways to Vote

### POSTERS

- Be a Voter Poster
- Ways to Vote Poster
- Mail Ballot Application Deadline Poster
- Make Your Plan Poster

## ELECTIONS TRANSLATED RESOURCES

### Recursos para la Elección General

### REDES SOCIALES

**Facebook**
- Sea votante
- Esté listo para votar
- Opciones para votar

**Instagram**
- Sea votante
- Esté listo para votar
  - (Ver una muestra de su papeleta, lugar de votación, identificación del votante)
- Opciones para votar
  - (Desde casa. Por adelantado en persona, El Día de la Elección)

**Twitter**
- Sea votante
- Esté listo para votar
- Opciones para votar

### AFICHES

- Sea votante
- Opciones para votar
- Fecha límite para la solicitud de votación por correo
- Haga su plan para votar
The Burning of the Gaspee **En Español**

The attack on the British Royal Navy's HMS Gaspee is celebrated in Rhode Island as the spark that ignited the American Revolution. Considered an act of treason by British authorities, in New England it was considered a brave assault on a "piratical" captain and his ship. The attack and its aftermath highlighted colonial frustrations and prompted the American colonies to call for the creation of a Continental Congress.

New to the Gaspee story? Use the timeline below to learn more about it.

The Gaspee Affair

In February of 1772 HMS Gaspee is sent to patrol Narragansett Bay. Her captain’s persistent harassment of Rhode Island merchants leads a group of Rhode Islanders to retaliate. The attack is the first major armed act of rebellion against the British crown, and the subsequent investigation prompts the colonies to consider united action against England.
El Incendio del Gaspee **En Inglés**

El ataque de la goleta o barco de la Marina Real Británica al "HMS Gaspee", es celebrado en Rhode Island como la chispa que encendió la Revolución Americana. Aunque fue considerado como un acto de traición por las autoridades británicas, en Nueva Inglaterra el incidente se consideró como una valiente ofensiva en contra de un capitán "pirata" y su barco. El ataque y las consecuencias destacaron las frustraciones de las colonias y llevaron a que las colonias americanas convocaran al primer Congreso Continental.

¿Es la historia del Gaspee un relato nuevo para usted? Utilice la línea de tiempo que se muestra a continuación para conocer más.

Explore las fuentes primarias relacionadas con el "Gaspee" que se encuentran conservadas en los Archivos Estatales de Rhode Island

**El Comercio Marítimo**
Revise mapas y registros de embarques para aprender más sobre las transacciones comerciales en Rhode Island en los años de 1705.

**¿Quién goberna la colonia?**
Los oficiales de Rhode Island y los oficiales británicos no estaban de acuerdo sobre quién tenía la autoridad en la bahía de Narragansett. Las cartas que se intercambiaron entre el Gobernador Wenton, el Reverendo Dudingston y el Antecon Montagio.

**Testimonios Conflictivos**
Más de 50 personas, incluyendo a jóvenes, sirvientes contratados y destacados habitantes de Rhode Island, brindaron sus relatos acerca de este evento.
Business Basics

We encourage you to review these business basics below before entering the Business Assistant or Starting a Business.

Esta página está disponible en Español

---

Your Plan

You should know your industry, who your target market is, and write down the goals for your business.

You can use the SBA Business Plan Guide and SCORE Business Plan Template to help.

More about business planning

Costs & Fees

You need a clear understanding of the basic fees associated with starting your business.

Did you know an LLC or other type of corporation, regardless of profit, will pay a minimum of $450 each year in taxes and fees?

Search resources available

Your Name

Your business name is your company’s first impression. It should be unique, simple and unforgettable.

Check to see if your business name is available and learn how to protect it.

More about name availability

Your Structure

Your business structure is the legal definition of how your business is organized.

The structure you choose will directly affect your taxes, recordkeeping, liabilities, and financing.

More about business structures

Employees

Are you planning to hire employees?

As an employer, you need to know all of the labor regulations and payroll taxes required at the local, state, and federal levels.

More about hiring

Choosing a Location

Before you commit to a location for your business, know what you’re getting into.

Each city or town has zoning laws defining where and what type of business you can legally operate.

More about location

---

CONTACT US

401-222-3040

bizassist@sos.ri.gov

148 W. River St., Providence, RI

---

DISCLAIMER

The content on this website is offered as a public service and should not be used as a substitute for legal, financial or tax advice from an attorney or a certified public accountant.
Iniciar un negocio en Rhode Island

¡Use nuestros Fundamentos de Negocios como guía y asistencia! Le recomendamos consultar los siguientes fundamentos de negocios antes de iniciar Business Assistant.

Fundamentos de Negocios

**Su Plan**
Usted debe conocer su industria, quienes serán sus clientes, además de escribir las metas para su negocio.

Usted puede utilizar la guía de Plan Estratégico Comercial de la Administración de Pequeñas Empresas (SBA, por sus siglas en inglés) o el Modelo de Plan Estratégico Comercial que ofrece el Cuerpo de Ejecutivos Jubilados (SCORE, por sus siglas en inglés) para asistirle.

Más sobre la planificación de su negocio

**Su Nombre**
El nombre de su negocio es la primera impresión que deja su empresa. Este debe ser único, sencillo e indelible.

Confirme la disponibilidad del nombre de su negocio e infórmese sobre cómo protegerlo.

Más sobre la disponibilidad del nombre

**Su Estructura**
La estructura de su negocio es la definición de cómo su negocio será organizado. La estructura que usted escoja afectará de manera directa a sus impuestos, como usted mantendrá los archivos de su negocio, sus obligaciones financieras y el financiamiento de este.

Más sobre estructuras de negocios

**Costos y Tarifas**
Usted debe tener una comprensión clara sobre las tantas asociadas con iniciar su negocio.

**Empleados**
¿Está pensando contratar empleados?

Como empleador, usted debe conocer todas las regulaciones laborales y todos

**Escogiendo la Ubicación**
Antes de comprometerse a un local para su negocio, entérese de sus