



Date of Initial Request _____

1. Program Participant Name _____
2. Parent/Guardian Name (if applicable) _____
Contact information: _____
3. Phone/email _____
4. Address _____

5. Reason for request (briefly, protecting privacy as possible)

6. Preferred Accommodation Requested (be as specific as possible)

7. Alternative Accommodation Options (list all possible; be as specific as possible)

8. If accommodation is time sensitive, please explain:

9. Accommodation agreed upon:

Simple, minimal cost requests (e.g., change of seating, advance notes, paper and pencil note taker, involving responsible helper in program, using Powerpoint, etc.) should be routinely offered. Complex requests which involve extensive effort or preparation, significant financial support, or requesting funding from external sources should be reviewed with your supervisor and/or Association Executive Director. Any request which is likely to be denied must be reviewed with Executive Director and please contact Sarah F. Dayton for consultation.



ADA REASONABLE ACCOMMODATION REQUEST: PROGRAM PARTICIPANTS

General ADA guidance:

1. ADA provides for equality of opportunity, but does not guarantee equality of results
/Equality in participation/benefits/; ADA Tech manual, p.12
2. Participants have the right to *request* whatever accommodations they think would best suit their needs.
3. CCE Associations must provide *reasonable* accommodations
4. Reasonable accommodations are based on needs of the individual, resources of the Association, topic of presentation (e.g., Shooting Sports Club may warrant greater consideration than Sheep Club) and could range widely.
5. Each case is determined individually (although we may see trends, or a past experience may inform a current situation); individual review is a legally requirement.
6. CCE has the obligation to provide accommodations - within reason; we do not have to provide accommodations which cause undue hardship to the Association (significant difficulty or expense, unduly extensive, substantial, or disruptive; or those that would fundamentally alter the nature or operation of the business (EEOC, Enforcement Guidance, Reasonable Accommodation and Undue Hardship Under ADA, p. 5)
7. Accommodations are generally negotiated between the individual and the Association.
8. Costs related to providing accommodations cannot be recovered from the individual but program fees may be raised for all participants and used to provide accommodations.
9. When it appears accommodations requested would be an "undue hardship," please discuss with Executive Director and contact Sarah F. Dayton to review prior to communicating this determination to the individual. This stance requires extremely careful assessment and documentation.

Reasonable Accommodations:

Simple, minimal-cost requests (e.g., change of seating, advance notes, paper and pencil note taker, involving responsible helper in program, using Powerpoint, etc.) should be routinely offered. Complex requests which involve extensive effort or preparation, significant financial support, or requesting funding from external sources should be reviewed with Association Executive Director. Before any request is denied, please confer with Executive Director; Executive Directors should also inform Board of Directors and may want to consult with local legal counsel.

Federal Resources:

ADA Law with 2008 Amendments: <http://www.ada.gov/pubs/ada.htm>

ADA Technical Manual Title II; nondiscrimination in State and Local Government Services:
<http://www.ada.gov/taman2.html>

ADA Technical Manual Title III; nondiscrimination in Public Accommodations and Commercial Facilities
<http://www.ada.gov/taman3.html>

Enforcement Guidance: Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act; <http://www.eeoc.gov/policy/docs/accommodation.html>