

Americans with Disabilities Act (ADA)

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Purpose

The purpose of this document is to describe how the Olympia Weavers Guild will comply with the Americans with Disabilities Act.

Authority/Relevant Documents

Organizational Details, Section IV

Policies

I. General Statement

- A. It is the intent of the Guild to adhere to the requirements of the Americans with Disabilities Act to the extent possible while not fundamentally altering an event or causing undue hardship to the organization.
 - 1. Membership meetings will be held in ADA mobility compliant facilities.
 - 2. Membership meetings will routinely use microphones for those speaking or wishing to ask questions.
 - 3. Service animals will be accommodated when possible.
 - 4. Members may request accommodation (see Procedure) and reasonable efforts will be made to accommodate them.
 - 5. Workshops and Study Groups may meet in facilities not ADA compliant, but reasonable efforts will be made to accommodate those wishing to attend on an individual basis.
 - 6. Members with severe food allergies or allergies to materials (such as some basketmaking supplies) are advised to take care. Foods brought to Guild functions should indicate if common allergens are included (gluten, nuts, for example).

Procedures

I. Request for Accommodation

- A. When filling out the Membership application (see Organizational Details)
 - 1. If you have special needs and would like to request accommodation, please contact the Membership Chair listed on the Membership Form or through the website at info@olympiaweaversguild.org.

- B. At anytime during your membership that a need arises that requires accommodation
 - 1. Contact the Membership Chair to explain your need for accommodation.
 - 2. **OR should they contact any member of the Board instead?**

- C. If you have questions related to a scheduled workshop or study group, contact the Chair of Programs and Workshops or the contact person for the specific study group.