



**BOYS & GIRLS CLUBS**  
NORTHERN INDIANA CORRIDOR

## **How to Request an Accommodation:**

Caregivers should indicate the need for accommodations on the enrollment form. If a need arises after the child is enrolled or needs change, the caregiver should contact the Club Director where their child is receiving services to request accommodations. After this, the club staff, in consultation with the inclusion team (EWB), will initiate an assessment of needs to determine reasonable accommodations.

Please note that the term 'reasonable accommodations' in the Americans with Disabilities Act (ADA) indicates an organization must take reasonable steps to provide services. Those steps should include an individualized assessment of the youth's needs and an assessment of the BGCNIC's ability to provide the necessary accommodations effectively. Factors to be considered include:

- The needs of the person with the disability
- Accommodation requested
- Supervision requirements
- Resources available to the service or program
- Impact on policies

While we recognize the importance of creating an inclusive environment, it may not always be possible for our Clubs to accommodate the disability or special needs of a child. This could occur in the following examples:

- The individual's disability or special needs present a significant direct threat to the health or safety of others and such risk cannot be eliminated or reduced to an acceptable level;
- OR**
- The required accommodation would require a fundamental alteration to programs or otherwise would present an undue burden for the Club; or
  - The accommodation violates a BGCA safety policy.

For more information on Inclusion and Accommodations, contact Rebecca Allen, Assistant Director of Inclusion, via email at [rallen@bgcnic.org](mailto:rallen@bgcnic.org) or telephone 574-232-2048.

## **How to File an ADA Complaint:**

Caregivers may file an Americans with Disabilities Act (ADA) complaint by contacting Rebecca Allen, Assistant Director of Inclusion, via email at [rallen@bgcnic.org](mailto:rallen@bgcnic.org) or telephone 574-232-2048.