

Northwest Basket Weavers Guild Americans with Disabilities Act (ADA) Policy

Event Guidelines & Procedures January 2015

Descriptions for all Guild events involving classes, workshops, and/or hands-on activities should have information in announcements and/or registration forms regarding weaving materials to be used. Teachers or presenters should be asked to provide information for each event regarding weaving materials to be used.

The materials to be used or shown at Guild meetings should be listed in the program description in the newsletter whenever possible. However, due to Show and Tell, it is not possible for the Guild to know in advance all the materials that may be on site at a Guild meeting.

There are many things to take into consideration when setting up a Guild event. Some venues may not allow for complete accommodation of ADA level life threatening allergies; however organizers will attempt to choose venues that do allow for accommodation whenever possible. Some classes include use of materials to which some may have allergies. In the event that an individual specific ADA accommodation has been requested in writing, we will need to make a good faith attempt to provide an accommodation. Depending on the facility, this could include a separate class area for the person with allergies, or a separate class space for classes using the materials to which the person is allergic. For any event, particularly those at which classes and/or activities are held in common areas, it may not possible for these areas to be completely free of allergic materials.

Should an ADA accommodation be requested, the event chair needs to inform the Board and work with the Board ADA representative to assure that the chosen accommodations assure ADA compliance while not fundamentally altering the event or causing undue hardship to the organization.

ADA accommodations must be requested, in writing, preferably at the time of registration but no later than the registration deadline of all Guild events. The event chair will provide a response, in writing, that addresses how the accommodation will be made.

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Request For Proposals, registration information, and announcements for all NWBW events shall include the following policy:

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NWBW Guild strives to create a welcoming atmosphere for everyone and for all basketry materials at Guild events. Members of the Guild work with a wide variety of basketry materials, some of which may cause allergic symptoms in some persons.

**Weavers with allergies should be aware that there is always the potential for exposure to materials to which they may be allergic.
Attendance at events is at the individual's own risk.**

Individuals with allergies who are requesting ADA accommodation are required to notify the event chair in writing, by email and/or on any registration forms, preferably at the time of registration but no later than the registration deadline of all Guild events. Any other ADA accommodation requests require the same notification. This notification should establish the specific issue needing accommodation. A response in writing or by email from the event chair will identify how an accommodation will be addressed. Information about a venue can be requested from the event director.

While the Guild will continue to make every effort to be inclusive, there are some situations in which the Guild will not be able to provide all the requested accommodations. Limits to accommodations include that the Guild not fundamentally alter an event and that it not cause undue hardship to the organization. Each request for accommodation will require a unique assessment dependent on the circumstance.

(These ADA Guidelines & Procedures are to be included in the Guild Handbook & Directory, on the Guild website, and in relevant Committee Handbooks.)