



2018-2019 Louisiana 4-H Youth Development Program  
**SPECIAL ACCOMMODATIONS  
REQUEST FORM**

When feasible, all efforts are to be made to encourage and provide reasonable accommodations for persons with ADA disabilities in the Louisiana 4-H Youth Development Program.

Instructions for completing and submitting form:

- Complete all information below providing as much information as possible in order to assist with the needs of the participant.
- Once complete, either email the form to both Denise Fontenot, Human Resource Manager, at DeFontenot@agcenter.lsu.edu and Hilton Waits, Parish Risk Management, at HWaits@agcenter.lsu.edu or mail form to Hilton Waits, 1105 West Port Street, Abbeville, LA 70510-5831.
- Form must be completed AT LEAST ONE MONTH PRIOR TO EVENT or accommodation date posted on the event announcement/flyer!

For questions, please contact Dr. Toby Lepley at 225.578.2391.

Request Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Name of Individual Needing Accommodation: \_\_\_\_\_

Role: \_\_\_\_\_ 4-H Member \_\_\_\_\_ Adult/Volunteer \_\_\_\_\_ Other (indicate): \_\_\_\_\_

**NOTE:** This form is not applicable to AgCenter employees. Employees should submit request to their immediate supervisor and/or Human Resources.

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Event Attending: \_\_\_\_\_

In the space below, please provide in detail as to the type of accommodation requested: (please attached document if additional space is needed)

**Incomplete/illegible forms will be returned to individual for correction and resubmission.**