



SPECIAL ACCOMMODATIONS REQUEST FORM

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

This forms provides the opportunity for individuals to indicated any request for special accommodations at a 4-H event, activity, or educational workshop. ***This form is not intended for request of dietary needs, financial support, or transportation needs.***

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 Hilton Waits, Parish Risk Management, at HWait@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 Event Attending: _____

Name of Individual Needing Accommodation: _____

Role: _____ 4-H Member/Youth _____ 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: _____

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