



# Checklist for Planning an Accessible Student Organization



Regardless of membership, organizations should incorporate accessibility within their program. The following information is helpful when planning events and meetings for your group.

## LOCATION

Make sure you hold meetings in an accessible location:

- If not held on a ground floor, is there a nearby elevator?**
- Is the location wheelchair accessible- is there enough space in the room that a wheelchair can comfortably fit?**
- Do you have an alternate meeting location if the current one is inaccessible?**

## COMMUNICATION & MEETING ACTIVITY

A statement addressing any member's disability related needs should be included in materials, especially organization handbooks and by-laws.

**Example Statement:** Any group member needing accommodations as a result of a disability should contact the Office of Disability Services: 230 Fretwell, 704-687-4355.

- Is the content of your meeting accessible to individuals who might experience disabilities relating to hearing or vision?**
- Is group communication accessible to its members?**  
*For example if everything is spoken, devise a plan to address members who are unable to access verbalized conversation. Additionally, if communication is provided only visually, make sure you address members who are unable to access visual materials.*
- If videos are shown, are they captioned?**
- If you do have members who need the use of an ASL (American Sign Language) Interpreter, please contact the Office of Disability Services: 704-687-4355.**
- If you do provide printed materials, is it also verbalized or accessible online?**  
*Individuals living with disabilities that impact vision may not be able to access the hard copy, but might be able to use technology to read material posted online.*

Make sure information is available in different formats- For example, if there are guidelines provided to a group, make sure they are available online as well as in print, if applicable. The Office of Disability Services can provide consultation regarding accessible formats of materials.

## EVENTS

- If the event is open to all, will the activities be accessible?**  
*Be mindful especially of individuals living with disabilities that impact mobility, vision, and hearing.*
- Is the event held in a location that is wheel chair accessible?**
- If showing a movie or video, is it captioned?**
- Will an ASL interpreter be needed?**

**IMPORTANT:** If a member discloses they need accommodations, **DO NOT** ask them about their specific disability! The Office of Disability Services offers consultation and presentations to groups in order to raise disability awareness.