

The Massachusetts 4-H Youth Development Program strives to provide a positive learning environment for each youth member that allows them to achieve their personal best. Every effort will be made to provide reasonable accommodations to members as outlined in the Americans with Disability Act.

In order for a 4-H member to receive accommodations, both the parent/guardian and the local 4-H Educator must participate in the following process:

1. The **parents/guardians** of any 4-H member requiring accommodations at any Massachusetts 4-H event or activity **must submit a written request to the local 4-H Educator** along with the member's enrollment information at the beginning of the 4-H year. If a diagnosis occurs during the 4-H year, the parent may file the request at that time.

The following items must be included in the request:

- ✿ A description of the disability and the reasonable accommodations requested.
 - ✿ Events or classes at 4-H events that the 4-H member might participate in that would require accommodations.
 - ✿ Educational contest areas that the member might participate in that would require accommodations.
 - ✿ A letter of documentation from the child's doctor, school counselor, teacher or other professional.
2. Upon receiving this information, **the 4-H Educator will send a letter to the parent** of the 4-H member stating the areas or classes that would require accommodations, and the accommodations that must be made available to that 4-H member at 4-H events. The request and letter must be updated each year.
 3. The **parent is then responsible for submitting this letter at least one month in advance to the coordinator** of any 4-H program that their child will attend and need accommodations. This advance notice is necessary to make sure the appropriate accommodation can be made. If information is not made available to the staff/volunteer coordinator running a 4-H program in advance of the contest or program, it will not be possible to provide accommodations.

This policy applies only to 4-H programs in Massachusetts. Other states, regional and national 4-H programs may have different requirements.

If your child does not need accommodations, no action is required on your part. Any questions about this policy or the document needed should be directed to your local 4-H Educator.

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