



**SPEECH-LANGUAGE-HEARING ASSOCIATION OF THE HUDSON VALLEY (SHAHV)**  
**ACCOMMODATIONS POLICY**

**Effective Date:** July 1, 2025

**Last Reviewed:** June 30, 2025

**Applies to:** SHAHV members, student members, course or event participants, international participants, course instructors and presenters, staff and contractors, and volunteers

**Purpose**

To ensure all participants can fully take part in SHAHV's courses or other programs by providing reasonable accommodations for individuals with disabilities or other needs.

**Indicating Need for Accommodation**

Participants can communicate their need for accommodation to the SHAHV Membership Committee Chairperson via email. Accommodation requests should ideally be submitted **at least two weeks** before the course start date to allow time for the necessary arrangements to be made.

**Accommodations Throughout the Course Duration**

SHAHV will review all accommodation requests upon submission and confirm the arrangements with the participant before the course begins. Arrangements may include accessible materials, assistive technologies, or modified physical environments.

SHAHV will ensure that participant accommodations remain in place throughout the course duration. One of our designated board members will check-in with the participant to ensure their success during the course.

Participant accommodations include post-course activities to ensure satisfactory outcomes for all participants.

**Confidentiality**

All accommodation requests and arrangements will remain confidential in order to respect the privacy of participants.

### **Feedback and Improvement**

Participants are encouraged to provide feedback to SHAHV regarding their experience so that the accommodation process can be continuously improved.

### **Policy Review**

This policy is reviewed annually and updated as needed to reflect evolving best practices, member feedback, and legal or regulatory changes.

### **Contact to Request Accommodations**

To request accommodations, please contact:

#### **Accommodations Officer (SHAHV Membership Committee Chairperson)**

Rachel Zukose

shahvmembership@gmail.com

P.O. Box 248, Gardiner, NY 12525