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## ACCOMMODATIONS CHECKLIST

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*Hint: Our experience has taught us that sometimes using a checklist like this one can encourage people to ask for more support than they need. So, if you are not sure if you need support, first give it a try yourself before asking your mentor or support person for assistance.*

### THINGS I AM REALLY GOOD AT AND LIKE TO DO

**I am good at:**

**I like to:**

## MY PROFESSIONAL NEEDS

**Understanding how the group works:** Examples: How are meetings run and what are the bylaws of the group? How do people communicate with each other? Does the group use Robert's Rules of Order?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Remembering People:** Examples: Remembering the names of board members and their roles on the board, arranging for people to wear nametags, knowing important contact people, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Understanding what is most important for me to do in the group:**

Examples: Which project will I do first, what will I talk about during meetings, which projects or subcommittees will I be a part of, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Going over materials for the meeting:** Examples: Minutes, agendas, reading materials, etc. Pointing out what materials are just for information and which ones I need to act on. When do we do this?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Getting a time to talk in the meeting:** Examples: Getting on the agenda, being an equal member who gets listened to, making motions, etc. Do I need signals to speak up?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Giving me information or checking in during the meeting:** Examples: If I need help I will ask for it. Ask me periodically how I am doing. Pass me a note.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Asking Questions:** Examples: Writing down questions that I have before meetings, remembering to ask the questions during meetings. Do I need help getting other people's attention?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Saying exactly what I want to say:** Examples: Talking about my ideas before meetings, helping me to prepare speeches, helping me to make sure I get my points across, etc. Did I get my points across?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Staying on the topic:** Examples: If I wander off the topic, give me a signal, highlight main points I want to talk about, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Reminding me of things:** Examples: Meeting times, making a calendar, making phone calls, writing letters, getting information, getting work done, bringing materials to meetings, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Putting materials in other formats:** Examples: LARGE PRINT, tape, computer disk, Braille, translation into my native language, putting materials in easy-to-understand language, printing materials on colored paper, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Reading materials:** Examples: Taking them out where I can get to them, turning pages, underlining main points, writing a simple summary of each reading, reading the materials to me, explaining charts and tables to me, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Explaining hard-to-understand language:** Examples: What do certain words mean or initials stand for? What is the group talking about right now?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Taking Notes:** Examples: Writing down things that interest me or that are important, explaining your notes to me, etc. Should I give you a signal if I want you to write something down?

No help needed.

I specifically want support with:

As the person who supports me, you will:



**Sign language:** Examples: Signing for me during meetings, arranging seats in front of the room so I can see the speaker as well as the person who is signing, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Advocating for me when I need it:** Examples: Making sure the board supports me as they promised, standing up for me if I feel I am being discriminated against, reminding people to treat me with respect, etc. Knowing who I should go to if I feel my needs are not being met. When needed, remind people to speak slower, one at a time, and slow the pace of the meeting down.

No help needed.

I specifically want support with:

As the person who supports me, you will:

## MY PERSONAL NEEDS

*Working together as a team involves people supporting each other.  
However, only personal care attendants should be providing personal care.*

**My mobility:** Examples: Walking, helping with stairs and elevators, transferring in and out of my wheelchair, opening doors, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Orientation:** Examples: Dates and times? Directions to the meeting?  
Where is the meeting room? Where can I find the bathroom? Where is an accessible bathroom?

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Food and drinks:** Examples: Carrying food or drinks, cutting up food, assisting with eating and drinking, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Special diet:** Examples: No-salt, low-fat, vegetarian, diabetes, following my diet, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Dress Code:** Examples: Knowing what to wear to meetings?

No help needed.

I specifically want support with:

As the person who supports me, you will:

### **My Transportation Needs**

**Arranging public transportation:** Examples: Finding bus schedules, knowing where I need to go, scheduling door-to-door transportation, calling cab, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Paying for transportation:** Examples: Arranging to pay for transportation, keeping track of travel receipts, filing out an expense form etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Arranging private transportation:** Examples: Arranging to be picked up, knowing the person who will meet me, knowing the meeting place and time, getting directions to where I need to go, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

**Other transportation issues:** Examples: Going places when it is dark, getting home from late meetings, getting to out-of-town meetings, plane rides, hotel accommodations, etc.

No help needed.

I specifically want support with:

As the person who supports me, you will:

This accommodation checklist was adapted from: Gobel, S., and Flynn, J. (1994). Not Another Board Meeting! Guide to Building Inclusive Decision-Making Groups (Manual). *Order Information:* Oregon Developmental Disabilities, 540 24th Place, NE, Salem, Oregon, 97301-4517, (503) 945-9941.