

## Appendix A: Tech Trek Americans with Disability Act Accommodation Policy

*[\*\* This is the Tech Trek policy for the **FIRST POINT** of contact and must be included in Application packet and Student Consent packet.]*

### **TECH TREK AMERICANS WITH DISABILITY ACT ACCOMMODATION POLICY**

#### **I. POLICY**

All AAUW Tech Trek programs are produced and sponsored by local AAUW affiliates and are not produced or sponsored by the national AAUW organization. All Tech Trek programs are committed to the principles of equal access and opportunity for persons with disabilities in compliance with the Americans with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973, and their applicable state law counterparts. Tech Trek does not discriminate on the basis of disability against any qualified person with a disability in regard to application, acceptance, attendance, or other aspect of a girl’s participation in Tech Trek.

The AAUW Tech Trek ADA Accommodation Policy describes an interactive relationship between the camper, parents, local Tech Trek administrators and the AAUW national organization. At every AAUW Tech Trek site, Tech Trek staff will make a reasonable accommodation for a qualified person with a disability to allow the performance of the essential requirements of Tech Trek. If an accommodation alters the nature of the program or would result in undue hardship to AAUW Tech Trek or the College/University where the camp is held or threatens the health and safety of the student with a disability or other persons, then AAUW Tech Trek staff will not make that accommodation.

Therefore, so that participants and AAUW Tech Trek staff can successfully communicate and determine what, if any, reasonable accommodation is requested and can be made at the site, a parent or legal guardian must complete the attached Health History and Consent Form (“Consent Form”) and submit the completed Consent Form to the site Camp Director (whose name and contact information is identified in the welcome letter of this application packet) **NO LATER THAN TWO WEEKS BEFORE THE CAMP START DATE**. For purposes of identifying the date a parent or guardian submits the Consent Form, if sent via U.S. Mail or Overnight Delivery, the Consent Form must be post-marked by the carrier no later than two weeks before the camp start date, and if sent via e-mail, the e-mail date stamp must be dated no later than two weeks before the camp start date.

**IF THE CONSENT FORM IS NOT COMPLETED AND PROVIDED TO THE SITE CAMP DIRECTLY AT LEAST TWO WEEKS BEFORE THE CAMP START DATE, THE CAMPER WILL NOT BE ABLE TO ATTEND TECH TREK.**

## **//. DEFINITIONS**

### ***A. Disability***

According to the Americans With Disabilities Act (ADA), a disability is 1) a physical or mental impairment that substantially limits one or more of the major life activities of the individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment.

Specific examples of physical impairments include orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, TB, drug addiction, and alcoholism. Simple physical characteristics such as the color of one's eyes, hair, or skin; baldness; left-handedness; pregnancy; or age do not constitute physical impairments.

Examples of mental impairments include mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. Common personality traits such as poor judgment or a quick temper, where these are not symptoms of a mental or psychological disorder, are not disabilities covered by the ADA.

Even if a condition is an impairment, it is not automatically a disability. To rise to the level of a disability, an impairment must substantially limit one or more major life activities. Major life activities include such activities as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. The major life activities limited by mental impairments differ from person to person. For some people, mental impairments restrict major life activities such as learning, thinking, or communicating.

### ***B. Qualified Person with a Disability***

For purposes of being a participant camper in a program, a qualified person is one who can satisfy the essential eligibility requirements for participation with or without reasonable accommodations.

### ***C. Reasonable Accommodation***

Accommodations are wide-ranging and necessary to minimize the functional limitations of the individual with a disability with regards to participation in programs with the AAUW. "Reasonable accommodation" is considered to be those accommodations that are readily achievable and do not pose an undue hardship on the organization or do not alter the fundamental purpose or intent of the service.

### ***D. Undue Hardship***

Tech Trek will make a reasonable accommodation to a qualified individual with a disability unless doing so would impose an undue hardship on the operation of its business, which includes the Tech Trek program. Undue hardship means an action that requires significant difficulty or expense when considered in relation to factors such as a business' size, financial resources, and the nature and structure of its operation. The size of the organization and its budget are only two factors that determine what is reasonable.

### III. PARENT/GUARDIAN DISCLOSURE AND SERVICE ACCOMMODATION

Communication and full disclosure of any disability is critically important for the safety and enjoyment of Tech Trek by each participant. If a participant camper requests a reasonable accommodation for a disability, it is imperative that her parent or legal guardian completely disclose, sufficiently in advance of the start of camp as described above, any physical or mental conditions and related requests for accommodation. Therefore, a parent or legal guardian must complete and provide the attached Health History and Consent Form to the site Camp Director (name and contact information provided in the welcome letter of this application packet) **NO LATER THAN TWO WEEKS BEFORE CAMP START DATE.**

This will allow Tech Trek staff to discuss with the parent/guardian the camper's accommodation request that is sought to be in effect during camp, to determine if and what reasonable accommodation can be provided, and to make the necessary accommodation arrangements in preparation for the camper's full participation at Tech Trek.

**IF THE CONSENT FORM IS NOT COMPLETED AND PROVIDED TO THE SITE CAMP DIRECTLY, U.S. POST-MARKED, OVERNIGHT DELIVERY, OR ELECTRONIC MAIL DATE STAMPED AT LEAST TWO WEEKS BEFORE THE CAMP START DATE, THE CAMPER WILL NOT BE ABLE TO ATTEND TECH TREK.**

**If a camper requests accommodations at camp that have not been previously disclosed on the submitted Health History and Consent Form, the camper will not be admitted to the Tech Trek program.** The site Camp Director has the exclusive authority to make the final decision as to whether the camper can be accommodated and may be permitted to attend/remain at the camp.

### IV. QUESTIONS

If there are any questions regarding this policy, please contact the site Camp Director (name and contact information provided in the welcome letter accompanying this policy and application packet). If the site Camp Director is unable to satisfactorily resolve your concerns, please contact AAUW [STATE] (contact information in the welcome packet) and/or National AAUW at techtrek@aauw.org.



## AAUW TECH TREK HEALTH HISTORY AND CONSENT FORM

### ALL INFORMATION LISTED ON THIS FORM WILL BE KEPT CONFIDENTIAL

(IF THIS CONSENT FORM IS NOT COMPLETELY FILLED OUT AND SIGNED BY A PARENT OR GUARDIAN, AND PROVIDED TO THE SITE CAMP WITH U.S. POST-MARK, OVERNIGHT DELIVERY, OR E-MAIL MAIL DATE STAMP AT LEAST TWO WEEKS BEFORE THE CAMP START DATE, CAMPER WILL NOT BE ABLE TO PARTICIPATE IN THE AAUW TECH TREK PROGRAM ("TECH TREK").)

### Camper Information

Name: \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Parent/Guardian Name: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Best number to reach you (Circle one): Home Work Cell

### Emergency Contact

Name (if not parent): \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Home Phone: ( ) \_\_\_\_\_ Work/Cell Phone: ( ) \_\_\_\_\_

Relationship to camper: \_\_\_\_\_

### PHYSICAL AND/OR MENTAL DISABILITIES

*Attach additional pages if needed:*

Physical and/or Mental Disabilities (if any):  
\_\_\_\_\_

Medical Conditions (any condition camp staff should be aware of and any special restrictions while participating in virtual Tech Trek activities):  
\_\_\_\_\_

Any other health history information pertaining to the camper's care in a virtual environment. Please specify any special equipment or other accommodations requested of the camp on behalf of the camper.  
\_\_\_\_\_

### TECH TREK AMERICANS WITH DISABILITIES ACT POLICY

AAUW Tech Trek is committed to the principles of equal access and opportunity for persons with disabilities in compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Tech Trek as an AAUW program, does not discriminate on the basis of disability against any qualified person with a disability in regard to application, acceptance, attendance, or other aspect of a girl's participation in Tech Trek.

The AAUW Tech Trek Accommodation Policy describes an interactive relationship between the camper, parents, Tech Trek and AAUW national staff. At every AAUW Tech Trek site, Tech Trek staff will make a reasonable accommodation for a qualified person with a disability to allow the performance of the essential requirements of Tech Trek. AAUW Tech Trek staff will not make an accommodation if the accommodation alters the nature of the program or would result in undue hardship to AAUW Tech Trek or threaten the health and safety of the student with a disability or other persons. **The site Camp Director has the exclusive authority to make the final decision as to whether the camper can be accommodated and may be permitted to attend.**

**IF THIS CONSENT FORM IS NOT COMPLETED AND PROVIDED TO THE SITE CAMP DIRECTLY, WITH U.S. POST-MARK, OVERNIGHT DELIVERY, OR E-MAIL MAIL DATE STAMP AT LEAST TWO WEEKS BEFORE THE CAMP START DATE, THE CAMPER WILL NOT BE ABLE TO ATTEND TECH TREK.**

**If a camper requests accommodations at camp that have not been previously disclosed in this Consent Form, the camper will not be able to attend the camp.**

\_\_\_\_\_ Initial     I have read and understood the above policy.

**Notify Camp Director for Tech Trek ADA policy appeal process.**

\_\_\_\_\_ Initial     To my knowledge the preceding health history and other information is correct, and my camper has permission to take part in all prescribed camp activities unless otherwise noted by me.

### TECH TREK MEDICAL DOCUMENT PRIVACY POLICY

Any medical forms or documents that contain medical information collected by AAUW staff for the purpose of attendance at a Tech Trek camp will only be shared with the Camp Director, nurse and, if necessary, dorm monitors and student counselors. This information will only be shared in the instance that it is necessary to keep campers safe and staff prepared for medical care of a camper. Documents with personal and medical information will be held indefinitely in a secure manner.

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL PAGES OF THE HEALTH HISTORY AND CONSENT FORM MUST BE COMPLETED TO PARTICIPATE IN TECH TREK.**

## V. APPEALS POLICY

AAUW welcomes all persons to be participants in the Tech Trek programs. AAUW also expects individuals to comply with the eligibility requirements set forth for each specific activity, program, or service. AAUW recognizes that during a camper's attendance at Tech Trek, it is possible that a concern may arise with respect to a camper's disability or request for reasonable accommodation. The site Camp Director and/or site Tech Trek camp staff will work with the camper to resolve any immediate concerns. However, there may be decisions and actions that are outside the scope of concerns that can be resolved directly between the camper and site Camp Director and/or Tech Trek camp staff immediately, or that were not satisfactorily resolved despite good faith efforts.

AAUW firmly believes individuals have the right to appeal decisions or actions made regarding their eligibility for participation and/or reasonable accommodation, and regarding any problems experienced in connection with a disability and/or request for accommodation of a disability. AAUW is committed to working with Parents/Guardians and campers to ensure that all concerns are addressed and that the Tech Trek experience is positive for all participants. The appeal process is structured to ensure fairness.

1. Parents or legal guardians of campers (parents and legal guardians are both referred to in this section as "Guardian") should first contact the site Camp Director regarding any issues, or complaint regarding such matters. The Guardian will be given the opportunity to discuss the matter in private.
2. If, after notifying the site Camp Director, the Guardian is not satisfied with the resolution of the issue or complaint, the Parent may contact AAUW [STATE] and/or AAUW national at [techtrek@aauw.org](mailto:techtrek@aauw.org). The name of the site Camp Director the Guardian first spoke to about the complaint in order to resolve the issue, the nature of the concern or complaint, and the corrective action being sought should be specified. AAUW will make all reasonable efforts to respond within 24 hours. A duly authorized representative will contact the Guardian in order to discuss and resolve all issues and concerns with the Guardian. The Guardian will be given the opportunity to discuss the matter in private.

If there are any questions regarding this policy, please contact the site Camp Director (name and contact information provided in the letter accompanying this policy). If the site Camp Director is unable to satisfactorily resolve your concerns, please contact AAUW [STATE] (contact information in the letter accompanying this policy) and/or National AAUW at [techtrek@aauw.org](mailto:techtrek@aauw.org).