National Federation of the Blind Deafblind Division

Reasonable Accommodations Requests Procedure

The National Federation of the Blind and its divisions strive to grant every accommodation request possible. Please maximize our ability to grant such requests by observing the following policies:

1. Reasonable accommodations requests are to be submitted a minimum of fifteen (15) calendar days before the event for which accommodations are being requested.
2. Requests must specify a need for ASL, CART, or another accommodation. Requests must also detail when, where, and for how long the accommodation is needed.
3. The National Federation of the Blind Deafblind Division makes every effort to grant accommodation requests, including requests made on short notice and requests made while a meeting is actively taking place. With that in mind, please provide as much notice as possible so the division has the opportunity to hire interpreters and captioners as needed.
4. Individuals who request accommodations within two weeks of a scheduled meeting will be emailed a copy of this document for their review.
5. Interpreters and captioners are paid commensurate with the amount of time they worked. If an interpreter or captioner is hired, but no one who requested use of that interpreter or captioner has arrived within fifteen (15) minutes of the start of the meeting, the interpreter or captioner will be relieved of their duties and that service will not be provided.
6. Individuals who repeatedly request and receive interpretation or captioning services, but fail to attend the relevant meetings will be asked not to plan to attend the meetings until their life circumstances are such that they can use the services as intended.
7. Members subject to the above paragraph may contact the division president to request reinstatement of their accommodations.
8. This policy will be posted to the division website, the division list-serve, and available upon request. Please direct any questions to [nfbdbpresident@mmines.org](mailto:nfbdbpresident@mmines.org).