

SPECIAL NEEDS ASSESSMENT

GROUP NAME _____

LOCATION _____

GSO# _____

AAIG# _____ (If in the Annapolis Area)

IS YOUR MEETING ACCESSIBLE TO THE DISABLED?

CRITERIA TO CONSIDER IN DETERMINING IF YOUR MEETING IS HANDICAPPED ACCESSIBLE:	YES	NO	N/A
Does your meeting place offer accessible parking?			
Does the meeting place have automatic doors?			
Do the doors feature easy to grasp hardware?			
Are the doors at least 32" wide?			
Is the meeting place on a ground or otherwise accessible floor?			
Are the floors slip-resistant?			
Are there handrails on all stairways?			
Are there handicapped accessible restrooms?			
Are the restrooms, if accessible, on an accessible route from the meeting place?			
Are elevator call buttons centered 42" above the floor?			
If carpeted, is the carpet pile ½" thick or less?			
Does your group have needs for any of the following?	YES	NO	N/A
-Sign Language			
-Visually Impaired			
-Foreign Language			
-Home Bound/Transportation Issues			
-Elderly/Institutionalized			
-Child Friendly			
PLEASE INDICATE ANY QUESTIONS OR CONCERNS YOU MAY HAVE REGARDING ACCESSIBILITY OR SPECIAL NEEDS OF YOUR MEETING BELOW:			

Prepared by _____ Date _____
 (Please print - First Name and Last Initial only)

Information and Instructions (SNA Form)

Information about the Special Needs Assessment

Special Needs Assessment (SNA) Form – All groups in the Annapolis Area Intergroup (AAIG) vicinity are encouraged to complete a SNA Form and forward it to the AAIG Infosys Committee. AAIG will be incorporating some of the information in the AAIG “Where and When” Meeting Schedule.

In the spirit of cooperation copies of the forms will be forwarded to the Maryland General Services (MGS) Special Needs Committee and the respective District Committee Member (DCM).

Methods of Submitting SNA Forms

Forms can be sent to AAIG Infosys in one of the following ways:

1. E-mail the form to infosys@annapolisareaintergroup.org
2. Mail to: *Annapolis Area Intergroup, ATTENTION: Infosys, P.O. Box 2267, Annapolis, MD. 21401*
3. Hand-deliver to the Office Desk at the Annapolis Area Intergroup (Red House), *169 Duke of Gloucester Street, Annapolis, Md.* (Note: the Post office does not deliver mail to the Red House Address)
4. Fax to *(410) 451-0680*

Questions can be sent to aaigoutreach@yahoo.com