**ACCESSIBILITIES CHECKLIST FOR MEETINGS AND GROUPS**

**PRESERVING DIGNITY AND OFFERING INCLUSIVENESS**

**ACCESSIBILITIES IN AA**

**How accessible is your meeting? This is a guide to help reduce the physical access barriers that a person may encounter when attending meetings in your location.**

**Introduction**

**The meeting location should be physically accessible so that anyone may arrive on site, approach the building, and enter the meeting without barriers. The following are some questions your group can answer to determine the overall accessibility of your meeting space. With Group Conscience please consider making changes that will address any issues so your meeting is fully accessible to all alcoholics.**

**Please fill out this checklist. Please forward the checklist to the Accessibilities Committee at the email listed at the bottom of the checklist. The Meeting Guide will be Updated reflected whether your meeting is Accessible or not.**

**Priority of Important Accessibilities concerns:**

* **1. BUILDING ENTRANCE**

**❑ Is there a clear flat path, a ramp, or elevator, to provide an accessible entrance?**

**❍ If there is an elevator operated by a key, does someone on location have possession of the key or know where the key is kept? Is there a Group member contact for easy coordination? Please add phone number of contacts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**❍ Is there signage indicating the location of the accessible entrance with elevator?**

**❑ Does the entrance door have adequate width (40") and clearance to accommodate a wheelchair?**

**❑ Do the doors have push button door entry? Is it activated? This is important for members in wheelchairs.**

* **2. INSIDE THE BUILDING**

**❑ Is the meeting room accessible? Is there a clear, flat path to the Meeting Room?**

* **3. GROUP MEETING ROOM**

**❑ Set up the chairs with adequate aisle space for a wheelchair (40”).**

**❑ Is the lighting adequate?**

**❑ Is A.A. literature available that addresses the needs of individuals with diverse disabilities?**

* **4. WASHROOMS**

**❑ Is there at least one fully accessible washroom available?**

**❑ Are there push button door entries and exit to and from the washroom?**

**❑ Are there grab bars on the walls behind and to the side nearest the toilet?**

**❑ Can the faucet be operated without grasping, twisting, or turning?**

**❑ Is there a raised accessible toilet seat? 17” to 19” height from floor.**

**IF YOU CANNOT MEET THE ABOVE REQUIREMENTS FOR THE FIRST 4 TOPICS LISTED ABOVE YOUR ROOM IS NOT ACCESSIBLE.**

* **5. ROUTE OF TRAVEL**

**❑ Is the meeting place accessible to public transportation?**

**❑ If the meeting is at night, is the pathway well lit?**

* **6. PARKING**

**❑ Are an adequate number of accessible parking spaces available? (9 feet wide for car, plus 5-foot-wide access aisle, including adequate signage.)**

* **7. AUDIO**

**❑ Is it easy to hear in the back of the room? Consider adding a microphone and speaker.**

**In addition, the following accessibilities service materials are available on our A.A. website at www.aa.org. 1. A.A. Guidelines — Accessibility for All Alcoholics (MG-16) 2. A.A. Guidelines — Sharing the A.A. Message with the Alcoholic Who Is Deaf (MG-13) 3. Serving All Alcoholics (F-107)**

**THANK YOU**

**GTAI ACCESSIBILITIES COMMITTEE**

**accessibility@aatoronto.org**

**Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_ Meeting Fully Accessible: Yes\_\_\_\_ No\_\_\_\_**

**Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**