

## ACCESSIBILITY PLAN WORKSHEET

Use the form below to prioritize the projects that will make your campus accessible and welcoming to worshippers of all abilities.

NAME OF CONGREGATION: \_\_\_\_\_

DATE: \_\_\_\_\_

Project	Completion Date	Description/Comments
Start a TEAM W: That Every Ability May Worship Ministry*		
Plan activities and observe TEAM W Month to involve the entire community in welcoming worshippers of all abilities*		
Conduct a <i>Facilities Survey</i> of your campus*		
Conduct a <i>Survey of Congregant Needs</i> *		
Tabulate survey results		
Prioritize access projects to meet needs		
1.		
2.		
3.		
4.		
Apply for a TEAM W Award**		
Facilitate children applying for a Junior TEAM W Award**		

\*Use the TEAM W Month workbooks and handouts available at [www.TEAM-W.org](http://www.TEAM-W.org) to assist with these action steps.

\*\* Up to \$1,000 is available annually from TEAM W for access projects.

Use the form below for each project. Some projects will require only a few action steps, others will require more.

Prioritized Project Name	Estimated Cost	Point Person	Project Team/Vendors/Contractors				
	<table border="1"> <tr> <td>Start Date</td> <td>Completion Date</td> </tr> <tr> <td></td> <td></td> </tr> </table>	Start Date	Completion Date				1. _____ 2. _____ 3. _____
Start Date	Completion Date						
Is a Funding Source Needed?	Length of Time to Complete Project	Contractor/ Vendor	Local, State or Federal Accessibility Requirements (if needed)				
<input type="checkbox"/> No cost or costs are within the existing budget <input type="checkbox"/> Small amount of fundraising needed <input type="checkbox"/> Requires fundraising campaign, grants, major donors	<input type="checkbox"/> Can be completed in 1-2 months <input type="checkbox"/> Can be completed in 3-6 months <input type="checkbox"/> Requires 6 months to a year to complete	<input type="checkbox"/> Can be completed in-house <input type="checkbox"/> Can be completed by congregational member <input type="checkbox"/> Outside professionals needed	1. _____ 2. _____ 3. _____ 4. _____				
Action Steps							
1. _____ 2. _____ 3. _____ 4. _____							