



First JUSTICE WITH
 LOVE AND JOY,
 OPEN TO AWE
**Unitarian
 Universalist**
 SOCIETY OF SYRACUSE

CRC-CONFLICT MEDIATION DOCUMENTATION
Confidential

Date of Receipt of Incident Report: _____ CRC Member Receiving Report: _____

** Attach copy of submitted **“Conflict Resolution Incident (CRI) Report”** **

Date of CRC Committee Notification (within 2 days of receipt of CRI report): _____

CRC Committee Notified Via (check): Email Phone In-Person

Date CRI Report Forwarded to CRC Committee: _____

CRC Members Assigned (at least 2): _____ / _____

Date Person Submitting Report Contacted
 (w/in 7 days of CRC receiving report): _____

Contacted Via (check): Email Phone In-Person

CRC Member Contacting: _____

Will this be resolved without formal mediation meetings? YES NO

If no:

Date Other Party Contacted: _____ **CRC Member Contacting:** _____

Date Report Sent to Other Party: _____ **Sent Via:** Email Phone In-Person

CRI Report Sent to (name): _____

Date CRI Report Requested Back: _____ **Date CRI Report Received Back:** _____

Date/Time/Place of Initial Mediation Meeting: _____

**** Note all correspondence, emails and/or documentation of phone calls will be attached to this form.**

Documentation of CRC Intervention

**** Notes/Summary of Each Intervention will be on Page 3**

Date/Time	Type of contact /Intervention- (Mediation Meeting, phone call etc.)	Individuals Contacted/ Present	Outcome- (next meeting scheduled, incident resolved, additional info to be gathered etc.)