



# Conflict Report

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This form is used to report a conflict.

- A "conflict" is defined as any kind of disagreement between two or more volunteers and/or parents.

Conflict Resolution Policy:

- All volunteers shall have the opportunity to present their concern and work to resolve the issues in a timely manner using the council's conflict resolution procedures.

Procedure:

- Volunteers are first expected to discuss concerns with the individuals involved when a conflict arises. A problem-solving tone should be adopted during these discussions. If this does not resolve the issue then:
- The parties should jointly discuss the situation with volunteer leadership and/or staff for support and guidance. If this does not resolve the issue, then:
- Each party involved in the conflict will fill out a "Conflict Report" and submit it to their service unit manager in which case the report is submitted to the membership manager. The reports will be reviewed by the appropriate director and an official conflict resolution meeting will be scheduled to resolve the issue.

Please submit this form to your service unit manager, membership manager or mail the form to the Director of Membership North or the Director of Membership South. Per policies and procedures this form will be forwarded to the appropriate staff person.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Service Unit \_\_\_\_\_ Troop Number \_\_\_\_\_

Date(s) of Issue or Concern \_\_\_\_\_ Time of Issue or Concern (if applicable) \_\_\_\_\_ am/pm

Site or Location of Issue or Concern \_\_\_\_\_

Event \_\_\_\_\_

Name(s) of person(s) involved:

Girl / Adult :

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\_\_\_\_\_

\_\_\_\_\_

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Describe Issue or Concern: (Specify location, what happened and why, attach additional pages as necessary.)

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