

PARADISE PARK MASONIC CLUB

REQUEST *for* MEDIATION FORM

Thank you for participating in a potential mediation. After receiving this form, the Mediation Committee (MC) will initiate an intake. The purpose of an intake is to gather enough facts and information.

We wish to make the intake process as brief and easy as possible. For your clarity, and to assist the MC Representative assigned to this request, please read the following information carefully. Please sign and date this form to acknowledge that you understand the information below.

~Mediation is an opportunity for people to have a focused, respectful discussion in a safe and confidential environment.

~Mediation will require a (3) three-hour time commitment at a mutually agreeable time, date and place.

~MC Representatives only gather information and explain the process and benefits. MC Representatives are not authorized to solve problems.

~The Mediator has absolutely no authority to judge, make a decision regarding the issues, or to set any policies.

~The Mediator will guide the participants through a structured process towards resolution.

Signature _____ Date _____

CONTACT INFORMATION

Name: _____ Email: _____

PPMC allotment address: _____

Mailing address: _____

Phone number (s): _____

ADDITIONAL INFORMATION FOR MEDIATION

Please provide a brief description of the situation: _____

Have you contacted the other member (s) involved in this situation? YES ___ NO ___

Name of other member: _____ Phone number (s): _____

PPMC Allotment address: _____

Please describe your ideal outcome: _____

Please email completed form to: PPMCmediationrequest@gmail.com

Date Received: _____ Initials: _____

Date Submitted to MC: _____ MC member: _____