

Guidelines for Resolving Volunteer Disputes

Date: [Insert Date]

To: [Insert Volunteer Name]

From: [Insert Organization Name]

Subject: Dispute Resolution Guidelines

Dear [Insert Volunteer Name],

We appreciate your commitment and service as a volunteer with [Insert Organization Name]. To ensure a positive and collaborative environment, we have established the following guidelines to help resolve any disputes that may arise.

Dispute Resolution Guidelines

1. **Open Communication:** Encourage honest and respectful dialogue between the parties involved.
2. **Identify the Issue:** Clearly define the problem or disagreement.
3. **Seek Mediation:** If direct communication does not resolve the issue, seek a mediator from the organization.
4. **Documentation:** Maintain records of discussions and agreements.
5. **Formal Review:** If necessary, submit a formal request for review to the volunteer coordinator.
6. **Follow Up:** After resolution, ensure follow-up to prevent future disputes.

We believe that through constructive dialogue and mediation, most disputes can be resolved effectively. Your participation in this process is crucial for maintaining our community spirit.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Organization Name]