

Guidelines for Mediation of Volunteer Disputes

Date: [Insert Date]

To: [Volunteer Name]

From: [Mediator Name]

Subject: Mediation Guidelines for Resolution of Dispute

Dear [Volunteer Name],

Thank you for your commitment to our organization. This letter serves to outline the mediation process for addressing disputes that may arise during your volunteer service.

Mediation Process Overview

1. **Initial Meeting:** A preliminary meeting will be scheduled to discuss the issue at hand.
2. **Ground Rules:** Guidelines will be established to ensure a respectful and constructive dialogue.
3. **Discussion:** Both parties will have the opportunity to share their perspectives without interruption.
4. **Reflection:** Each party will reflect on the other's viewpoint and explore possible solutions.
5. **Resolution:** Together, we will work to reach a mutually acceptable solution.
6. **Follow-up:** A follow-up meeting will be scheduled to ensure compliance and address any ongoing concerns.

Confidentiality

All discussions during the mediation process will remain confidential to encourage open and honest communication.

Contact Information

If you have any questions or require further clarification, please do not hesitate to reach out to me at [Mediator's Email] or [Mediator's Phone Number].

Thank you for your cooperation in this process. We look forward to resolving the matter amicably.

Sincerely,

[Mediator Name]
[Mediator Title]
[Organization Name]