



Consultative Issue Log

(State President must complete page 1)

DATE:

STATE PRESIDENT'S NAME: STATE:

INDIVIDUAL PRESENTING ISSUE TO PRESIDENT:

UPMA MEMBER: ☐ YES ☐ NO

Text wraps automatically. When a box is full, continue in the matching section on pages 3-7.

Text does not transfer automatically. Note the continuation page number in the original box.

If more space is needed, attach a separate dated sheet identifying the issue and section.

ISSUE/PROBLEM/SUGGESTION:

CONTACT MADE WITH THE FOLLOWING AT (DISTRICT NAME):

DISTRICT CONTACT: DATE

METHOD OF CONTACT: ☐ PHONE ☐ EMAIL ☐ LETTER DATE

(Preferred method of communications is email to expedite handling and verify contact. If phone call is made follow up via email or resolution to confirm).

WHAT WAS THE RESOLUTION OR POSITION OF THE DISTRICT?

IF ISSUE IS NOT RESOLVED, ELEVATE TO AREA COORDINATOR AND ASSIGNED NATIONAL OFFICER.

EMAIL SENT TO AREA COORDINATOR (NAME) DATE

EMAIL SENT TO NATIONAL OFFICER (NAME) DATE

Long responses: use the matching continuation section on pages 3-7. Save after filling.

Area Coordinator and National Officer Assigned

THE AREA COORDINATOR AND NATIONAL OFFICER ASSIGNED REVIEWS THE DATA BEFORE THE AREA CONTACT IS MADE. ASSESS ALTERNATIVE STRATEGIES BEFORE CONTACTING THE AREA.

ONCE CONTACT IS MADE AT THE AREA, RECORD THE FOLLOWING:

AREA Contact: DATE

METHOD OF CONTACT: ☐ PHONE ☐ EMAIL ☐ LETTER DATE

(Preferred method of communications is email to expedite handling and verify contact. If phone call is made follow up via email on resolution to confirm).

WHAT WAS THE RESOLUTION OR POSITION OF THE AREA?

AREA COORDINATOR FORWARDS RESPONSE FROM AREA TO STATE PRESIDENT AND NATIONAL OFFICER ASSIGNED. TELECOM BETWEEN STATE PRESIDENT, AREA COORDINATOR AND NATIONAL OFFICER ASSIGNED WAS HELD ON (DATE)

DISCUSSION REGARDING DISTRICT AND AREA RESPONSE RENDERED THE FOLLOWING REQUEST:

ELEVATED TO THE NATIONAL OFFICE OF UPMA FOR CONSULTATIVE ON (DATE)

Emailed ☐ Faxed ☐ Hard Copy ☐

Consultative Issue Log - Continuation

State / president / issue reference:

Issue / Problem / Suggestion

Consultative Issue Log - Continuation

State / president / issue reference:

District Resolution / Position

Consultative Issue Log - Continuation

State / president / issue reference:

Review / Alternative Strategies

Consultative Issue Log - Continuation

State / president / issue reference:

Area Resolution / Position

Consultative Issue Log - Continuation

State / president / issue reference:

Discussion / Request

Maximum 2,860 characters including spaces. Text wraps automatically; scrolling is disabled.

Fill in Adobe Acrobat Reader. Save a copy, reopen it, and check Print Preview before sending.