APPENDIX B

**SAA 2020 Advance Disclosure/Report Form**

**Disclosure occurs when an Attendee (or third-party advocate) notifies the SAA President or Executive Director that an individual of concern (Subject Individual) may attend a future meeting and the Attendee requests assistance from the SAA to support the Attendee’s safe participation in SAA activities. The violation may have occurred at an SAA event or elsewhere, or at any point in the past. Disclosure does not require documentation or identifying the Subject Individual(s).**

**Reporting occurs when an Attendee notifies the SAA President or Executive Director that an individual of concern (Subject Individual) may attend a future meeting, and requests that the SAA review the matter and take action to prevent attendance of the Subject Individual from the event to ensure the Attendee’s continued safe participation in SAA activities. Reporting requires that an Attendee identify the Subject Individual and submit documentation of an external finding of harassment/assault that verifies the Attendee’s safety concern.**

Before submitting a Disclosure or Report, please read the SAA Meeting Safety Policy FAQ for full explanation of the processes.

Advance reports must be received no later than 30 days before the event in question (before **March 14, 2021** for the 2021 Annual Meeting)in order for the Findings Verification Committee to have adequate time to review the information. Disclosure or Reports may be submitted to the SAA President ([president@saa.org](mailto:president@saa.org)) and/or Executive Director ([saaannualmeeting@gmail.com](mailto:saaannualmeeting@gmail.com)).

You may leave any information below blank if you wish.

**YOUR INFORMATION**

Name:       Contact number:

Work Phone:

Email:

Select Preferred Communication Method: Email Phone In person

I wish to submit:

A Disclosure, requesting support for personal safety at an upcoming SAA event

A Report, requesting that the SAA Board exclude an individual from participating in an upcoming SAA event, based on documentation I am attaching of an external finding or harassment/assault against that individual.

**DISCLOSURE/REPORT INFORMATION**

1. Your Disclosure/Report of is made concerning the behavior of (subject individual):

Name:       Title:

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please describe your experience of harassment/assault by this individual and how it is affecting you and, if applicable, your professional activities. Has the subject individual been subject to an investigatory procedure, disciplinary hearing, Title IX process, or other action based on allegations of harassment or assault? Has the process been completed, and, if so, what was the conclusion of the process? What concerns do you have about attending an SAA event that this individual also attends? Please use additional sheets of paper as needed.

1. Date(s) harassment/assault occurred:

Is the harassment/assault continuing? Yes No

1. If this is a Disclosure, what kinds of support do you seek at the upcoming or ongoing SAA event?

* Safety volunteers organized by the SAA Meeting Safety Committee
* Independent ombuds
* Both

1. If this is a Report, please attach as complete a record of external findings as possible. You may attach additional pages as necessary.

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*