**Appendix A: SAA Advance Disclosure/Report Form**

This form should be used to request SAA assistance to ensure the safety from harassment or assault of one or more participant at future SAA meetings or events. For explanation, see the SAA Meeting Safety Policy: https://saa.org/annual-meeting/meeting-policies/Meeting-Safety-Policy and/or FAQ: https://saa.org/annual-meeting/meeting-policies/Meeting-Safety-Policy/faq.

**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.**

**Referral** **is a formal request by the SAA (Findings Verification Committee chair) to the Register for Professional Archaeologists’ Grievance Coordinator to conduct a review according to the Register’s Grievance Process. Once a grievance has been referred, the case will proceed according to the Register’s grievance process until a finding is returned to the SAA Findings Verification Committee chair.**

Before submitting a Disclosure or Report, please read the SAA Meeting Safety Policy FAQ (https://saa.org/annual-meeting/meeting-policies/Meeting-Safety-Policy/faq) for full explanation of the processes.

Advance reports must be received no later than 30 days prior to the opening of an SAA Annual Meetingor Event in order for the SAA 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:

Email:       Work Phone:

Select Preferred Communication Method: Email Phone Zoom or video conference

I am the threatened individual.

I am a third party acting at the request of a threatened individual. I can present written proof of such designation to confirm that I am authorized to speak on the threatened individual’s behalf (e.g., signed letter/affidavit). I understand that the FVC cannot make a RPA Referral without direct permission from the threatened individual.

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 of harassment/assault against that individual.

I am the threatened individual and I give permission for Findings Verification Committee chair to request an RPA Referral in the case that no finding can be provided, or attached finding(s) is/are deemed insufficient to develop a recommendation.

**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? Is this process finalized, 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 add additional pages to this form or include attachments as needed.
2. Date(s) or period of time when the 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 a record of external findings that is as comprehensive as possible. You may attach additional pages as necessary.

A “finding” is any determination by a court of competent jurisdiction or an administrative or regulatory body. This includes the RPA Grievance Process.

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

By signing this form, I give permission to the SAA Findings Verification Committee to review my report.