

APPLICATION

This information is being collected to evaluate whether the organization should be listed by the ADRC as a recognized Tennessee Community Mediation Center (CMC).

Organization Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: _____ **Email address:** _____
EIN #: _____
Application completed by: _____
Name: _____ **email:** _____ **phone:** _____

Executive Director (if applicable):
Name: _____ **Email Address:** _____
Qualifications: _____

Program Administrator and Contact Information:
Name: _____
Address: _____
Telephone: _____ **Email Address:** _____
Qualifications: _____

I. INITIAL PREREQUISITES (must be attached in PDF format)

- **Proof of 501(c)(3), in good standing**
- **Organization's Bylaws**

II. PROGRAM INFORMATION (all attachments must be in PDF format)

- Indicate if your organization's services will be provided at no cost or low cost.
 Yes No Please provide a copy of your fee structure - if any.
- Indicate if insurance coverage has been obtained for the organization and volunteer mediators?
 Yes No Attach a copy of the policy.
- Attach a list of board members with professional affiliations and contact information
- Attach a list of staff and their assigned roles
- Has the organization drafted a vision and/or mission statement?
 Yes No If yes, Attach a copy.
- Please provide a copy of the organization's most recent 990.

- Provide one (1) letter of support from either each judge working with your organization OR other court related referral partner to be served by the organization.

- Provide a list of services the organization intends to provide: (you may attach as a separate document if desired) _____

III. OTHER GOALS FOR Community Mediation Centers

CMCs should aspire to the following goals:

1. ACCESSIBLE: CMCs strive to reduce barriers to service including physical, linguistic, cultural, programmatic, economic, and geographic.
2. OUTCOME-ORIENTED: CMCs initiate, facilitate, and educate collaborative community relationships to effect positive systemic change.
3. INNOVATIVE: CMCS provide an alternative to the judicial system at any stage of a conflict.
4. COMMUNITY-BASED: CMCs are comprised of personnel, including staff, governing/advisory boards, and volunteer mediators, who are representative of the diversity of the community served.
5. INCLUSIVE: CMCs provide service and hire without discrimination on the basis of race, color, religion, gender, age, disabilities, national origin, marital status, personal appearance, gender identity, sexual orientation, family responsibilities, matriculation, political affiliation, source of income.
6. NEWSWORTHY: CMCs are engaged in public awareness and educational activities about the values and practices of mediation.
7. COMPLIANCE: CMCs will operate the organization in compliance with all Rules adopted by the Tennessee Supreme Court or other applicable rules pertaining to 501(c)(3) organizations.
8. PARTICIPATION: CMCs will participate twice a year in community mediation meetings at the ADRC's Pro Bono Committee.

CERTIFICATION

The undersigned certifies that the above information is true and accurate. In the event that there is any change in the organization's status (for example, loss of 501(c)(3) status), it will immediately notify the AOC and the organization may lose its listing status. In addition, all activities of the organization and its mediators will be operated in compliance with rules adopted by the Tennessee Supreme Court.

The undersigned certifies that the organization has been specifically organized to provide dispute resolution services within the State of Tennessee at low or no cost to the participants.

Furthermore, the undersigned understands that the organization may be required to provide additional reports as required by the ADRC.

SUBMITTED BY:

Signature

Date

Title

Submit to:
ADR Program Manager
at
adrregistration@tncourts.gov