

C.A.R.E.

Concerns Are Resolved Easily



Lord of Life
Elkhorn, NE

A communications tool: Please use this form to share information about **concerns/comments** or a **debriefing** meeting following an issue, incident, or event.

Once you have completed the form, copy it, and make an appointment with the person(s) to discuss the comments and collaborate on a solution for operations and the future.

From Name:	Contact Information:
To Name:	Contact Information:

Verbal:

I Care Statements...

1. I CARE and would like to debrief an issue, incident, or event.
2. Say the person's name.
3. Say how you feel.
4. Tell what happened to make you feel that way.
5. Say what you would like to happen next time.

Written:

I have a concern/comment and solution about...

1. C:

S:

2. C:

S:

3. C:

S:

Signature _____

Email Contact Info _____

If a phone response is preferred: **Cell#** _____

Responses will be given through the Administration, Staff, or through announcements in publications. Thank you for helping us grow in the ministry!