

Ombudsman Petition Instruction Sheet

1. Use the date that the petition is being completed, not the date of the incident. **(NOTE: Petition must be filed within the current school year.)**
2. Use the name of the person completing the petition. In the event that a “group” is filing the petition, a spokesperson for the group should be appointed and that person’s name should appear. This spokesperson will be the contact person for the group.
3. Please include home and cell phone numbers.
4. Please include day(s) of the week and time of days when you could be reached.
5. Include as many details in your description as possible. (When the issue has been assigned to an ombudsman, he/she will get in touch with you to clarify any information and explain the procedures that will be followed to address the issue.)
6. Please include the first and last names of any people who might provide additional factual information regarding the issue or who might also have been involved in the issue.
7. (Self explanatory. See note in #1 above.)

***Mail completed Ombudsman Petition to:

St. Joseph Church
ATTN: Ombudsman Committee or
36 Melmore Street
Tiffin, OH 44883

St. Mary’s Church
ATTN: Ombudsman Committee
85 South Sandusky Street
Tiffin, OH 44883

(You may also place the petition in a sealed envelope and put it in the collection basket at your parish. Mark the outside of the envelope, “ATTN: Ombudsman Committee.”)