SOLACE response report handling/distribution

Response Report

FBA chapter Gmail or phone call

FBA Chapter SOLACE Liaison

- Confirm how request was met
- Determine scope of distribution—local chapter or larger
- Transmit and confer with national solace liaison/FBA staff if request was regional/national distribution or if report merits larger audience

If local response report not meriting larger audience, distribute via email to local chapter FBA members

FBA website or phone call

National SOLACE Liaison/FBA staff

- Confirm how request was met
- Determine scope of distribution—local chapter or larger
- If local chapter report only, either transmit to local chapter members or confer with chapter solace liaison to transmit report locally

If Regional/National response report, distribute via email to targeted FBA members