Volunteers have the right to express grievances, concerns or dissatisfaction with their local Bexar County 4-H program or operations and to have grievances dealt with in an efficient, equitable and fair manner. Refer to the Bexar County 4-H Grievance Policy for details of the procedure by which grievances are reported and managed.

Date: _____ / _____ / ____ Person/s making report: ________________________________________________________________

Person/s Involved:
___________________________________________
___________________________________________
___________________________________________

Date of Incident: _________________ Time of Incident: __________________________

Location of Incident: __________________________________________________________________________

Witnesses of Incident:
_________________________________________________________
_________________________________________________________
_________________________________________________________

Description of Incident:
___________________________________________
___________________________________________
___________________________________________

Please attach extra pages if necessary

Name (please print)  Signature  Date

<table>
<thead>
<tr>
<th>☐ Grievance Recorded</th>
<th>☐ Action Taken</th>
<th>☐ Notification</th>
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| ☐ Follow-up | ☐ | ☐ |
| __________________ | __________________ | __________________|

Comments:

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