



SECTION I: Person Filing Report

Name: _____ Date: _____

Address: _____

Phone Number: (_____) _____ 4-H Club: _____

Name of 4-H Activity: _____

Date and Time of Incident: _____ Location: _____

Did you personally witness this incident? Yes No

SECTION II: Complaint

In 1-2 sentences, please describe the reason for the complaint.

Identify the CA 4-H Policy and/or Butte County 4-H County Council Policy which is in question.

Please explain the circumstances relating to the complaint in the space below.

Have you attempted to resolve the issue? If so, explain. Please describe what you have already tried to do to resolve the problem.

What are possible remedies to this complaint? What actions are you requesting?

Based on your concerns, please tell us what changes you think we could make to prevent this kind of situation from happening again in the future?

SECTION III: Individuals involved

Adult 4-H Event Coordinator/Supervisor: _____

For each individual involved, circle Member/Volunteer or Other Person.

_____	Member	Volunteer	Other
_____	Member	Volunteer	Other
_____	Member	Volunteer	Other
_____	Member	Volunteer	Other

Butte County 4-H Complaint Form

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Were there other witnesses to this incident? Yes No
(If YES please list their names below.)

Individuals who witnessed the incident. (For each, circle Member/Volunteer or Other Person)

_____	Member	Volunteer	Other
_____	Member	Volunteer	Other
_____	Member	Volunteer	Other
_____	Member	Volunteer	Other

Incomplete forms will be returned. The 4-H YDP staff will review the complaint, will refer the complaint to the county 4-H council president for review, and may seek possible review by the 4-H Council Review Board.

I certify that the information contained on this 4-H YDP County Complaint Form is true to the best of my knowledge.

Name

Signature

Date