



**East Grand Forks Parks & Recreation
Grievance Form**

Please read the instructions listed below before completed and submitting this form.

This form must be completed in its entirety before submitting. Incomplete forms will be returned to the originator for completion before a review will occur. Submit this completed form to the Parks & Recreation Superintendent or Recreation Supervisor. Please refer to the Parks & Recreation Conduct and Discipline Policy, found on the www.egfparks.com website, for more information.

Please complete the below:

Name of Individual Submitting Report: _____ Date Report Submitted: _____

Date Incident Occurred: _____ Time Incident Occurred: _____

Preferred Method of Contact: _____

Preferred Phone Number: _____ Preferred Email Address: _____

List all Potential Witnesses to the Incident: _____

List all Park & Rec. members/participants effected by Incident: _____

List Teams effected by Incident: _____

List the Team Manager of the team involved in the incident (if assigned): _____

Has the Team Manager been contacted? Yes ☐ No ☐

Has the 24-Hour waiting period been honored before reporting this incident? ☐ Yes ☐ No

Grievance Details: Be as specific as possible in your description. Report must include: Location, Who was involved, and details that you witnessed. *(Use additional page if necessary)*

What are your expectations for resolution of this incident?
