



## 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 Disciplinary Policy, found on the [EGFParkandRec.com](http://EGFParkandRec.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?

\_\_\_\_\_