

# Volunteer Complaint Form

This form is used for documenting an issue or incident with a girl, adult volunteer, caregiver, or staff. We encourage you to be objective when documenting the incident(s) and to use discretion and avoid discussing this issue or incident with others. Using social media or email to share information about the situation or to confront another adult is considered unacceptable volunteer behavior. One of the most important lessons we teach our girls is to be a sister to every Girl Scout and that includes leaders using social media. Thank you for taking the time to fill out this form. GSCTX takes all conflict concerns seriously and will follow up with you within five business days upon submission of this form. **AFTER COMPLETING THE VOLUNTEER COMPLAINT FORM, PLEASE SUBMIT TO CUSTOMER CARE.**

Your Name:				Email:			
Troop #:		Service Unit: #		Phone #:			
Today's Date:			Volunteer Position:				
Are you a GSTX Staff Member?			<input type="checkbox"/> Yes		<input type="checkbox"/> No		
<b>INCIDENT DETAILS</b>							
Person against whom concern is filed:				Service Unit Director's Name:			
Person against whom concern is filed email:				Service Unit Director's Email:			
Troop Leader Name:				Troop Leader Email:			
<b>DETAILS OF CONCERN OR COMPLAINT</b>							
Please provide a brief description of the conflict from your perspective and include efforts that have already been made to settle this conflict, including conversations and meetings. (attach any supporting documentation).							
Please provide the policy or procedure that has allegedly been misapplied, misinterpreted, or violated. (Ex. Troop treasurer is utilizing troop funds for personal expenses.)							
What is the ideal solution in your view?							
<b>GSCTX STAFF PERSON USE ONLY</b>							
<input type="checkbox"/> Staff completed Volunteer Conflict Log					Date: <a href="#">Click here to enter a date.</a>		