

## Grievance Form Template

<b>Full Name:</b>	
<b>Designation:</b>	
<b>Address</b>	
<b>Contact Information (Phone, email):</b>	
<b>Contact Preference</b>	<input type="checkbox"/> <b>By mail (please provide mailing address):</b> <input type="checkbox"/> <b>By telephone (please provide telephone number):</b> <input type="checkbox"/> <b>By e-mail (please provide e-mail address):</b>
<b>Preferred language for communication</b>	<input type="checkbox"/> <i>[insert other applicable language(s)]</i> <input type="checkbox"/> <b>English</b> <input type="checkbox"/> <b>Other, please specify:</b>
If a complaint is made through a representative, the name/s of the person/s on whose behalf the complaint is made.	
Does the aggrieved party wish to keep their identity confidential?	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Describe the grievance.</b> What happened? How is this clearly connected with Our Future Forests Project? Where did it happen? Who did it happen to? What is the result of the problem?	
Briefly describe the impact of the occurrence.	
<b>Date/time</b> of its occurrence: _____	<input type="checkbox"/> One time incident/grievance (date _____) <input type="checkbox"/> Happened more than once (how many times? _____)

	<input type="checkbox"/> On-going (currently experiencing problem)
<p>What would you like to see happen to resolve the problem?</p>	
<p>Please return grievance form to: Monitoring and Evaluation Manager - AGM Coordinator, Our Future Forests - Amazonia Verde Project Conservation International</p> <p>Telephone: Email: (amazonialistensCOUNTRY@conservation.org)*</p>	

\*Please update e-mail address according to country.