Ogemaw County 4-H Program Complaint/Suggestion Form

MSU Extension encourages you to begin by expressing your concern directly to the person(s) involved. MSU and County personnel may be consulted to address the concern. While discretion will always be used, confidentiality cannot always be guaranteed. When a complaint is determined to be a personal issue or to have possible legal implications, follow up information to complainant may be limited. Complaints must be submitted within 90 days of the incident or activity.

Complaint/Suggestion:

Reason for Complaint/Suggestion:

List Circumstances relating to Complaint/Suggestion:

Describe what you have already tried to do to resolve the problem:

Action Requested/Proposed Remedy:

Date of Related Incident: ________________________

Names/Signatures of those filing the complaint/suggestion:

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<th>Phone</th>
<th>Signature</th>
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Any complaints/suggestions will be handled by the appropriate staff. The County Educator will make the final decision. Unless it is an immediate safety concern most issues will be addressed after the event. All forms must have a legible, printed name and signature.
Filing a Complaint or Suggestion Concerning the Ogemaw County 4-H Program

The process for filing a complaint/suggestion provides a vehicle to respond to concerns and suggestions relating to the rules and decisions. This process provides a means for members/ parents/ guardians concerns/suggestions to be heard.

What may be filed as a complaint/suggestion:
Issues relating to the Ogemaw County 4-H Program may be filed as a complaint/ suggestion including eligibility, sale eligibility, deadline violations, rule violations, etc.

Points to keep in mind when filing a complaint/suggestion:
4-H is a non-profit organization operated by volunteers. Belonging to 4-H, as any non-profit organization, is a privilege and not a right. Anyone who cannot work cooperatively and is habitually disruptive – child or adult – will be asked to leave the 4-H Program. NOTE: Using any kind of recording device (camera, video, voice recording) without prior consent of all parties is not acceptable. All parties must agree in advance for the specific purpose the recording will be used.

Please be civil, listen openly without interrupting, and remember; 4-H is for everyone from all walks of life. Please set aside differences based on lifestyle, personalities, and previous experiences in other settings. Solutions are often made by compromise.

Who may file a complaint:
4-Hers, parents, guardians and others concerned with the 4-H program may file a complaint.

Process for filing a complaint:
1. Obtain a complaint form from the Ogemaw County Extension Staff.
2. Completely fill out the complaint form with signatures of all of those concerned with the complaint.
3. Promptly return the complaint form to the Ogemaw County Extension Office.
4. Complaints usually will not be handled during an event unless it is an immediate safety issue. Additional MSU personnel will be used to make a decision if necessary.
5. The contact person(s) will be notified by phone or by letter once a decision has been made.

This complaint filing process will make decisions regarding concerns efficient and fair. Thank you for your cooperation in making the Ogemaw County 4-H Program successful.

Ogemaw County Fair Complaint Process
Refer to the Ogemaw County Fair Exhibitor’s Handbook. A formal letter can be submitted to the fair office or call (989)345-5393.

Livestock Sale Complaint Process
A written letter may be submitted to the 4-H Small & Large Livestock Committee c/o MSU Extension, 205 S Eighth Steet, West Branch MI 48661.