

Cochise County 4-H/FFA County Fair Livestock Grievance Procedure
A grievance addresses decisions or actions that can be reversed or changed.

1. Before filing a Grievance a 4-H member/leader must first try to resolve the issue informally by seeking the help of a 4-H leader, or Superintendent.
2. The 4-H member/leader should decide if filing the grievance is the best way to approach the situation. To help decide whether or not to file a grievance, ask yourself this question: "Can whatever caused my dissatisfaction be reversed or undone?" The formal grievance best fits a situation where you want to appeal a decision.

*Please note: A **grievance** is different from a complaint. Making a complaint would be best if you want to report inappropriate behavior on the part of a 4-H member, 4-H leader, or superintendent. Any 4-H member, leader, parent, or concerned citizen can make a **complaint**.*

3. If the situation occurs during the county fair try to resolve it with the project superintendent. If the situation occurs prior to the county fair try to resolve with it with the Livestock Council Chair prior to filing a grievance.
4. The grievance committee will consist of the Cochise County Livestock Council Executive Committee.

Process for Filing A Grievance

1. 4-H Member/Leader completes the Grievance Form (on reverse side of this page)
2. Within 24 hours of an incident (or ASAP if a physical or emotional safety issue)
 - ✓ Provide a copy to the Cochise County Livestock Council Chair and to the 4-H Agent or 4-H Staff member.
3. The Livestock Council Chairperson sends Grievance Form to Grievance Committee (Executive Council).
 - ✓ The committee conducts investigation and decides on resolution.
 - ✓ The resolution is written on Form and then it is sent/given to Member/Leader filing grievance, project superintendent, and a copy to the 4-H Agent for filing.
4. Decisions of this committee will be final.

6/1/08

Grievance Form on Next Page

Cochise County 4-H/FFA County Fair Livestock Grievance Form

A grievance addresses decisions or actions that can be reversed or changed.

DIRECTIONS: Please read the reverse of this form before filling it out. Use additional sheets if necessary. Note: only properly enrolled 4-H members/leaders may use this form.* Form must be signed and dated.

MEMBER/LEADER NAME _____ DATE _____

MEMBER/LEADER SIGNATURE _____ PHONE _____

CLUB _____ CLUB/PROJECT LEADER'S NAME _____

1. Please describe your grievance including the policy or behavior guideline in question:

2. Please describe anything you have tried already to resolve this problem:

3. Is there anything you would like to have done about the situation?

4. Based on your grievance, please tell us what changes you think we could make to prevent this kind of situation from happening again the future.

* (Assistance may be provided and reasonable accommodations will be provided in completing this form. Please contact the 4-H Office.)

MEMBER/LEADER NAME _____ DATE _____

Resolution by Committee: _____

Committee Member Signatures:

_____	_____
_____	_____
_____	_____
_____	_____

Date: _____