



## Formal Complaint Form

To file a formal complaint, please complete this form. This form will be submitted to the Board of Directors of the Vancouver Island Hunter Jumper Association.

***All information provided herein will be held in the strictest confidence by the Board of Directors.***

### Part 1: Person(s) Submitting The Complaint

Person completing this form: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### Part 2: The Complaint

**Please describe the circumstances causing your complaint (give factual details, times, locations, and names of all individuals involved or witnesses).**



**Please describe how you have been affected by this situation.**

**Please describe your efforts to resolve the complaint informally.**

**Please describe the remedy or solution you seek (optional).**

Please submit this form to [hello.vihja@gmail.com](mailto:hello.vihja@gmail.com)

You will receive an email or phone call that your complaint has been received. All complaints will be addressed at the next schedule board meeting.