Hello Ms. XXXX

Thank you for your contact. We have taken your report very seriously and in order to continue to pursue your concerns, we require your written documentation of (Organization)-specific incidents or communications leading to your position.

Actions, interactions, communications or incidents that have taken place outside of (Organization) will not be considered in our assessment.

Please provide events in chronological order with oldest listed first to most recent. Each action, interaction, communication or incident must include the following:

* Date/Time
* Location
* Situation (e.g. (Organization Event, Organization Social Media Page, etc.)
* Other adults that may have been present (full names, phone numbers and email addresses required)
* Facts of the event in the following format: ‘I spoke with (name) and said “x”. (Name) responded to me by saying “z”.’

This full and complete documentation must be returned to me (Staff email address) by 5:00pm on (Date) or your case will be closed.

As we have discussed, we are happy to provide support to you in pursuing another Volunteer option that may be more satisfactory for you.

Thank you,

Staff Member

Organization