

ASOTIN COUNTY 4-H COUNCIL GRIEVANCE FORM

According to the Asotin County 4-H Council Bylaw, Article 6, Disciplinary Review & Grievance Procedure:

Section 1. Conduct Statement: Any youth or adult participating in a 4-H Event, regardless of location, will conduct himself/herself in a manner that is consistent with the standards in the Washington State Program Policies, which states: Washington State 4-H members, parents and families, professionals, and volunteers are expected to conduct themselves in a courteous, ethical, and respectful manner, and provide a positive role model for others. All are expected to respect, adhere to, and consistently enforce the rules, policies, and guidelines established by their individual county's 4-H program, the Washington State 4-H Youth Development Program, and Washington State University Cooperative Extension.

Any individual who does not abide by the above statements will be subject to disciplinary action by the Asotin County 4-H Leaders Council.

Section 2. Any 4-H leader or member present at a 4-H sponsored event will have the authority and responsibility to refer an individual to the Asotin County 4-H Council for disciplinary review.

Section 3. Types of Grievance:

1. Personal Behavior
2. Event Procedure
3. Rule Clarification

Section 4. Procedure:

1. A completed grievance form (available at the Asotin County Extension Office) will be filled out and filed with the Extension Office within seventy-two (72) hours of the incident.
2. The 4-H Council President will call a hearing committee meeting, no longer than two weeks from the time the grievance form is filed. The hearing committee will consist of the President of Leaders Council, each Standing Committee Chairperson, and the Asotin County 4-H Extension Chair or their designee.
3. The committee will hear from all people with information to be considered and set a deadline for the decision to be reached within 72 hours.
4. The committee will hold a closed meeting to make a decision.
5. The decision will be written and sent to all parties and committees that may be affected by the decision within those 72 hours.

SECTION A:
REQUIRED INFORMATION TO FILE A GRIEVANCE

This Grievance Concerns:

Personal Behavior-Complete Sections A & B _____

Event Procedure-Complete Sections A & C _____

Rule Clarification-Complete Sections A & D _____

Person filing grievance: _____ Date filed: _____

Mailing Address _____

To serve on the Hearing Committee for this Grievance, I suggest the following two (2) people to support my view:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

I would suggest the following two (2) people to represent another perspective:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

SECTION B:
ADDITIONAL INFORMATION FOR GRIEVANCE CONCERNING
PERSONAL BEHAVIOR

Personal behavior of whom? _____

Their phone number _____

What behavior? (If more space is needed please attach additional sheet)

When and where did this occur?

Were there any witnesses? ___ Y ___ N If yes, who? _____

SECTION C:
ADDITIONAL INFORMATION FOR GRIEVANCE CONCERNING
EVENT PROCEDURE

Name of event: _____ Date of event: _____

Location of event: _____

Person in charge of event: _____

Describe specific concern: (If more space is needed, please attach additional sheet).

SECTION D:
ADDITIONAL INFORMATION NEEDED FOR A GRIEVANCE CONCERNING
RULE CLARIFICATION

Which rule needs clarification? _____

Where is this rule written? _____

Describe why this rule needs clarification. (If more space is needed, please attach additional sheet).

Signature of person filing the grievance: _____

Date: _____ Mailed on: _____

Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, color, gender, national origin, religion, age, disability, and sexual orientation. Evidence of noncompliance maybe reported through you local Extension Office.