

Boys & Girls Clubs of South Central Texas
Student / Parent Complaint Form

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the Campus Director. All complaints will be heard in accordance with and or any exceptions outlined therein.

Boys & Girls Clubs of South Central Texas, 400 Uhland Rd., San Marcos, Texas 78666, 512.805.3000 or 512.805.7739 fax.

1.

Name	
Address	
City/State/Zip Code	
Email	

2. Please describe the decision or circumstances causing your complaint (give specific factual details). Use additional attachment as needed.

3. What was the date of the decision or circumstances causing your complaint?

4. Please explain how you have been harmed by this decision or circumstance:

5. Please describe any efforts you have made to resolve your complaint informally and the responses to your efforts. With whom did you communicate? On what date?

6. Please describe the outcome or remedy you seek for this complaint.

Parent signature: _____

Date of filing: _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refilled with all the required information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the assigned meeting/hearing. Please keep a copy of the completed form and any supporting documentation for your records.

Level One: Formal complaint must be filed with the administration and the administration has up to ten (10) business days to render a decision.