

AMVETS Department of Ohio Letter of Complaint Official Write up Form Cover Page

Before filling out an official write up, please consider the following.

- Have you reviewed the National Constitution and By-Laws, Department Constitution and By-Laws, Department Uniform Post Constitution and By-Laws, or Post Standing rules that you will be basing your official write up on?
- Have all parties involved tried to resolve this matter without this action?
- Could this issue be resolved through some type of mediation?
- If you proceed with the official write up what is your intended outcome and how will it affect the organization, Department, District, Post, and all parties involved?
- Do you understand that if you submit an official write up form and the complaints are determined to be frivolous, official charges can be brought against you?

Department of Ohio
Executive Committee

AMVETS Department of Ohio
Letter of Complaint - Official Write up Form

PLEASE CHECK ONE: Letter of Complaint Official Write-up

Date of Complaint/Write-up ____/____/____

Time of Complaint/Write-up _____

Name or Names of Individuals involved:

Place of Complaint or Offense (Check one)

Canteen Grounds District
 Dept. Other

Canteen Rule Violated (1-15) _____

Dept. CBL/UPCBL Violated
Section/Number _____

1. **COMPLAINTS:** Any complaint, no matter how trivial it may appear, will be answered within a timely manner. To make your complaint flow faster, please check the area in which your complaint is about:

Canteen/Club Room
 District Function/Venue
 Other

Post Grounds
 Department Function/Venue

2 **OFFICIAL WRITE-UP:** All official write-ups will appear before the EB/BoT. For official write ups, please check one of the following of whom this write up is about:

Post Officer (AMVET/Aux/Son) Member
 Bartender / Employee Guest

3. Any complaint or write up that is not signed and dated **will not** be considered for review or action.

4. On Official Write-ups, you may be required to appear at the EB/BoT Meeting for further clarification of your write up. **Failure to appear when requested, without notifying the board, MAY result in the dismissal of the write up.**

5. Use the reverse side of this form to fill in the details of your complaint/write-up. Attach additional sheets as necessary.

Printed Name _____ Signature _____ Date _____

Witness Name _____ Signature _____ Date _____

Witness Name _____ Signature _____ Date _____

Date Received: ____/____/____ Reviewed By _____

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Please state the nature of the offense or complaint. Be as detailed as possible and include additional sheets (if needed):

Date Received: ____/____/____ Reviewed By _____