



Policy feedback form

Your contribution as a volunteer is important to us. Please use this form to record any observations or problems you might have with a policy or procedure, and return it to the Volunteer Coordinator.

Your comments will be reviewed and action will be taken to rectify the issue or else your feedback will be kept and used when the next policy review takes place. You will be informed of outcomes.

Name/type of policy: _____

Describe the policy issue or problem.

What would you suggest be done with respect to this problem/issue?

Reported by:..... Date:

Action taken:

Action taken by:..... **Date:**

