[Insert organisation name/logo]

# FEEDBACK RECORD FORM

***🖌Note\****

*Feedback record forms are available to staff members, Board Members, students and volunteers to record feedback that have been made in a non-written form.*

*\*Please delete note before finalising this document.*

## Feedback details

|  |  |
| --- | --- |
| **Feedback received by (staff member name)** |  |
| **Name of feedback provider** |  |
| **Address** |  |
| **Phone (work)** |  | **Mobile** |  |
| **Email**  |  |
| **Date of feedback** |  |
| **Preferred method of contact:** | **□** Phone **□** Email **□** Mail  |

## Feedback details

|  |  |
| --- | --- |
| **Feedback topic:****□** Staff member  **□** Organisation communications**□** Program/services activities**□** Organisation’s operations**□** Other  | **Feedback provided by:****□** Phone**□** Email**□** Mail  |

## Feedback description

Please provide a brief description of the feedback, comments or suggestions received

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## Organisational actions

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| --- | --- |
| **Original feedback document/record attached**  | **□** Yes **□** NoIf no, why not?  |
| **Date of written advice of receipt**  |  |

|  |
| --- |
| **Actions to be taken**  |
| **□** Yes **□** No  |
| **Date**  | **Action** | **Responsibility**  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Outcome** |
|  |
| **Other comments** |
|  |