[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 **□** No  If no, why not? |
| **Date of written advice of receipt** |  |

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