

Burleigh County 4-H Grievance Procedure

A grievance addresses decisions or actions that can be reversed or changed

1. Before filing a grievance a 4-H member/leader/parent must first try to resolve the issue informally by seeking the assistance of their 4-H leader or the event committee.
2. The 4-H member/leader/parent should decide if filing the grievance is the best way to approach the situation. To assist in that decision of whether or not to file a grievance, ask yourself the question: "Can whatever caused my dissatisfaction be reversed or undone?" The formal grievance best fits a situation where you want to appeal a decision.
3. If the situation occurs during the Burleigh County 4-H Achievement Days try to resolve it with the event committee. If the situation occurs prior to the Burleigh County 4-H Achievement Days try to resolve it with the event committee chair/co-chair.
4. The grievance committee will consist of the following individuals: the chair and/or co-chairs of the event committee, two members from the Burleigh County 4-H Leaders Council executive committee, the SW Extension District Director, the chair of the Burleigh County Extension Advisory Council, the Extension Agent who oversees the event in which the incident occurs and the 4-H Youth Development Extension Agent. The Extension staff will serve as advisors and be non-voting members of the committee.

Process for Filing a Grievance

1. All grievances must be made in writing, using the attached form, to the Burleigh County Extension Office within 24 hours of an incident.
 - Grievances must state plainly the date of the incident, the cause of the grievance with specific charges and recital of facts relied upon or the rule violated, naming witnesses by whom proof is to be made, their addresses and contact information.
2. The Burleigh County Extension Office will contact the grievance committee to discuss the grievance.
3. All grievances must be accompanied by a deposit of \$25, which shall be returned to the complainant if sustained. If the grievance is not sustained, the said sum shall be forfeited to the Burleigh County 4-H Council.
4. No grievance based on the statement that the judge or judges, event committee members or Extension staff are incompetent will be considered by the grievance committee.

5. If time allows prior to the event the Grievance Committee will address the grievance prior to the event. If not, the grievance committee will conduct an investigation and decide on a resolution within 2 weeks of receiving the grievance form. This must involve face to face meetings/interviews.
6. The grievance committee will not tolerate inappropriate behavior from the people filing the grievance. Inappropriate behavior will result in the grievance being dismissed by the grievance committee and retention of the \$25.
7. The resolution will be written on the form and sent to the 4-H member/leader/parent filing the grievance, each of the committee members and to the Burleigh County Extension Office.
8. All decisions of this committee shall be final and binding.
9. If the filing party is not satisfied with the decision, further appeals should be sent to the ND Center for 4-H Youth Development.

Burleigh County 4-H Grievance Form

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Submit by Email

Print Form

DIRECTIONS: Use additional sheets if necessary. Note: Only properly enrolled 4-H members/leaders may use this form.

*Form must be signed and dated.

MEMBER/LEADER NAME: DATE:

MEMBER/LEADER SIGNATURE: PHONE:

CLUB: CLUB/PROJECT LEADER NAME:

1. Please describe your grievance including the policy or behavior guideline in question:

Please list names, phone numbers and email addresses of any witnesses:

2. Please describe anything you have tried already to resolve this problem:

3. Is there anything you would like to have done about the situation?

4. Based on your grievance, please tell us what changes you think we could make to prevent this kind of situation from happening again in the future.

******(Assistance may be provided and reasonable accommodations will be provided in completing this form.
Please contact the 4-H Office.

Member/Leader Name: Date:

Resolution by Committee:

Committee Member Signatures:

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Date: _____