

# VILLAGE OF CHAMPION



## CONCERNS AND REQUESTS FORM

**\*\*ALL COMPLAINTS WILL BE RECEIVED COURTEOUSLY, INVESTIGATED AND ACTED UPON FAIRLY\*\***

DATE: \_\_\_\_\_

NAME OF PERSON REGISTERING CONCERNS/REQUESTS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TELEPHONE HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

DETAILS OF CONCERNS/REQUESTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

### FOR VILLAGE USE

INVESTIGATION AND ACTION TAKEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FURTHER RESPONSE OR ACTION NECESSARY: \_\_\_\_\_ YES \_\_\_\_\_ NO

FOLLOW-UP SCHEDULED IF NECESSARY TO ENSURE ACTION  
TAKEN WAS APPROPRIATE AND IS WORKING:

REVIEW DATE:

\_\_\_\_\_

DOES REPLY/RESPONSE NEED TO BE MAILED TO PERSON  
REGISTERING CONCERN:

YES: \_\_\_\_\_ NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

The personal information on this form is collected under the authority of Section 32 of the Freedom of Information and Protection of Privacy Act. This information is necessary to appropriately respond to your request but it will be kept confidential. If you have any questions about the collection of use of this information, please contact the Village of Champion CAO, at 403-897-3833.