



Complaints Receiving Form

Please complete form and send it to : complaints@hyaward.org.jo

Complainant Name	Complainant's Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:										
Date:												
Complaint submission location												
Complaint received channel:	<table><tr><td>Email:</td><td></td></tr><tr><td>Mobile number:</td><td></td></tr><tr><td>Landline number:</td><td></td></tr><tr><td>Message:</td><td></td></tr><tr><td>Personal attendance:</td><td></td></tr></table>		Email:		Mobile number:		Landline number:		Message:		Personal attendance:	
Email:												
Mobile number:												
Landline number:												
Message:												
Personal attendance:												
How to contact the complainant?	<table><tr><td>Mobile #:</td><td></td></tr><tr><td>OR</td><td></td></tr><tr><td>Email:</td><td></td></tr></table>		Mobile #:		OR		Email:					
Mobile #:												
OR												
Email:												
The complainant's relationship with El Hassan Youth Award	<table><tr><td><input type="checkbox"/> Participant</td><td><input type="checkbox"/> Volunteer</td><td><input type="checkbox"/> Award Leader</td></tr><tr><td><input type="checkbox"/> Parent</td><td><input type="checkbox"/> Other: _____</td><td></td></tr></table>		<input type="checkbox"/> Participant	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Award Leader	<input type="checkbox"/> Parent	<input type="checkbox"/> Other: _____					
<input type="checkbox"/> Participant	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Award Leader										
<input type="checkbox"/> Parent	<input type="checkbox"/> Other: _____											
Description of the complaint (What went wrong, including any information reported) Please provide a clear list of the issues you want investigated Please do not exceed 1000 words and note that there will be opportunities to provide further evidence as appropriate.												
Actions taken												
Recommendations												
Complaint Recipient Name/ Prepared by:												
Signature												