



Appeal Form

This form is used to register an appeal to the Personnel Committee regarding a complaint registered by a member, guest, Board of Directors, Shoplead or volunteer at the Mankato Makerspace.

Information of person registering the appeal

Name

Email

Phone Number

Appeal Information

Date of incident

Approximate time and location

Person(s) involved

Summary of appeal request

What next step would you like to see taken?

Printed name and signature of person filing appeal

For office use only

Date Received by whom

Personnel Committee

Notes:

Recommended Action:

Board of Directors

Notes:

Recommended Action:

Action Taken

Date:

By Whom:

Complainant contacted

Date and Time:

By whom:

Final Appeal Outcome