**[Insert organisation name/logo]**

**FEEDBACK RECORD FORM (INTERNAL USE)**

***Note\****

*Feedback record forms are available to staff members, Board members, students and volunteers to* ***record feedback that was provided verbally.***

*\*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 topic:*** Staff member
* Organisation’s communications
* Program/services activities
* Organisation’s operations
* Other
 |  |

## Feedback description

Brief description of the feedback, comments or suggestions received

|  |
| --- |
|  |

|  |
| --- |
| **Actions to be taken** |
| * Yes
* No

  |
| **Date**  | **Action** | **Responsibility**  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Outcome** |
|  |
| **Other comments** |
|  |