**[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** | | |
|  | | |