

CITIZEN SUGGESTION/COMMENT/COMPLAINT/CONCERN FORM

We welcome suggestions or remarks concerning our programs, facilities, personnel, services, etc.

Once complete please either **PRINT** & deliver to the Park District

or **SAVE** & email to info@geneseoparkdistrict.org



Suggestion/Remark (Please include the date, time, location, etc.):

If you would like to be contacted for further information please fill in the information below:

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Contact me by (check one)... Phone In-Person Letter Email

OFFICE USE ONLY

Desk Staff: Please provide your name and the date and time you received the form. Add any additional comments regarding the complaint (if you talked with the patron regarding their comment/complaint). Place the form in the mailbox of one of the Leadership Team Members.

Staff Member accepting form (Staff Name): _____ Date/Time Received: _____

Additional Comments from staff: _____

This form was put in the mailbox of: _____

(Leadership Team Staff Member Name)

FOLLOW-UP NOTES

Leadership Team Member: Please provide details on the action taken regarding the complaint/comment.

Was citizen contacted (circle one)? YES NO How? _____ Date: _____

Additional Comments from staff: _____

The mission of the Geneseo Park District is to enhance the quality of life in our community by providing a positive recreational experience for all.