**SGRA Complaint Intake Form**

Use this form to file a complaint against individual(s) when that individual(s) violates their responsibilities and obligations including, but not limited to, complying with SGRA by-laws, policies, procedures, rules, regulations, Code of Conduct and Ethics. Please review the SGRA Complaint policy posted to the SGRA website. Complaints will only be considered if filed within 14 days of the alleged incident, unless otherwise considered by the SGRA Board.

Name of complainant:

Contact information:

Date of Incident / Infraction:

Description of Incident / Infraction:

Name(s) of Alleged Respondents:

Actions Taken to Resolve the Issue to Date:

Additional Information, if needed:

(attach/upload button) You may upload additional documentation and information, if needed.

(check box) Yes, I have read and understand the Complaint Policy and the Discipline Policy on the SGRA website. I have submitted a fee of $250.

This information is sent to [vp@sprucegroveringette.com](mailto:vp@sprucegroveringette.com) and [president@sprucegroveringette.com](mailto:president@sprucegroveringette.com)