

**Information needed to address Non-Building related concern(s)/issue(s) from members.**

*Directions:* Please fill out COMPLETELY. This form will be used internally by the association to track concerns and issues.

Name of the member(s) who has concern(s)/issue(s):

Preferred Phone Number:

E-mail address (**NOT** school email):

What is the concern(s) and/or issue(s):

What do you want to see as a resolution?

Have you spoken to your supervisor and/or Principal??

If **NO** please speak with them **prior** to bringing concern/issue to REA building rep.

If **YES** when did you meet **and** what was the result/answer to your concern and/or issue??

As a result of your meeting/discussion with your supervisor/Principal what date did you bring the completed **Building Based** form to your building rep??

**REA Building Representative (and/or Vice President / Head Negotiator / Grievance Chair)** - use the section below to keep track of your next steps. Follow the REA flow chart.

