

Please complete this form and return via email to john.cobb@bghnc.org.

Red Flag Request Form (Client)

You have been given this form because you asked for a Red Flag Review. Generally, Red Flags are for safety issues, problem solving, and promotion issues. Client's rights issues or complaints are grievances. Please remember that the Red Flag Process is a problem solving meeting in which no one is in trouble and no one is blamed. Consequences will not be associated with the Red Flag process. With that in mind, we need some specific information to determine if the request for a Red Flag review is appropriate.

Today's date: _____

Name: _____

Why are you requesting a Red Flag Review?

PLEASE ANSWER THE FOLLOWING?

Have you recently been up for promotion but did not get promoted?

No Yes Explain: _____

Does this issue involve another peer or your RC?

No Yes Explain: _____

Have you recently completed a grievance form about this issue? (If yes, then we will let the issue be addressed through the grievance procedure.)

No Yes Explain: _____

Have you attempted to do problem solving concerning the issue with your RC first, then with RD's and/or Campus Supervisor?

No Yes Explain: _____

WHAT HAPPENS NEXT?

If your request is appropriate, we will let you know when the Red Flag review is scheduled (the next available red flag meeting). Please come prepared to share briefly about the issue, what has been attempted to resolve the issue, and ideas to help resolve the issue. Other staff may be present at the review to assist in problem solving. **Please submit to the Sanctuary Site Coordinator.**