



Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

EXTERNAL COMPLAINT FORM

The external complaint form is to be used by non-NAYA staff to report a serious concern regarding the treatment they received. If you are a NAYA Staff member please refer to the Personnel Policy Manual for staff grievance procedures.

The purpose of the external complaint form is to document the exact details of the occurrence. Provide as much detail as possible including location, time, and people/program involved.

To Submit an External Complaint form to Human Resources, please email, mail or hand deliver to the front office (by placing in the External Complaint envelope provided) to the following address:

ATTN: Human Resources

Mail: NAYA 5135 NE Columbia Boulevard, Portland OR 97218

Email: hr@nayapdx.org

If you choose to use this External Complaint Form, please complete the following information. Please attach any documents that are pertinent to your complaint. Use additional paper as necessary.

Complainant's Contact Information: <i>(person filling out form)</i>			Preferred Pronoun: <i>(circle all that apply)</i>		
First:		Last:		He/Him She/Her Them/They	
Address:				City:	
State:		Zip:		Email:	
Home #:		Cell #:		Preferred Contact <i>(circle one)</i> : Email Home Cell	
Complaint Against: <i>(please select a department or write in program, if known. Please mark the same on the envelope.)</i>					
Administrative		Community Development		Development Early College Academy	
Family Services/Domestic Violence		Operations/Finance		Youth & Education Services	
Other or Program:					
Is this person a: <i>(Circle one)</i> Student Staff Client Community Member Elder					
The person's role in the event:				Their Contact Info:	
Person's Name:				Approximate Age:	
Address <i>(if known)</i> :					
City:		State:		Zip:	
Witness(s):					
Name:				Phone:	
Name:				Phone:	
Name:				Phone:	
Please describe your complaint in detail below:					

