January 2023

**Performance Improvement Plan – Template #1**

As per Adult Member Support Module 3:

**Steps in delivering a performance improvement plan:**

1. Read and follow all the steps as outlined on page 20 of Module 3
2. Fill out this template following your meeting with the Member, then email a copy to the Member and to [on-compliance@girlguides.ca](mailto:on-compliance@girlguides.ca)
3. Follow up to ensure actions are complete by deadline
4. Keep this record in your GGC volunteer file until it is resolved.
5. Once resolved send email to [on-compliance@girlguides.ca](mailto:on-compliance@girlguides.ca) to close the file and destroy your records.

**Performance Improvement Plan**

Member’s name: Click here to enter text. Date of Meeting: Click here to enter a date.

Date PIP sent to Member: Click here to enter a date.

ACL Name: Click here to enter text.

Names of others present at this meeting: Click here to enter text.

Type of issue – please use Code of Conduct for reference (check all that apply):

Behaviour that is contrary to our Code of Conduct

Specify: Click here to enter text.

Dangerous behaviour that puts our girls at risk

Specify: Click here to enter text.

Illegal behaviour

Specify: Click here to enter text.

Administration, e.g. incomplete forms

Specify: Click here to enter text.

Other

Specify: Click here to enter text.

State what the issue is and why it is important you follow the proper process:

Click here to enter text.

Adult member’s response (relevant information that surfaced during discussion):

Click here to enter text.

Action steps to correct situation:

Click here to enter text.

How change will be measured:

Click here to enter text.

Adult member commits to do:

Click here to enter text.

ACL commits to do:

Click here to enter text.

Deadline to complete these actions and date for follow up discussion:

Click here to enter text.