January 2023

**Written Warning – Template #3**

As per Adult Member Support Module 3:

**Steps in delivering a written warning:**

1. Read the steps as outlined on page 25 of Module 3
2. Fill out this template following the meeting then send a copy to the Member and to

on-compliance@girlguides.ca

1. Follow up to ensure actions are complete by deadline.
2. Keep this record in your file until it is resolved
3. Once resolved, send email to on-compliance@girlguides.ca to close the file and destroy your records.

**Written Warning**

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

 Date 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.