

THE TOVARISHCH BULLETIN

Official Complaints Form

Part ONE – Prelude

Thank you for taking the time to give the Tovarishch Bulletin your feedback. This form will enable you to submit a *formal, official complaint* about offensive or erroneous content to the management team of the Tovarishch Bulletin.

This form can be submitted to one of the following people:

- The Deputy Editor,
- The Director responsible for the relevant Office (e.g. Competitions), or
- The Area Director for your area (e.g. Upper Hutt Area).

Deputy Editor contact information

- Alex Elzenaar, Upper Hutt College (form class B-JN), editor@tovarishch.tk

Directors contact information

- Director of Finance: finance@tovarishch.tk
- Director of Archives: archives@tovarishch.tk
- Director of Technology: tech@tovarishch.tk
- Director of Journalism: journalism@tovarishch.tk
- Director of Personnel: recruitment@tovarishch.tk
- Director of Marketing (includes Competitions): marketing@tovarishch.tk
- Director of Covert Activity: covert@tovarishch.tk

Area Directors contact information

- Upper Hutt Area Director: upperhuttarea@tovarishch.tk
- Wellington Area Director: wellingtonarea@tovarishch.tk

We will attempt to reply to any complaint within seven days of our receipt of it.

Please read the entire form **before** beginning to fill it out.

Part TWO – Basic details

Full name:

Year level (and school if not UHC):

Contact information:

Date of complaint:

Issue number (with supplement number and revision number if given):

Issue date:

Story title (if applicable):

Page number (if applicable):

PLEASE CHECK ANY BOXES THAT MAY APPLY:

<input type="checkbox"/>	I feel that I have been have been discriminated against in a publication or unfairly treated by Bulletin staff members
<input type="checkbox"/>	I feel that an ethnicity, religion or other group(s) that I belong to have been discriminated against in a publication or unfairly treated by Bulletin staff members Please name or describe the group:
<input type="checkbox"/>	I feel that inappropriate content was published by the Tovarishch Bulletin without due respect for subscribers and/or consumers
<input type="checkbox"/>	I have a financial complaint (e.g. lost payment, advertising purchase problem)
<input type="checkbox"/>	I have a consumer complaint (e.g. false advertising)
<input type="checkbox"/>	I have a personal complaint against one or more individual staff members Please name them:

Lined writing area consisting of multiple horizontal lines for text entry.

The Tovarishch Bulletin thanks you for taking the time to submit your thoughts. We will use them to help improve our future issues and customer experience.

Yours sincerely,

*Alex Elzenaar
Deputy Editor*