TELL ME A STORY Member File Report

- ❑ This report documents **verbal warning #** _____ to the Member as described below. (3 maximum)
- ❑ This report serves as **written warning #** _____ to the Member as described below. (2 maximum)
- ❑ This report recommends the Member for an active **suspension from the program,** without stipend or credit for hours served for a period of no less than 3 days.
- ❑ This report recommends the Member **discontinue their term of service** with the program.

Member Name:_____ **Site:**_____

Description of Member action(s) and date(s): *(or attached separate sheet)*

SAMPLE

Member has been notified that the following actions will be taken if the behavior continues:

MEMBER to READ and SIGN:

My signature below signifies that I have read and understood the report issued above. If I chose, I can attach a written response within three business days of issue of this report. I understand that this report could affect my status as an active Member of the *Tell Me A Story* AmeriCorps program.

Member Signature:_____ **Date:**_____

Site Supervisor:_____ **Date:**_____

Program Director:_____ **Date:**_____