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| **NAACP**  **National Association for the Advancement of Colored People**  **Blount County Branch**  **P.O. Box 6347**  **Maryville, Tennessee 37802-6347**  **alcoablountnaacp@gmail.com** | | Are you a current member of the NAACP?  ⁫ Yes ⁫ No |
| **Date:** |
| **FOR OFFICIAL USE ONLY:**  **Date Received:**  **Followed Up By:** |
| Last Name First Name Middle Initial | | |
| Address | Telephone Number (home) | |
| City, State, Zip | Telephone Number (work)  EXT. | |

**PLEASE NOTE THAT WE WILL NOT PROCESS YOUR APPLICATION UNLESS ALL QUESTIONS ARE COMPLETED (FRONT AND BACK) ALONG WITH A ONE-PART SUMMARY OF THE ALLEGED DISCRIMINATION THAT OCCURRED. INCOMPLETE APPLICATIONS WILL NOT BE INVESTIGATED.**

CONFIDENTIAL

DISCLAIMERS

The purpose of this form is to gather information for the Legal Redress Committee to consider when determining whether the NAACP Blount County, branch may be able to assist you with your complaint of discrimination. Completing this form does not constitute an official complaint with a legal authority, such as filing a lawsuit or a complaint with a governmental agency. Nor does completing this form establish an attorney-client relationship between the NAACP Blount County, branch and the complainant.

**\*\*\*PLEASE NOTE\*\*\***

1. The Blount County NAACP can NOT accept actual verbal complaints over the telephone.

2. The Blount County NAACP does NOT have lawyers!

3. The Blount County NAACP is an "ALL VOLUNTEER" organization.  Complaints are reviewed periodically throughout the month. Although the goal of the Blount County NAACP's **Legal Redress Committee (LRC)** is to address complaints in a timely manner, complainants should anticipate a 2 to 4 week delay before receiving a response to a submitted complaint.

**8-STEP COMPLAINT REVIEW PROCESS**

If you believe that you have been the victim of a Civil or Human Rights wrongful action and want to file a complaint with the Blount County NAACP to have the organization investigate your complaint, you **MUST** submit a formal Complaint Form.

Here are the sequential actions for submitting a complaint and the Blount County NAACP processing steps:

1. Applicant/Complainant obtains and completely fills out a  [Blount County NAACP Civil Rights Complaint Form](http://www.nsdcnaacp.org/files/NAACP_Complaint_Form_3-2008.pdf).

2. Applicant submits the completed Complaint Form to the Blount County NAACP.

3. The Blount County NAACP dates and time stamps Complaint Form upon receipt.

4. The Blount County NAACP's **Legal Redress Committee** reviews received Complaint Forms for completeness and to determine the dynamics of the complaint and potential course(s) of action for complaining applicant and ultimately, resolution of the issue.

5. The Blount County NAACP LRC contacts the complainant to:

    \* Request additional or collaborating information, if needed.

    \* Schedule an appointment with the complainant, if there's sufficient evidence of a wrong doing or actionable offense,

    \* If LRC determines the complaint does NOT have merit for action, advise the complainant of this and the reason(s) why.

6. Interview the complainant and have complainant complete applicable waiver and authorization forms.

7. Determine the best course of action to obtain resolution of the complaint.

8. Develop and maintain detailed documentation for each case.

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| Place of Employment: | | | | Address: | | |
| City, State, Zip: | | |
| Please note the following definitions:   * African American/Black – People having origins in any of the Black racial groups of Africa. Not of Hispanic origin. * Native American, American Indian or Alaskan Native – Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation of community recognition. * Hispanic – Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. * Asian or Pacific Islander – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This Area includes for example, China, India, Japan, Korea, the Philippine Islands, or Samoa. * White – Persons having origins in any of the original peoples of Europe, North Africa or the Middle East. Not of Hispanic origin. | | | | Your race: | | |
| 1. Did the discrimination occur as a result of:   ⁫Race  ⁫Sex  ⁫Age  ⁫Religion  ⁫Disability  ⁫Veteran’s Status  ⁫Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 1. How were you discriminated against? | | | | | | |
| (c) By whom were you discriminated by – include name(s), race, and gender of each: | | | | | | |
| Name: | | Race: | | | Gender: | |
| Name: | | Race: | | | Gender: | |
| Name: | | Race: | | | Gender: | |
| (d) Where did the discrimination take place? Cite location/address for each incident: | | | | | | |
| Address #1: | City: | | State: | | | Postal Code: |
| Address #1: | City: | | State: | | | Postal Code: |
| (e) Did anyone witness the discrimination that took place? | | | | | | |
| Witness #1:  Available to make statement on your behalf:  ⁫ Yes ⁫ No | | | Address: | | | |
| Phone: | | | |
| Witness #2:  Available to make statement on your behalf:  ⁫ Yes ⁫ No | | | Address: | | | |
| Phone: | | | |
| (f) What was the effect or impact of the discriminating behavior on you? | | | | | | |
| (g) To date, what actions have you taken so far? | | | | | | |
| (h) Have you filed a complaint with or notified any other organization or individual regarding this manner?  ⁫ Yes ⁫ No | | | | | | |
| Name: | | | Address: | | | |
| Phone: | | | |
| What actions, if any, were taken in response to the complaint or notice of concern? | | | | | | |
| Who took these actions? | | | | | | |
| When were these actions taken? | | | | | | |
| (i) What would you like the NAACP to do for you regarding the discrimination? | | | | | | |

**RELEASE OF LIABILITY**

I affirm that the statements that I have made above are accurate and true to the best of my knowledge and belief. I hereby request the assistance of the NAACP Blount County Branch in seeking a remedy to the situation described above. I hereby authorize the officers of the NAACP Blount County Branch to have access to information and documents, which are relevant to my claim of discrimination described above.

I understand that once a referral has been made to a volunteer, community agency or private attorney, the NAACP Blount County Branch WILL NOT BE RESPONSIBLE for handling this matter. I further understand that by signing this document, I am agreeing to HOLD the NAACP Blount County Branch harmless for any and all damages arising as a result of my case being mishandled, negligently handled or improperly handled in any way.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print FULL Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_

**NON-RETALIATION REQUIREMENTS**

Section 704 (a) of the Civil Rights Act of 1964, (as amended), Section 4 (d) of the Age Discrimination in Employment Act of 1967, (as amended), and various other civil rights laws make it an unlawful employment practice for an employer; employment agency; or labor organization: to discriminate against employees, applicants for employment, member or applicant for membership, because the employee, member or applicant has opposed an unlawful employment practice, made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing.

***IMPORTANT NOTICE***

***Please be advised that filing a discrimination complaint with the NAACP does not mean that the NAACP will be representing you in any legal matter. If you believe you have a discrimination claim, you must file a claim with the appropriate State or Federal agency in a timely manner. Failure to do so may prevent you from pursing a claim in a court of law.***

**COMPLETION OF THIS FORM**

Completing this form does NOT constitute filing an official complaint with a legal authority. At this time the NAACP San Diego Branch is ONLY seeking information to assist you concerning this complaint. Please mail this information and copies of sustaining documents in an envelope marked "CONFIDENTIAL" to:

NAACP Blount County Branch

Redress Complaint

P.O. Box 6347

Maryville, Tennessee 37802-6347

alcoablountnaacp@gmail.com