You are about to file an official complaint with the Center for Campus Involvement (CCI) regarding a grievance with a student organization at the University of Michigan. Before you do there are a few things you should know.

1. The information you provide will be treated as personal and sensitive but is not confidential. This means that CCI will not volunteer or deny any information yielded, to law enforcement or other University of Michigan investigative bodies. It may be shared on a need to know basis with other offices.

2. In a separate document, please give the following information in its entirety with correct information to the best of your ability and knowledge.
   a. Person filing the complaint Name and contact information
   b. Description and nature of the complaint
   c. Person/Organization against whom the complaint is being filed
      i. Summary of that person/organization’s role in complaint
      ii. Step 2c and 2ci should be followed for each person whom you are filing a complaint against.
   d. Resolution requested
      i. Please describe in detail what you hope will be the out of the resolution (e.g. restitution, educational projects, or see section V of the Standards of Conduct for more information)

3. When you are done, you must turn in the completed complaint form to the Center for Campus Involvement
   2205 Michigan Union
   530 S. State St.
   Ann Arbor, MI 48109

4. When you turn in the complaint, a CCI staff member will speak with you and will give you a receipt of the complaint. DO NOT LEAVE WITHOUT IT!! It is your proof that the complaint has been received.

5. You will be contacted (via email, phone, or US Mail) as to the next step(s).