# Annex 2: Feedback Log Sheet template

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| (insert logo here) | **Feedback Log Sheet** | |
| Name of volunteer/staff member: | |
| Place: | Date: | Feedback number: |

|  |  |
| --- | --- |
| Name of community member: | |
| Gender: | Cell phone number: |
| Age group: | (any other information you consider necessary) |
| Community feedback:  (make sure to answer the following questions: Who? What? When? Where? | |
| Is it a sensitive feedback (protection, fraud, etc.)?  Yes    ⬜       No    ⬜ | |
| Answer Yes or No:  Yes    ⬜       No    ⬜ | |
| Expected actions / e.g. an internal referral is needed | |
| Referral to any other ONG / UN Agency (indicate which one)   Yes   ⬜   Referral to: | |