

# Overview of Form 24

## Christian Leadership School Grievance

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This form has been designed to establish a formal procedure for reporting concerns, constant problems, and other violations that are identified with CLS policies, procedures, and personnel. Grievances are not taken lightly; therefore, it is very important to know that all reasonable measures have been exhausted before submitting a formal grievance.

Grievances are to be submitted to the Director of the Division of Christian Education of the Sunday School Publishing Board. This form is available for COPP Students, Instructors, Deans, State Directors and Presidents. When there are continuous violations of the policies and procedures established by the Division of Christian Education, individuals may request a grievance form. The Dean of Record and State Directors shall make available the proper forms.

Since COPP students do not have direct access to the CLS process, it is required that they are made aware of the grievance form for various reasons, including reporting instructors who fail to use the required textbook or fail to provide instruction in the required subject matter, etc.

It is our goal to achieve excellence in Christian education. Should it become necessary to submit Form 24, and the complaint is genuine, the matter will be reviewed with the strictest sense of gravity. Failure to adhere to the policies and procedures as set forth in the *CLS Manual* may result in reprimand, probation, or suspension for individual(s) and Christian Leadership Schools may lose their accreditation.

The office of Christian education operates to assist you in successfully negotiating the CLS process. Professional courtesy and accurate, timely service are expected at all times. Form 24 may be used when constant issues occur when interacting with the office of Christian education.

Form 24–CLS Grievance Form will not be accepted anonymously. When submitting this form, all required areas must be completed. Grievances are not designed to penalize, but to ensure that the process is being properly implemented and there is fair treatment to all. Form 24 is to be submitted to:

The Director of Christian Education  
Sunday School Publishing Board  
330 Charlotte Avenue  
Nashville, TN 37201-1188

Please use Form 24 on the back.

Date received by Director of DCEAC \_\_\_/\_\_\_/\_\_\_ BY \_\_\_ (Initials) Resolution date: \_\_\_/\_\_\_/\_\_\_ BY \_\_\_ (Initials)

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## FORM 24-CLS Grievance Form

As authorized by the Division of Christian Education Accreditation and Credentials  
of the Sunday School Publishing Board, National Baptist Convention, USA, Inc.

**Submit form to:** The Director of Christian Education, 330 Charlotte Avenue, Nashville, Tennessee 37201-1188

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

Person Reporting: (Click on arrow to select title) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Check one: \_\_\_\_\_ COPP Student \_\_\_\_\_ Instructor \_\_\_\_\_ Dean \_\_\_\_\_ State Director \_\_\_\_\_ President

Local church: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Pastor: \_\_\_\_\_ Church Phone: (\_\_\_\_\_) \_\_\_\_\_

District Association: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Moderator \_\_\_\_\_ Office Phone: (\_\_\_\_\_) \_\_\_\_\_

State Convention: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

President: \_\_\_\_\_ Office Phone: (\_\_\_\_\_) \_\_\_\_\_

### Complaint

*Instructions:* In the space below, please provide a detailed account of your grievance, including the name of individual(s) and subsequent action(s) for resolution. Please submit separate sheets as needed to complete your complaint.

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Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_