**Club Whistleblower Hotline**

**How Does It Work From The Club Side?**

1. Report received by Club Whistleblower Hotline.
	* Report received in English or Spanish.
2. Report emailed to Mitch, Amanda and Jessica of ***Club Tax Network***, the sponsor of Hotline.
	* Mitch primary, Amanda and Jessica (both daughters working for Mitch) as backups
3. Mitch reads report to determine the immediacy of action required.
	* Life-threatening events raised to the highest priority to talk to a person at the Club.
4. Mitch reviews updated Club Contact List for persons to contact.
	* Amanda requests an updated list semi-annually in January and July.
5. Mitch forwards report to the GM and any other contact listed except the President.
	* If report is on the GM, report is forwarded only to the President.
6. Mitch then makes a personal phone call to the GM to discuss the receipt of a report.
	* If GM is unavailable by phone, a message is left.
	* The second or third contact is called if GM is not reached directly.
	* President is not contacted unless report is on GM.
7. Mitch suggests to the Club to take immediate action.
	* Clubs almost always take action immediately.
8. Mitch asks that the Club send him a 1, 2 or 3-sentence statement regarding what action was taken for Mitch to post such information on the Club Whistleblower Hotline to be shared with Whistleblower.
9. Mitch, Amanda or Jessica saves a copy of the report on a secure server for later reference.