

### **Launchpad Participant Concern Form Instructions**

If you have experienced or witnessed any behavior on Launchpad that has made you feel uncomfortable or unsafe while participating in one of our programs, please use the Launchpad Participant Concern Form to notify program administrators. Follow the submission instructions below, and be sure to reach out if you have any questions.

1. Download the Launchpad [Participant Concern Form](#) and fill it out completely, noting any details you feel are important.
2. Email the completed form to [hello@joinlaunchpad.com](mailto:hello@joinlaunchpad.com) with the subject line "Launchpad Participant Concern." Expect confirmation of receipt within one day. It may take a few days for program administrators to follow up regarding the specific issue on the form.
3. Please note: depending on the circumstances of the incident or concern, Launchpad staff may consult with outside counsel before contacting the mentor or student about the issue, and will evaluate whether to contact law enforcement.
4. If you have any questions about the process, please reach out to program administrators at [hello@joinlaunchpad.com](mailto:hello@joinlaunchpad.com).