

Incident Report Form

Please do not use this form in case of accidents/injuries. Please use the Accident form for reporting such matters.

The person who witnessed or was in charge of the event at the time of the incident is responsible for completing the report. Please complete as soon as possible, typically within 24 to 72 hours of the incident and forward to your Troop Support Manager. Maintain confidentiality and ensure all entries are accurate. Be specific. Do not speculate. Provide as much factual details as possible. Retain a copy for your records.

Date of incident _____

Time of incident _____

Date submitting report _____

Location of the incident _____

Provide a specific address, facility name, and any relevant details (e.g., "in the troop house kitchen," "at the campfire circle").

Person completing the report

Name _____

Your role _____

Your troop # _____

Service Unit name _____

Your contact information (phone) _____

Email _____

Details of the person(s) involved

Name _____ Child _____ (age) _____ Adult _____

Contact information (Address) _____

City _____ State _____ Zip Code _____ Sex (male _____ or female _____)

Role in Girl Scouts Girl Member _____ Adult Member _____ Guest _____ Registered member? Yes _____ No _____

If the involved person is a minor, please provide Parent/Guardian information _____

Was Parent/Guardian notified? Yes _____ No _____ Time _____ Date _____

Name and position of the person who notified them _____

Details of the person(s) involved

Name _____ Child _____ (age) _____ Adult _____

Contact information (Address) _____

City _____ State _____ Zip Code _____ Sex (male _____ or female _____)

Role in Girl Scouts Girl Member _____ Adult Member _____ guest _____ Registered member? Yes _____ No _____

If the involved person is a minor please provide Parent/Guardian information _____

Was Parent/Guardian notified? Yes _____ No _____ Time _____ Date _____

Name and position of the person who notified them _____

If incident involved more people, please add additional information on the back of this form.

Details of the incident: Describe exactly what occurred. Your account should be fact-based and unbiased. Specify if you directly observed what happened or if it was relayed to you and by whom.

Was incident related to behavioral issues, such as verbal or physical threats? Yes _____ No _____

State what happened before, during, and after the incident _____

Any witnesses? Yes _____ No _____ If any, please list names _____

Steps taken in response to the incident, such as notifying parents _____

Follow-up actions and communications _____

NOTE: Use the back of the sheet if more space is needed.

Signature of Person Submitting Report _____ Date _____

Position _____