



## Incident and Issue Report

Use this Incident and Issue Report Form to document any incident or situation that may escalate into an issue, emergency, or crisis. **If you are in doubt, fill out a report.**

**Examples of situations that should be reported:** disruptive behavior that cannot be corrected and all redirecting measures have been attempted, an accident, injury, serious argument or disagreement, physical fight, suspected child abuse, theft, disturbing situation, or any other out of the ordinary occurrences involving Girl Scouts. This list is not all-inclusive.

- The group leader or adult in charge must complete this report as soon as possible.
- Other people involved should also complete a copy of this report as soon as possible.
- Return this report to Girl Scouts of the Green and White Mountains staff immediately.

**Always inform and seek guidance from your Volunteer Support Coordinator and/or service team members. Provide them with a copy of the incident report and send a copy to the Bedford Service Center. You may be contacted for further information.**

Girl Scouts of the Green and White Mountains  
1 Commerce Drive  
Bedford, NH 03110-6835  
603-627-4158 888-474-9686  
girlscoutsgwm.org

**Girl Scouts of the Green and White Mountains**  
**INCIDENT and ISSUE REPORT FORM**  
**CONFIDENTIAL**

Group # / Camp: \_\_\_\_\_ Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Names of person(s) involved and contact phone #(s): \_\_\_\_\_

Witnesses: \_\_\_\_\_

First reported to (name): \_\_\_\_\_ Follow-up of previous report: \_\_\_\_\_

Be complete and specific. Use quotes when possible. Feel free to use additional sheets to completely record the event. Attach copies of any letters, police reports, pictures, or related documents.

- What occurred before, during, and after the incident? Please describe in sequence. Use impartial, descriptive, and detailed language.
  
  
  
  
  
  
  
  
  
  
- How was the situation dealt with?
  
  
  
  
  
  
  
  
  
  
- What follow-up is needed?

Person preparing report: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date, time, and place report prepared: \_\_\_\_\_

For Service Center use:

Action taken: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_