

Use this form to report any non-injury incident that occurs which may result in future problems or other future repercussions for the people involved or for Girl Scouts of Northern California.

Incidents might include:

- A serious argument (may or may not escalate into verbal or physical threats)
- A physical altercation
- A non-injury incident of any sort where police are summoned
- Possible or threatened legal proceedings
- Possible or threatened adverse report to the media

Note: If the incident involves any sort of accident or injury, please use the [Accident/Injury Report Form](#).

How To Submit This Form:

Electronically: First download and save this form before entering your information. Then save the form again before submitting it to the Risk Management Department at insurance@gsnorcal.org.

By Mail: Print the form and enter the information legibly. Then mail the form to

Girl Scouts of Northern California
ATTN: Risk Management Department
1650 Harbor Bay Parkway, Suite 100
Alameda, CA 94502

Your Name: _____ Troop #: _____ Service Unit #: _____
Email: _____ Phone: _____
Address: _____ City: _____ Zip Code: _____
Signature: _____ Date: _____

About the Incident:

In the spaces provided here or in the documents you may attach, describe the sequence of the incident in detail including:

Date of Incident: _____ Time: _____ Location: _____

Names of the people involved in the incident:

Name: _____ Phone: _____

Name: _____ Phone: _____

What circumstances led to the incident? What were people doing at the time? Were there any previous situations which contributed to the incident?

Provide as complete an account as possible of what was said and what happened between the people involved. Use additional pages if necessary.

Describe the procedures that were followed by troop or event volunteers (whom, position, what was done or said, etc.)

Name of people who witnessed the incident:	Contact Information of Witnesses (PHONE, EMAIL, MAILING ADDRESS):
	ADDRESS: _____ PHONE: _____ EMAIL: _____
	ADDRESS: _____ PHONE: _____ EMAIL: _____
	ADDRESS: _____ PHONE: _____ EMAIL: _____
	ADDRESS: _____ PHONE: _____ EMAIL: _____
	ADDRESS: _____ PHONE: _____ EMAIL: _____

Were local authorities called? Yes No

If yes, describe: _____

Describe any contact made with/by the media regarding the incident:

Name of Council staff member(s) notified: _____ Date: _____