



Accident/Incident Report Form

222 S. Riverside Plaza, Suite 2120, Chicago, IL 60606

www.girlscoutsgcnwi.org

Location of incident: _____

Nature of accident/incident: _____

Date/time of accident/incident: _____ Reported by whom? _____

Name of injured: _____	Age _____	Gender _____	Group # _____
_____	Age _____	Gender _____	Group # _____
_____	Age _____	Gender _____	Group # _____

Others involved: _____	Age _____	Gender _____	Group # _____
_____	Age _____	Gender _____	Group # _____
_____	Age _____	Gender _____	Group # _____

Group leader: _____

Organization: _____ Position _____

Name of witness: _____ Daytime phone: _____

Relationship to injured: _____ Evening phone: _____

(Attach signed statements) Cell phone: _____

Name of witness: _____ Daytime phone: _____

Relationship to injured: _____ Evening phone: _____

(Attach signed statements) Cell phone: _____

What happened? *(Be specific including sequence of events):* _____

Was 911 called? Yes No If yes, when? _____ By whom? _____

What did you do? **(Be specific including sequence of events):** _____

Was property or equipment damaged? (Please explain): _____

Suspected cause of incident (If known): _____

~ Complete this section if person(s) was injured ~	
Treatment given by: _____	Where? _____
Type of treatment given: _____	
Was person(s) transported? _____	By whom/vehicle? _____
EMT name _____	Attending physician _____
Name of parent/guardian: _____	
Was parent/guardian notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, by whom? _____	How? _____ When? _____
Response from parent/guardian: _____	

Girl Scout staff notified:

_____ By whom? _____ How? _____ When? _____

_____ By whom? _____ How? _____ When? _____

_____ By whom? _____ How? _____ When? _____

Describe any contact with the media regarding this situation: _____

Report completed by _____ Date _____

Organization _____ Position _____

I believe this information to be true and correct to the best of my knowledge _____

Signature of person completing report

Submit completed report to the membership specialist.

Girl Scout staff receiving report _____ Date _____
