

In the event of an incident at a Girl Scout activity, use this form to document and notify GSHNJ of the circumstances and actions. Submit completed form to [info@gshnj.org](mailto:info@gshnj.org) with the subject line "Incident Report" and copy the Troop Leader and Service Unit Manager as appropriate.

Tell us about the person who was involved in the incident.			
Name	Registered Member?	Yes	No
Parent/Guardian's Name	Troop #	SU #	
Email	Phone		

Tell us about yourself.			
Name	Registered Member?	Yes	No
Email	Troop #	SU #	
Phone	Best Way to Contact:		

Tell us about the location of the incident.			
Name of Event		Date of Event	
Name of Event Venue		Were Venue Staff Present?	Yes No
Venue Contact	Phone	Email	
Venue Address	City	State	Zip

List any witnesses.

First Name	Last Name	Email	Phone	Role at Event (participant, chaperone, driver, coordinator, etc.)

Who was notified?

First Name	Last Name	Email	Phone	Role/Relation

Tell us what happened. Be sure to include specifics about how it started, and what action was taken.

Signature

Date Submitted