Girl Scouts – Sybaquay Council
12N124 Coombs Road
Elgin, IL 60123

Incident Report

PLEASE ATTACH PERMISSION SLIP SIGNED BY THE PARENTS/GUARDIANS, AND FILE REPORT IMMEDIATELY.

Please use this form to report injury, serious accident, fatality or unusual situations. The form should be completed as soon after the incident as possible and sent to the Girl Scout Center in Elgin.

Nature of the incident_____

Date _____ Time_____ AM

Name(s) of person(s) involved_____

_____

Troop number _____ Service Unit_____

Exact location of incident_____

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What happened?
Be specific. Give facts and actions taken in chronological order. Avoid impressions or opinions.

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Person submitting report (please print) _____

Signature of person submitting report _____

Home phone (_____) _____ Other Phone (_____) _____

E-mail _____