girl scouts of northern illinois

Incident Report

PLEASE ATTACH PERMISSION SLIP SIGNED BY THE PARENT/GUARDIAN AND FILE REPORT IMMEDIATELY.

After appropriate action is taken, please use this form to report injury, serious accident, fatality or unusual situations. The form should be completed as soon as possible after the incident and immediately turned in to your service center:

Elgin Service Center	Freeport Service Center	Rockford Service Center	Sugar Grove Service Center
12N124 Coombs Rd.	5040 Business Rt. 20 W.	2101 Auburn St.	200 New Bond
Elgin, IL 60124	Freeport, IL 61032	Rockford, IL 61103	Sugar Grove, IL 60554
847-741-5521	815-235-8777	815-962-5591	630-897-1565
Fax: 847-741-5667	Fax: 815-235-2468	Fax: 815-962-5658	Fax: 630-466-7018

Nature of incident _____

Date _____ Time _____

Names of people involved _____

Troop/Group number _____ Service unit _____

Exact location _____

What happened? (Be specific. Give facts and actions taken in chronological order; avoid opinions or impressions.)

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Person submitting report—please print _____

Signature _____

Phone: home ( ) _____ work ( ) _____

E-mail _____