



Incident Report

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

Address _____

Nature of incident _____

Date _____ Time _____

Names of people involved _____
(Each person must fill out an incident report.)

Troop/Group number _____ Service Unit _____

Exact location _____

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

Person submitting report—please print _____

Signature _____

Phone: home () _____ work () _____

E-mail _____

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