

APPENDIX F

HARRASSMENT INCIDENT REPORTING FORM

Instructions: Complete the following report leaving no field blank. If a question does not apply to this situation, please enter "NA."
Incident reports should be emailed to RI (email: youthprotection@rotary.org). After submitting the report, please continue to update staff as further information develops.

REPORTER INFORMATION			
Reporter's Name:		Title/Role:	
District:		Telephone(s):	
Date & time of report:		Email:	

ALLEGED VICTIM INFORMATION			
Last Name:		First Name:	
Date of Birth:		Citizenship:	
<i>If incident occurred during a Rotary Youth Exchange, please provide the program details listed below:</i>			
Host District:		Host Club:	
Sponsor District:		Sponsor Club:	
Host Family Name & Address:		Host Family Phone:	

ALLEGED OFFENDER INFORMATION			
Last Name:		First Name:	
Relationship to the youth named above:		Title/Role (if applicable:	
Club name (if Rotarian):			
Other Parties Involved: (contact information)			

SUMMARY

Date and time of incident:	
Location of incident:	
<i>Please provide details of the incident:</i>	

ACTION TAKEN

<i>Provide details on the action taken after the incident was reported to you/your organization:</i>
Is the youth currently in a safe place?
Has the alleged offender been removed from youth programs while the investigation is performed?
Please list all individuals or organizations that have been informed of the alleged incident to date? <i>(Example: districts, clubs, youth participant's legal guardians, district governor, youth protection officer, etc.)</i>
Has the alleged incident been reported to local law enforcement? If not, why?
Is local law enforcement investigating the allegation, or have any official charges been filed? If so, please describe:
Have any support services been offered to the youth? If so, please describe the service/provider:
Please continue to update RI staff on any new developments in this matter, including any media inquiries you may receive by emailing; youthprotection@rotary.org
Information provided on this form may be private and should only be shared on a need-to-know basis. Store and transport securely.