



888-922-4763
girlscoutsofmaine.org
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Date received in GSME office:

Sensitive Issue or Incident Report

Contact your GSME staff liaison (ie, volunteer support specialist, program manager, etc.) as soon as possible. Please complete and submit this form, marked CONFIDENTIAL, to the SVP of Mission Delivery within 48 hours.

When this report would be needed: Possible incidents triggering this report would be fights, possible theft, damage to equipment or to a facility, intruders, child/adult confrontations, adult/adult conflicts or complaints, suspicion of possible child abuse, chemical/alcohol abuse, money problems or misunderstandings, discrimination, racism, or any other issue that might be cause for legal action.

NOTE: Information provided will be classified as CONFIDENTIAL.

Sensitive Issue or Incident Information

Date(s) of sensitive issue or incident: _____

Date reported to you: _____ Uninvolved party: _____ Witness: _____

Person making report to you: _____ Phone: _____

Address of person making report: _____

Location: _____

Person(s) Involved

Person involved: _____

Phone: _____ Phone: _____

Address: _____

Person involved: _____

Phone: _____ Phone: _____

Address: _____

Other people involved or present (include names, addresses and phone numbers):

