University of Vermont Extension

Code of Conduct Violation (Youth or Adult)

Please use this form to report any severe situations where either an adult or youth violated or potentially violated the code of conduct that had the potential to cause emotional, physical or mental harm to another.

(\textit{Return this Report to the State 4-H Office, 655 Spear St, Burlington, VT 05405})

This Report must be as accurate as possible. Reporting of incidents is required.

Date \underline{___________________} \quad \text{Time of Incident} \underline{___________________}

Name of person reporting incident \underline{__________________________________________}

Phone \# \underline{___________________} \quad \text{Location of incident} \underline{___________________}

Name of person(s) involved in incident:

\underline{__________________________________________}

\underline{__________________________________________}

Describe exactly what happened:

\underline{__________________________________________}

\underline{__________________________________________}

\underline{__________________________________________}

Witnesses? If so, please list names and contact information:

\underline{__________________________________________}

\underline{__________________________________________}

Describe what was done:

\underline{__________________________________________}

\underline{__________________________________________}

Were police called to the scene? \quad \text{Yes}____ \quad \text{No}____

Name of police department and officer: \underline{__________________________________________}

If incident involved a youth, has parent or guardian been notified? \quad \text{Yes}____ \quad \text{No}____

Signature of UVM supervisor in charge: \underline{__________________________________________} \quad \text{Date}____

\textbf{If there is a bodily injury or property damage, the UVM Incident Report Form must be filled out and sent to Risk Management. That form can be found in the 4-H Leader Training Series website} \url{http://www.uvm.edu/~riskmgmt/incident_report.pdf}. 

Revised Nov, 2009