

University of Vermont Extension



Code of Conduct Violation/Non-Accident Incident (Youth or Adult)

Please use this form to report any concerning situations where either an adult or youth violated or potentially violated the code of conduct and/or that has the potential to cause emotional or physical harm to another.
(Return this Report to the State 4-H Office, 140 Kennedy Dr, Ste 201, S Burlington, VT 05403)

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

Date _____ Time of Incident _____

Name of person reporting incident _____

Phone # _____ Location of incident _____

Name of person(s) involved in incident.

Describe exactly what happened and what you saw or how you came to know about this situation:

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

Describe what was done, if anything, at the time of incident or since:

Were police called to the scene? Yes _____ No _____

Name of police department and officer: _____

If incident involved a youth, has parent or guardian been notified? Yes _____ No _____

For UVM staff working moving this report forward, please answer the following questions:

What 4-H policy, directive, rule, regulation, code of conduct principle, etc...has been violated?

Does this matter affect the integrity or perception of 4-H? If so, how? _____

Signature of UVM supervisor in charge: _____ Date _____

***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 http://www.uvm.edu/~riskmgmt/incident_report.pdf .

What now? What steps will be taken following the report? Upon submission of this form, 4-H staff will then turn this over to the 4-H Director, who will follow up with the person/people involved to share the concern, and seek additional details. Information sought will consider intent of situation, knowledge of rules, procedures, etc, and whether acceptance of responsibility and/or remorse was demonstrated, if appropriate. This information will then inform any disciplinary action, up to and including, removal from a program or activity. Protecting the health and safety of those involved in our program, and the integrity of the 4-H program, are paramount.

For more information, UVM 4-H's Disciplinary Policy and Procedures can be found in the 4-H Policy Guide.