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

(Return this Report to the State 4-H Office, 140 Kennedy Drive, Suite 201, So. 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:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

Describe what was done:

________________________________________________________________________________________

________________________________________________________________________________________

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___

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.

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