



4-H Incident Report

An incident report should be completed and filed anytime a 4-H participant (youth or adult) becomes ill, requires medical attention, violates the code of conduct, requires disciplinary action, and/or an engages in a behavior which would bring discredit to 4-H, the University of Nebraska–Lincoln (UNL) or UNL Extension. If in doubt about the need to complete an incident report form then do so. Send copies of the incident report to:

- the parent/guardian of the 4-H member(s) involved in the incident,
- the Extension Office,
- the District Director,
- the State 4-H Administrator,
- and retain a personal copy.

An incident report is designed to document who, what, when, where, why and how the situation was handled. It provides documentation to describe the situation. Serious incidents must be filed immediately after the incident via e-mail or FAX. Please included the following information in your report. You may use additional pages as necessary.

- Date and Time Report Was Prepared:
- Date And Time of Incident:
- Location of Incident:
- Name And Contact Information of Staff/Volunteer In Charge:
- Name And Contact Information of Individual(S) Involved:
- Describe What Happened:
- Explain the Action Taken (List actions in order with detailed descriptions of the incident including any medical treatment given.):
- If parent/guardian was contacted, describe providing details and times of each conversation:
- Witnesses (Note other adults consulted or involved in Incident.):

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.