**Instructions:** Complete the following report leaving no field blank. If a question does not apply to this situation, please respond with “NA.” Incident reports should be emailed to RI at [youthprotection@rotary.org](mailto:youthprotection@rotary.org). After submitting the report, please continue to update staff as further information develops.

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| **REPORTER INFORMATION** | | | |
| Date of Report: | Click or tap to enter a date. | Role/Title: |  |
| Name: |  | Phone: |  |
| District: |  | Email: |  |

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| **ALLEGED VICTIM INFORMATION**  *If incident involved more than one victim, include information for all individuals below.* | | | |
| Last Name(s): |  | First Name(s): |  |
| *If incident occurred during a Rotary Youth Exchange, please provide additional program details listed below:* | | | |
| Host District(s): |  | Sponsor District(s): |  |
| Host Club(s): |  | Sponsor Club(s): |  |

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| **ALLEGED OFFENDER INFORMATION**  *If incident involved more than one alleged offender, include information for all below.* | | | |
| Last Name(s): |  | First Name(s): |  |
| Relationship to alleged victim: |  | Title/Role: |  |
| Other parties involved: |  | | |
| *If alleged offender is a Rotary Youth Exchange student, please provide additional program details listed below:* | | | |
| Host District(s): |  | Sponsor District(s): |  |
| Host Club(s): |  | Sponsor Club(s): |  |

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| **SUMMARY** | | | |
| Date of incident: | Click or tap to enter a date. | Location: |  |
| Provide details of incident: |  | | |

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| **ACTION TAKEN** |
| **Please indicate which of the following actions have been taken in accordance with RI youth protection policies:**  Youth is/are currently in a safe place.  Alleged offender has been removed from all contact with youth while law enforcement investigates the matter.  Alleged incident has been reported to local law enforcement.   * What is the status of the investigation? * If any official charges have been filed, please describe:   Host and sponsor districts of participants involved have been notified of the incident.  Natural parents/ legal guardians of participants have been notified of the incident.  Please list all additional parties who have been notified:  **If any of the above requirements have not been met, please explain why:** |
| **Additional actions taken in response to alleged incident:**  Professional support services have been offered to alleged victim.  An early return will be initiated for the student(s) involved in this incident.   * If so, please complete and submit an [Early Return form](http://rotary.msgfocus.com/files/amf_highroad_solution/user_660/Reporting_forms_-_links/Early_Return_forms/Early_Return_Form_EN.docx) along with this report to RI.   Other actions taken after the incident was reported (please explain): |

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| Please continue to update RI staff on any new developments in this matter, including any media inquiries you may receive, by emailing [youthprotection@rotary.org](mailto:youthprotection@rotary.org).  Information provided on this form may be private and should only be shared on a need-to-know basis. Store and transport securely. |