



Girl Scouts of Swift Water Council
P. O. Box 10832
Bedford, NH 03110-0832
603 627-4158 800-654-1270
www.swgirlscouts.org

Use this Incident and Issue Report Form to document any incident or situation that may escalate into an issue, emergency or crisis. **If you are in doubt, fill out a report.**

Examples of situations that should be reported: accident, injury, serious argument or disagreement, physical fight, suspected child abuse, theft, disturbing situation or any other out of the ordinary occurrences involving Girl Scouts. This list is not all-inclusive.

- The group leader or adult in charge must complete this report as soon as possible
- Other people involved should also complete a copy of this report as soon as possible
- Return this report to Girl Scouts of Swift Water Council staff immediately

If you have any questions, contact your Service Unit Manager, Camp Supervisor or Regional Office. You may be contacted for further information.