



4-H Event/Activity Incident Report

This report is to be used by organization/club leaders, project leaders, activity leaders and resource leaders and event/activity coordinators to document facts and actions regarding participants or staff who may become ill, are injured, who may break the rules, who have lost valuables or who might have an additional issue of concern.

Please file this fully completed and signed incident report with the event/activity coordinator and appropriate 4-H youth specialist.

Participant's name	Time of incident	Date
Person reporting	Nature of incident	
Where did incident happen?		
Witnessed by (other adults consulted or involved)		
Identify the nature of the incident or problem		
Observations by others regarding the incident:		

Action(s) taken (in order, detailed description)
If parents were contacted, describe conversation, noting names, date and time
Disposition of Problem
Medical treatment that may have been necessary

Date (month, day, year)	Signature of Person Filing Report
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Date (month, day, year)	Signature of Witness/Reviewer
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Date (month, day, year)	Signature of Participant
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Extension
University of Missouri

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