

**GIRL SCOUTS OF SHAGBARK COUNCIL  
ACCIDENT REPORT FORM**



Complete this form for each person, both members and nonmembers, who is injured while attending a Girl Scout event. Report the accident by calling the Service Center at (618) 242-5079 or (888) 317-6353 on the first working day following the incident. Follow the instructions on the Major Emergency Procedures card to report a serious accident, emergency or fatality.

Name of injured \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

If minor, name of parent/guardian \_\_\_\_\_

Street Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Girl \_\_\_\_\_ Adult \_\_\_\_\_ Tagalong \_\_\_\_\_ Troop# \_\_\_\_\_

Leader's Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Place of Accident \_\_\_\_\_

What specific part of the body was injured? \_\_\_\_\_

Was the individual(s) injured participating in an activity at the time of injury? Yes \_\_\_\_\_ No \_\_\_\_\_

What activity? \_\_\_\_\_

Was any equipment involved in the accident? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what? \_\_\_\_\_

Describe the accident in detail including what the injured person was doing.

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Please provide a diagram showing the location of where injury occurred, witnesses and objects.

What could the injured person have done to prevent the injury? \_\_\_\_\_

Emergency procedures followed at the time of accident \_\_\_\_\_

By whom? \_\_\_\_\_

Name/Address/Phone Number/Age (if minor) of witnesses (Attach a signed statement from each witness describing accident) \_\_\_\_\_

When were parents notified? \_\_\_\_\_

By whom? \_\_\_\_\_

Was medical treatment provided? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

By whom? \_\_\_\_\_ Where? \_\_\_\_\_

Was injured transported to receive medical treatment? Yes \_\_\_\_\_ No \_\_\_\_\_

By whom? \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Mail to: Girl Scouts of Shagbark Council  
Service Center  
4102 S Water Tower Place  
Mt. Vernon IL 62864**