



Incident Report Form

SUBMIT WITHIN 24 HOURS



1. Complete this report and provide the REQUIRED [Annual Permission Form](#) or [Girl Health History Form for Council Programs](#) for the person named here by email to [Customer Care \(customercare@gshawaii.org\)](mailto:customercare@gshawaii.org) or mail to: Girl Scouts of Hawaii, ATTN Membership Manager, 410 Atkinson Drive, Suite 2E1, Box 3, Honolulu, HI 96814. You may also complete the [Incident Report Form](#) online.
2. Send a duplicate of all documents to your Service Unit Manager.

For COVID-19 Incidents please include the roster for all Adults and Youths in attendance. Troop & SU events, submit copies of the COVID-19 Waivers for all attendees to [Customer Care \(customercare@gshawaii.org\)](mailto:customercare@gshawaii.org)

Incident Report Type

Injury incident

Non-injury incident

Covid-19 Incident

Report Contact Information

Full name of the person reporting this incident:			
Role	Email	Phone Number	
(if applicable) Full name of the Adult In Charge of this event			
Role	Email	Phone Number	

Full name of the person affected by this incident

(submit one form per incident and submit additional details to customercare@gshawaii.org.)

Age	Troop Number	Phone Number	
Address			
City	ST	Zip	
Parent / Caregiver			
Relationship	Email	Phone Number	

Method of Notification *(phone, in-person, other)*

Method	Date Notified	Time	
Incident Location	Incident Date	Incident Time	
Injury/Incident Details			
Circumstances			

Injury/Incident

Witness 1 Name	Relationship	Email	Phone Number	
Witness 2 Name	Relationship	Email	Phone Number	
Witness 3 Name	Relationship	Email	Phone Number	
Treatment				
On site treatment <i>(if any)</i>				
Off site treatment <i>(if any)</i>				

Health Care Professional/Doctor Full Name

Hospital/Office	Email	Phone	
Address			
City	ST	Zip	

Email or mail additional information and forms to Customer Care (customercare@gshawaii.org)
 Or by mail to: ATTN Membership Manager, Girl Scouts of Hawai'i, 410 Atkinson Drive, Suite 2E1, Box 3, Honolulu, HI 96814.

Report Property Damage Information (if applicable)

In the event of property damage complete the property damage report section.

Damaged Property			
Contact name and number damage reported to:			
Name	Phone	Email	
Address			
City	ST	Zip	

Follow the [Emergency Contact Card](#) Information for detailed instructions of when to report to Council and whom to contact.
 All forms are available through gshawaii.org or by contacting us at customercare@gshawaii.org