



Incident Report

Send all pages to RI for all in or outbound students
For inbounds, send this page only to **US Department of State** jvisas@state.gov

To: _____ Date: _____

From: _____

Sponsor: _____ Program No. _____

A. PARTICIPANT INFORMATION

Last Name:		First Name:	
SEVIS Number:		Country:	
DOB:		Program Dates:	
Overseas Partner:		Regional Manager:	
Host Family Name & Address:		Regional Director:	
Host Family Phone:		Community Rep:	
Other Parties Involved: (contact information)			

B. SUMMARY

Nature of Incident			
Date of Occurrence		Date of 1 st Report to Sponsor	

C. ACTION TAKEN

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D. NEXT STEPS/PROPOSED SOLUTION

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E. UPDATE:

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ROTARY INTERNATIONAL INCIDENT REPORT

Include the first page of this report with the remainder of this document to report to RI any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student.

Instructions: Complete the following questions as thoroughly as possible. If a question does not apply to this situation, please enter "NA". Incident reports should be submitted immediately to the following:

- 1) ESSEX Student Protection Officer, 2) ESSEX Chairperson, 3) RI at youthexchange@rotary.org, to the attention of **Niki Zohrab**, and 4) Hosting District Chair/District Governor
- 2) Please continue to update as further information develops.

1) Time of incident	
2) Name, Title, and Contact Information of incident reporter	
3) Districts: Sending & Hosting	
4) Clubs: Sending & Hosting	
5) High School name and address	
6) Is the youth in a safe place? Where is the youth now?	
7) Alleged offender: Name Relationship to the youth who has reported the incident; Role in the program; If Rotarian, club name	
8) Location of alleged incident (including event, city, state/province, country)	
9) Has the alleged offender been removed from the youth program?	
10) Has the sending district been informed of the incident? When? By whom?	
11) Have the legal guardians been informed of the incident? When? By whom?	

<p>12) What support services have been offered to the youth? What services is he/she receiving and who is providing them?</p>	
<p>13) Was anyone present at the time of the incident other than the youth and alleged offender?</p>	
<p>14) Who reported alleged incident to the district/club?</p>	
<p>15) Who in the district/club has been informed of incident?</p>	
<p>16) Have the district program chair, district governor and district protection officer been informed of the incident?</p>	
<p>17) Has the alleged incident been reported to local and/or State law enforcement and/or child protective services?</p>	
<p>18) Is the incident being investigated by police/protective services?</p>	
<p>19) Have any official charges been filed? If so, what are the charges?</p>	
<p>20) What assistance, if any, is being requested?</p>	
<p>Further comments:</p>	