



Girl Scouts – Diamonds of Arkansas, Oklahoma and Texas



Complaint/Incident Form

This form is to be completed and submitted to the CEO within 24 hours of incident.

Date of Complaint _____ Time _____ __am __pm

Type of Complaint _____

Person Filing Complaint _____

__Girl __Adult __Non-member __Staff Phone 1 _____ Phone 2 _____

Address _____

City _____ State _____ Zip _____

What is the nature of the complaint? (Examples: verbal abuse, physical abuse, theft)

Describe complaint in detail _____

(Continue on back in necessary.)

Describe any follow-up **plans** in detail.

Signature of person submitting report: _____ Date _____

Signature of supervisor: _____ Date _____