



# Youth Activity Incident Reporting Form

If an incident occurs involving youth during an event sponsored by UNL or held on UNL property, this form must be completed and forwarded to UNL's Risk Management Department within 24 hours of the incident.  
Gayle Schanou-Director Risk Management (402)472-8641 (gschanou2@unl.edu)

**Date/Time of Incident:**

**Location of Incident:**

**Title of Event:**

**Please explain the specific details of the incident:**

**Detail any action taken to resolve or mitigate the incident:**

**Individual(s) Involved:**

Participating Youth	Parent Name	Permanent Address	Phone
1			
2			
3			

*If more space is needed, list within details section*

**Activity Worker(s) Involved:**

Name	Phone	Email
1		
2		

*If more space is needed, list within details section*

**Sponsoring UNL Organization's Dean/Department/Director:**

Name	Phone	Email

**Activity Director:**

Name	Phone	Email

**Form Completed by:**

Name	Phone	Email

**Date Form Submitted:**

Questions may be directed to Risk Management at (402)472-8044 or to the Assistant Vice Chancellor, Business and Finance at (402)472-3217.