

# Foundation for Youth

## Boys and Girls Club Incident Report Form

The staff and youth at Foundation For Youth have high expectations for ourselves. The Boys & Girls Club is a positive place to be a kid. We understand that incidents may occur, but our goal is to learn from our mistakes and to not repeat negative behavior. Unfortunately, today the following occurred:

**Date:** \_\_\_/\_\_\_/\_\_\_ **Time:** \_\_\_\_\_am/pm **Day:** MON TUE WED THUR FRI

**Location of Incident:**  Game Room  Playground/Outside  Gym  Kitchen  Arts & Crafts Room  
 FFY Bus  Multi-purpose Room  Computer Room  Learning Center  Fun-ology  Teen Room  
 FFY Pool  Restroom in Club  Locker Room  Other\_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Boys & Girls Club Rule Violated:**

Not Following Staff Directions  Disrespecting Members  Disrespecting Facility

**Details of Incident:** \_\_\_\_\_

**Action Taken by Staff at Scene:**

Member was put in time-out  Member was given cleaning duties  Member wrote in their FFY journal of the incident  Other (as determined by member and staff)\_\_\_\_\_

**Member will be receiving:**  1–Warning  1–strike  2–strikes  3–strikes

3-Day suspension in which case the member may return on \_\_\_/\_\_\_/\_\_\_

If a member receives 3-strikes within a 2-week period an automatic 3-day suspension may be given.

**Member's Corrective Plan of Action:** \_\_\_\_\_

Report Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If you have any questions about this incident please contact:**

**Nathan Larrison-Boys & Girls Club Director at (812) 348-4558 ext. 302 or**

**nathan@foundationforyouth.com between the hours of 10-7 during school year and 8-4 during the summer.**