



ATTN: Office Services, Insurance
 9500 Toledo Way, Suite #100
 Irvine, CA 92618
 949.461.8800 / 800.979.9444 / GirlScoutsOC.org

**** To Be Completed By GSOC Office Services Only****

DATE REC'D: _____ REPORT #: _____
 FILED MAILED FORMS: _____
 REC'D FORMS: _____ TO OMAHA: _____

ACCIDENT REPORT

If any injury is sustained by a registered Girl Scout or adult during a girl scout activity (troop meeting or event, campout, council-sponsored event etc), the RESPONSIBLE ADULT is required to report the circumstances on this form. This form MUST be completed in addition to any first aid log that may be used for the event.

Please complete and mail this form **within 10 days** so that our staff can assist you with your claim.

In the event a Girl Is Injured...

***** The ORIGINAL SIGNED PARENT PERMISSION SLIP MUST ACCOMPANY THIS FORM *****

Once all relevant forms have been received, council staff will contact you within 5 business days to confirm next steps.

Please Mail All Applicable Materials to:

ATTN: Office Services, Insurance, Girl Scouts of Orange County 9500 Toledo Way, Suite #100 Irvine, CA 92618

For questions or concerns regarding accident reports, please call our office at 949.461.8800.

Date of Accident : _____ Time : _____ Location : _____

Name of Injured Person : _____ Girl Adult

Phone : _____ Troop/SU # : _____ E-Mail : _____

Mailing Address : _____

Describe in Detail the Injury & How it Occurred : _____

Treatment Administered at Time of Accident : _____

Hospital Name & Address : _____

Ambulance Responding?

Person Reporting Accident : _____ **Title :** _____

Mailing Address : _____

Phone : _____ E-Mail : _____ Same for Below

Troop Leader/SU Manager Name : _____

Mailing Address : _____

Phone : _____ E-Mail : _____ Service Unit : _____