



GET HANDS ON: ENVIRONMENTAL ACTION TOOLKIT



Volunteer Incident Report Form

In the case that an accident or injury occurs during a volunteer project, it is important that the volunteer leader collect as much information as possible regarding the incident.

Project: _____ Date: _____

Project Location: _____

Volunteer Leader: _____

Volunteer Leader Phone: _____

Name of Injured Person: _____

Date & Approximate Time of Incident: _____

Describe the incident, including who was injured and/or what was damaged. (Use additional pages as necessary) _____

Name of individuals involved: _____

Address/location of incident: _____

The Injured Person is:

- Active employee
- Retired employee
- Employee/retiree family member
- Employee/retiree friend
- Community Service Organization staff
- Community Service Organization volunteer
- Community volunteer

Was EMS contacted? Yes No

Injured Person Signature: _____ Date: _____

Volunteer Leader Signature: _____ Date: _____

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