



## ***Job's Daughters International***

### ***Youth Protection Program Abuse Report Form***

Reporting all suspicions, allegations and disclosures of child abuse to the proper state agency is required in all situations. Situations that directly involve JDI adult volunteers or occur at JDI activities must be reported to the Executive Manager using this form. This is NOT the form to use when reporting a violation of the JDI Youth Protection Program, that form is YPP 007.

This form should be sent to the JDI Executive Manager immediately upon suspicion, allegation or disclosure of abuse. It is not appropriate to send this form to anyone else.

This report is a timely documentation of all factual information reported and the allegations that have been made. It should state the allegations, suspicions and disclosures of child abuse that are the basis of the report. The report should also state all factual information a CAV has gathered that supports or rebuts the allegations, suspicions and disclosures. For example, if the allegation is that 'Volunteer A inappropriately touched a child,' the report should state the facts that tell who, what, when, where and how the CAV came to this conclusion. ***It is NOT appropriate for a CAV to investigate an issue, but only to document suspicions, allegations and disclosures. If some information is not known simply put 'unknown' in the spaces provided.***

It is not appropriate for volunteers or members to discuss suspected or reported abuse with other people outside of this policy process.

Information contained in this form will be used to investigate the reported violation. The name of the CAV who is reporting the violation will be held in confidence by the Executive Manager and the JDI Board of Trustees. The JDI Board of Trustees is the enforcement authority for the JDI Youth Protection Program.

*Please Type or Print **legibly**. If you need space for further information, please use the back of the form or attach a separate sheet.*

#### ***Your Personal Data***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Prov: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone (or daytime number) \_\_\_\_\_

E-mail address: \_\_\_\_\_

CAV # \_\_\_\_\_ Current Role in JDI: \_\_\_\_\_

## Abuse Report Information

Name of person(s) that are the subject of this report: \_\_\_\_\_

How is the subject person connected to Job's Daughters International (example, Council Member) \_\_\_\_\_

\_\_\_\_\_

Date abuse occurred: \_\_\_\_\_

Location where abuse occurred (if applicable): \_\_\_\_\_

Did incident occur at a Job's Daughter activity?   ☐ Yes   ☐ No

*If yes to the above, please describe the activity (for example: Bethel meeting, fun event, workshop, Grand Session etc.)*

\_\_\_\_\_

Were Daughters present?   ☐ Yes   ☐ No

List of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Please give as much specific detail about the abuse incident as possible:

*(Keep in mind that you are not to investigate the issue but only report the facts as you are aware of them)*

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\_\_\_\_\_

### *Acknowledgement*

I certify that the information provided herein is complete and accurate to the best of my knowledge. I further understand that the information contained in this form will be used to investigate the incident and that I may be contacted by the Executive Manager, the Chairman of the JDI Board of Trustees or the JDI Youth Protection Program Coordinator with regard to this report. Finally, I understand that my name will be held in confidence by the Executive Manager, the JDI Board of Trustees and the JDI Youth Protection Program Coordinator.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail/FAX/e-mail this form to:**

**Job's Daughters International**  
**233 W. 6<sup>th</sup> Street**  
**Papillion, NE 68046**

**Phone: 402-592-7987**  
**FAX: 402-592-2177**

**Email: [sgc@iojd.org](mailto:sgc@iojd.org)**