



**Youth Protection Program
Abuse Report Form**

All suspicions, allegations, and disclosures of child abuse must be reported to the appropriate state agency in all situations. Cases that also directly involve JDI adult volunteers must also be reported to the Executive Manager using this form. The information pertaining to the case should not be shared with anyone else.

This form is not used to report violations of the JDI Youth Protection Program. Those must be reported using Form YPP-007.

Suspected Child Abuse Reporting Checklist

- Report to at least one appropriate agency (i.e. child protective services, social services, police, etc.) immediately.
- If the situation involves a JDI adult volunteer or occurs at a JDI activity, submit this form to the JDI Executive Manager as directed
- Do NOT use this form to report other YPP violations. Use form YPP-007 instead
- Document facts only
 - o Do NOT investigate or attempt to verify the allegation.
 - o Do NOT discuss the concern with anyone outside the policy process.
 - o Submit the form only to the JDI Executive Manager who will keep the reporting individual's identity confidential.

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: _____

Address: _____

City: _____ State/Prov: _____ ZIP/Postal Code: _____

Home Phone: _____ Work Phone (or daytime number): _____

E-mail address: _____

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

Date abuse occurred: _____

Location where abuse occurred (if applicable): _____

Abuse officially reported to (name & location of agency) _____

Date reported: _____

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

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)

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 violation and that I may be contacted by the JDI Youth Protection Program Director or a JDI Youth Protection Program Investigator 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/or the JDI Youth Protection Program Director and/or JDI Youth Protection Program Investigator.

Signature: _____ **Date:** _____

Mail/FAX/e-mail this form to:

Job's Daughters International
233 W. 6th Street
Papillion, NE 68046

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

Email: office@jdint.org