



Volunteer Incident Reporting Procedure

Definitions: In this document, “Camp Quest” refers collectively to the national Camp Quest, Inc. organization and its franchisees.

Scope: These procedures apply to all Camp Quest volunteers, but do not preclude the establishment of additional procedures by individual groups within Camp Quest. Further, the procedures are to be used as a guideline, and individual groups within Camp Quest reserve the right to interpret and modify these procedures in any way should the circumstances require the group to do so.

Cause for Action: A behavior incident that violates the Camp Quest Code of Conduct shall be regarded as cause for disciplinary action.

Controlling Law: Camp Quest encourages fair, efficient, and equitable solutions for problems arising out of volunteer relationships. In case of a conflict between these procedures and the applicable federal or state law, the applicable federal or state law shall control.

Investigation: If a reported volunteer behavior incident appears to violate the Camp Quest Code of Conduct, an investigation shall be conducted. If the investigation: (1) results in evidence that establishes with reasonable certainty that the conduct in question occurred, and (2) that the violation is so serious that it warrants disciplinary action beyond an oral warning, a Volunteer Incident Report shall be completed and signed by the investigator.

1. **For local summer camp volunteers:** The investigation shall be conducted by that volunteer’s Camp Director or by someone the Camp Director designates to act on his/her behalf. The investigator signs the report and presents it to the top official in the regional franchise for review and approval prior to imposition of any disciplinary action.
2. **For local volunteers at a non-summer-camp event such as a minicamp, training, vendor table, etc.:** The investigation shall be conducted by the person in charge of that event (which may be the Camp Director) or by someone that person designates to act on his/her behalf. The investigator signs the report and presents it to the top official in the regional franchise for review and approval prior to imposition of any disciplinary action.
3. **For regional level volunteers:** The investigation shall be conducted by the top official in the regional franchise or by someone that person designates to act on his/her behalf. The investigator signs the report and presents it to the national Executive Director for review and approval prior to imposition of any disciplinary action.
4. **For national level volunteers:** The investigation shall be conducted by the national Executive Director or by someone that person designates to act on his/her behalf. The Executive Director signs the report and presents it to the National Board of Directors for review and approval prior to imposition of any disciplinary action.



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Imposition of Consequences: If the review of the Volunteer Incident Report results in an approval and signature, then the person who performed the investigation shall present the report to the volunteer and obtain the volunteer's signature. The volunteer's signature certifies that the volunteer has read the report, but it does not necessarily indicate that the volunteer agrees with the report's content. At this point, the consequences of the behavior incident are imposed.

Record Retention: A copy of all materials related to the investigation and the disciplinary action shall be provided to the national Camp Quest, Inc. office, and that copy shall be retained in any appropriate form, including electronic form, for a period of at least seven years.



Volunteer Incident Report

This report documents volunteer behavior incidents at summer camps and other local, regional, and national events where volunteers represent the national Camp Quest, Inc. organization or any of its franchisees. The report is to be made part of the volunteer's official record.

Volunteer: _____ Camp or Event: _____

Date of Incident: _____ Time of Incident: _____ ☐ AM ☐ PM

The first occurrence of the items marked with an asterisk below, and repeated occurrences of the other items, must immediately be reported to the person in charge of the event. In the case of summer camps, that person is the Camp Director. Anyone on the management staff may optionally give an oral warning without a written report for the first occurrence of items without an asterisk.

Nature of the Incident (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Use of illegal drugs or alcohol* | <input type="checkbox"/> Non-smoking area violation | <input type="checkbox"/> Bullying/non-sexual harassment |
| <input type="checkbox"/> Possession of fire arms* | <input type="checkbox"/> Lack of cooperation/teamwork | <input type="checkbox"/> Horseplay/hazings |
| <input type="checkbox"/> Endangering health/safety* | <input type="checkbox"/> Habitual tardiness | <input type="checkbox"/> Ridiculing/demeaning/degrading |
| <input type="checkbox"/> Leaving without permission* | <input type="checkbox"/> Profane language or gestures | <input type="checkbox"/> Damage to property |
| <input type="checkbox"/> Violating privacy/confidentiality * | <input type="checkbox"/> Dress code violations | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Striking/shaking/threatening* | <input type="checkbox"/> Diversity insensitivity | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Rule of Three violation* | <input type="checkbox"/> Inappropriate touching | |
| <input type="checkbox"/> Sexual contact* | <input type="checkbox"/> Sexual harassment | |

In the case of summer camps, the investigation is to be conducted by the Camp Director, and in the case of non-summer-camp events at the local, regional, and national levels, the investigation is to be conducted by the person in charge of the event, or someone they designate to act in their behalf. See the Volunteer incident Reporting Procedure for more detail.

Results of the investigation (Items 1-4 below):

1. Facts of the Incident: _____

CONFIDENTIAL

CONFIDENTIAL



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2. Witnesses to the Incident: _____

3. Comments From the Volunteer: _____

4. Actions Required From the Volunteer: _____

Consequences of Failure to Improve:

- ☐ Removal From Position
- ☐ Removal From All Levels of Camp Quest
- ☐ Other: _____

I have read this report. I understand that my signature does not necessarily indicate that I agree with its content.

Signature of Volunteer: _____ Date: _____

Signature of Investigator: _____ Date: _____

Signature of Reviewer: _____ Date: _____