INCIDENT REPORT

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

EXACT LOCATION: _____

DESCRIPTION OF INCIDENT:

_____

_____

_____

_____

_____

_____

_____

_____

(If additional space is needed, use reverse side)

Witness:

_____

_____

_____

Signature: _____ Date: _____

This is an incident report only. If you feel that formal charges should be brought against someone, you must write those charges separately.

According to Article XVI, Section 4 of the Post 276 By-laws: " Any member of the Post who is in good standing can bring formal charges against any member for cause by presenting such charges in writing within seven (7) days of the occurrence to the Chair of the Lounge Committee, Post Commander or Post Adjutant. All such matters will be presented to the Executive Committee for action. Executive Committee decisions will be in writing and copies will be made available to all concerned."