Chapter logo

**[Chapter name] Code of Conduct for Events Reporting Form**

*Last updated: [date]*

If you feel threatened or see someone else being threatened, call 911 or notify event security immediately. Event staff will attempt to assist you if you wish to report a crime to local law enforcement.

Please use this form to report any potential violations of the [Chapter name] Code of Conduct for Events [**Link to Chapter’s Code of Conduct for Events**]. **[Chapter name]** takes all complaints seriously and the matter will be reviewed and investigated, as appropriate.

You can enter your name and contact information below or report anonymously. Names of witnesses will help us investigate, and your information will be kept as confidential as possible consistent with the need to investigate complaints.

Please complete the form and email to [designated chapter email address].

To reach out to a [chapter name] representative for any issues or questions, please contact **[complaint email/phone number]** and we can meet with you (virtually or in person) to discuss your concerns or your report.

**What type of violation are you reporting?** *Select all that apply. You will have a chance to describe details below*.

* Violence, threats of violence, unwanted touching, or physical intimidation
* Verbal or written harassment on any basis
* Disruptive behavior or bullying
* Displaying inappropriate visual information
* Violation of the rules of the event or venue
* Other:

**How were you involved in the incident?**

* I was directly involved.
* I witnessed the incident.
* I heard about the incident from someone else.

**What happened?** *Please include what, when and where. The more detail the better.*

**Please identify the people involved in the incident, including witnesses if known.**

**What is your preferred outcome?** *We appreciate your thoughts in how you would like us to resolve the situation.*

**Is there anything else that you would like to share?**

**How can [Chapter name] follow up with you?**

* Phone
* Email
* Meet in person.
* Meet via ACC event platform.
* I do not want to be contacted.
* Other:

**Please provide your full name if you wish.**

**Please provide your preferred contact information.**