

When this form is completed, it becomes **California Creativity Association Confidential.**

California Creativity Association Harassment Incident Report Form

Use this form to report possible incidents of harassment occurring at a CalDI event. Please complete as much of the following as you can to better assist further investigation. If you need more space for any entry, please continue on page 2.

Date of report: _____ Reporter's name: _____
phone: _____
email: _____

Date(s) of incident(s): _____ Time(s): _____ Location(s) _____

Names of persons involved: 1. _____
(provide contact 2. _____
information, _____
if possible) _____

Please provide a description of the incident(s) and behavior involved, including the nature of the possible harassment, any injuries and/or damage:

Describe who observed the incident(s) and how it (they) were observed.

Describe steps taken to respond to the incident(s) initially, if any.

Reporter's Signature: _____

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For reporting an incident at the regional level, deliver or send the report immediately to the Regional Director with a copy to the Executive Director - see below. If the Regional Director cannot be reached immediately, provide the report to the Executive Director - see below.

For an Affiliate event, send the report to the Executive Director:

Send	Dick Pinney, CADI Executive Director	Genee McMahon, Associate Executive Director
To:	14843 Priscilla Street San Diego, CA 92129 (858) 864-7172 pinneyr@netnet.net	and 1723 Fairmont Dr Redlands, CA 92373 909 227-5478 gcmahon@californiacreativity.org