



ACE Mentor Program of America, Inc.
Incident Report Form
Confidential

Per the ACE Policy Handbook for Mentors, ACE affiliates are required to report any incident of suspected child abuse or any incident involving ACE students and/or mentors that puts their health, safety, and welfare at risk.

The affiliate mentor liaison must work with the mentor or team leader who reported the incident to complete this form.

Completed forms should be submitted to the affiliate's Regional Director immediately; within 12 hours after the incident occurs.

Report Type (check one): \_\_\_ Suspicion/allegation of child abuse
\_\_\_ Violation of ACE Student Expectation Policy

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Report Date: \_\_\_\_\_

Affiliate Name: \_\_\_\_\_

Name of Mentor/Team Leader Reporting Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident:

Large empty rectangular box for incident description.

Report Filed By

Name (Affiliate Mentor Liaison): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_