clubs & societies

Completion and lodgment of this form serves as 'signed written notice' to the Clubs & Societies Executive for follow-up. Please mail completed form to Clubs & Societies, Campus Centre, 21, Monash University VIC 3800, email to president@monashclubs.org or hand deliver to the Clubs & Societies office.

SECTION A: Details of Person making this Report					All relevant fields to be completed							
Surname:	Given Name:	Monash								Male 🗆		
		ID No:								Female		
										Other 🗆		
Home Address:												
Email Address (If staff or student, use @monash.edu OR @student.monash.edu.au):												
Phone Number:				lobile:								
Staff Department/Division:			J	Joint Orientation Group (JOG) Member? Yes								
Student  Member of Club(s):				Office Bearer Yes □ No □								
Do you wish to remain anonymous? Yes $\Box$ No $\Box$ (If Yes, this may impede any further action that may be taken).				If yes, what position?:								
Other 🛛 (eg. Parent, Associate member of club, Club sponsor, Club supplier, etc):												
Do you wish to remain	n anonymous? Yes 🗆 No 🛛	☐ (If Yes	s, this ma	ay impede	any fur	ther ac	tion th	hat m	ay be ta	aken).		

SECTION B: Details of Behaviour OR	Incident OR	Complaint	Attach a separate sheet if insufficient space				
Date of Event:	Time:	am/pm	Location:				
		-					
Description (Circle one): Behaviour / Incident / Complaint							
(Please be concise and factual. If applicable, this de	scription will be m	ade available to the re	espondent)				

SECTION C: Supporting Evidence (eg, Witness statements, relevant print-outs from internet sites, photos or other documentation. If providing witness statements, please complete details below).									
Witnesses must download a copy of a 'Statutory Declaration Form – Victoria' from the Department of Justice Website <u>www.justice.vic.gov.au</u> and attach the completed statement to this form.									
Witness Number One	Surname:	Given Name:	Monash ID No:						Male⊟ Female⊟
Email Address (If Monash, use @student.monash.edu.au OR @monash.edu):									
Phone Number: Mobile:									
Staff   Department/Division:									
Student  Member of Club(s):									
Other  Please specify:									
Witness Number Two	Surname:	Given Name:	Monash ID No:						Male⊟ Female⊟
Email Address (If Monash, use @student.monash.edu.au OR @monash.edu):									
Phone Num	iber:		Mobile:					 	
Staff Department/Division:									
Student  Member of Club(s):									
Other	Please specify:								

## SECTION D: What action was taken (eg, notified MSA, Security, Campus Centre, Venues etc.):

## SECTION E: What further action is required:

## SECTION F: Desired outcome of this report:

## SECTION G: Declaration

I, the person detailed as making this report, hereby declare that all information on this form is true and correct. I understand that if deemed necessary by the Clubs & Societies Executive, the details written within Section B and Section C attachments of this report will be available to the respondent. I also understand that if I have elected to remain anonymous, this may impede action that may be taken. I give permission for Clubs & Societies Executive to investigate this matter and take such action that is lawful and appropriate and as is provided for in the Clubs & Societies Constitution.

Signature: \_\_\_

Date:	/	/	
-------	---	---	--