



This Incident Report must be completed for all serious incidents, conflicts, or improper behavior on the part of the au pair and/or host family. An incident, conflict, or improper behavior shall be - considered "serious" in nature if it is: illegal, physically or mentally harmful, in opposition to any of the Au Pair Foundation guidelines and regulations set forth in the Host Family Agreement, Au Pair Pledge and Agreement, or State Department guidelines, or can not be easily and quickly resolved by an open discussion.

A copy of all documentation related to this incident--police reports; written accounts penned by the au pair, host family, or other party; invoices or damage repair estimates; medical reports, etc.--must be attached and submitted with this report form.

**(Reminder: Au Pair Foundation Headquarter office must be notified within 24 hours following your discovery of the incident, conflict, or improper behavior.)**

Community Representative Name: .....

Au Pair Name ..... ID Number .....

Host Family Name ..... ID Number .....

Date of the incident, conflict, or improper behavior: .....

Please describe the nature of the incident, conflict, or improper behavior.

.....  
.....  
.....  
.....

If you need more  
space, please use  
the other side of this  
sheet.

Who brought this incident, conflict, or improper behavior to your attention and how was it brought to your attention (phone call, meeting, etc.)?

.....  
.....  
.....

Outside of the au pair and host family, are there any other people involved in this incident, conflict, or improper behavior? If yes, please describe who they are and what there involvement is.

.....  
.....  
.....

As of the date and time of this report what has been done in an effort to resolve the incident, conflict, or improper behavior?

.....



.....  
.....  
.....  
.....

Is any legal action being taken against the au pair, host family, or other part? If yes, please describe.

.....  
.....  
.....  
.....

Does the au pair need to be removed from the host family's home as a result of this incident, conflict, or improper behavior?

.....  
.....  
.....  
.....

Will the host family's program participation need to be terminated as a result of this incident, conflict, or improper behavior?

.....  
.....  
.....  
.....

If this is the final report concerning this incident, please describe the final resolution.

.....  
.....  
.....  
.....

Community Representative Signature .....

Report Date .....

**For office use only Reference Verification:**

Verified by (print name): .....

Date ..... Signature .....