

**U.S. Rotary Clubs & Districts Liability Insurance Program
Incident Report**

Complete and return to: PPH National Insurance Co.
c/o Rotary International
Risk Management
Email: claims@rotary.org Fax: (847) 556-2147

Rotary Club/District Information

Rotary Club name & state		Club number	
Name of Rotary club/district point of contact		POC phone #	
		POC email	

Claimant (injured person/entity)

Name		Phone number	
		Email address	
Occupation		Gender	Age
Address			

Has the claimant contacted your club/district? Yes No

Is the claimant a Rotarian? Yes No If no, is the claimant a Rotary volunteer? Yes No

Was the injured person taken to hospital? Yes No If yes, please provide name of hospital

Has a police report been filed? No Yes If yes, please forward a copy to PPH National

Incident Details

Date and time of incident		Incident Location <i>(include venue and address)</i>	
Description of incident			
Description of injury/property damage			
Name of event			

Is the event organized solely by the Rotary club/district? Yes No

If no, what entity (ies) organized the event? _____

Witness Information

Witness name		Phone #	
		Email address	
Witness name		Phone #	
		Email address	

Contracts/Certificates/Other Documents

Did the Rotary club/district enter into any contracts/agreements for the event? Yes No

If yes, please forward a copy to PPH National.

Did the Rotary club/district issue certificates of insurance or additional insured endorsements to other entities for the event? Yes No *If yes, please forward a copy to PPH National.*

Does the Rotary club/district have any other documents relating to the incident (i.e. photos, articles, witness statements) Yes No *If yes, please forward a copy to PPH National.*