

# BCKC - EQUIPMENT DAMAGE/LOSS REPORT FORM



ANY MEMBER WHO DAMAGES OR LOSES CLUB EQUIPMENT MUST FILL OUT THIS FORM AND SUBMIT IT TO THE EQUIPMENT DIRECTOR IMMEDIATELY UPON RETURN FROM THE ACTIVITY.

Date of incident: \_\_\_\_\_

Trip/Course/Activity that the equipment was being used for: \_\_\_\_\_

Location where incident occurred: \_\_\_\_\_

Person(s) who were using the equipment: \_\_\_\_\_

(Include phone numbers) \_\_\_\_\_

Person(s) who signed out the equipment: (include phone numbers, if different than person(s) who were using the equipment) \_\_\_\_\_

Trip/Course/Activity Leader(s): \_\_\_\_\_

A. Provide a brief description of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Fully describe the damage done to the Club equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Provide a recommendation on how the equipment is going to be repaired or replaced.

Note: Every incident will be looked at individually. However, member(s) who damage Club equipment have a responsibility to help with the repair of the equipment, and should help (at the very least) replace lost equipment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Tag damaged equipment (tags in boathouse). Place tag as close as possible to the damaged area. Take seriously damaged equipment directly to the repair room to ensure no one else uses it.

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_