



BOOTH
UNIVERSITY
COLLEGE

The Salvation Army
William and Catherine
BOOTH UNIVERSITY COLLEGE

SEXUAL VIOLENCE REPORT FORM

Date of Report: _____

Name of Complainant: _____
(See definition in Addendum)

Status of Complainant: _____ Student _____ Faculty/Staff _____ Guest _____ Other

Date of Incident: _____ **Time of Incident:** _____

Have you submitted a report through the REES Community on-line reporting tool?

Yes No

Location(s) Incident Occurred:

On Campus: Yes No

Off-campus location but a Booth University College event:

Other:

Specify Location:

Description of incident

Name of Respondent (if known):

(See definition in Addendum) _____

Status of Respondent: _____ Student _____ Faculty/Staff _____ Guest _____ Other



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Use this space to detail any other information about the Respondent(s)

Is there any additional information or concerns you would like to share?

Have the Police been notified: _____ **Yes** _____ **No**

Expected outcome of this report:

- Disclosure only: Share information without a request for investigation and resolution
- Filing a Report: Investigation and action by Booth University College requested
(Required consent by complainant to disclose contact information to the Sexual Violence Committee to follow up)
- For Resources

This report was completed by:

Complainant - Signature

Name: (Printed) _____

Address: _____

Phone No.: _____

Email Address: _____

Other Person Reporting – Signature

Name: (Printed) _____

Address: _____

Phone No.: _____

Email Address: _____



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ADDENDUM

DEFINITIONS

Sexual Violence: Means any sexual act or act targeting a person's sexuality, gender identity or gender expression – whether the act is physical or psychological in nature – that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual violence, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Complainant: The individual who has experienced sexual violence may refer to himself/herself as "victim", "survivor" or "complainant" and others speaking with the person should respect and use the term he/she uses. For the purposes of consistency, this policy will refer to the individual as the "complainant".

Respondent: The person who is accused of sexual violence is a person that is subject to an allegation by a person who alleges that s/he has experienced the sexual violence. If they are a member of the campus community, they will also receive information and support throughout the subsequent process and investigation.

Sexual Violence Committee: The Committee will receive and act upon complaints of sexual violence as described in this policy and protocol. The titles and contact information of the Sexual Violence Committee will be clearly communicated, including being posted on the Booth University College website and included in educational material regarding this policy and protocol.

The Sexual Violence Committee consists of the following:

Chair	Dean of Students
Members:	Vice President Administration
	Faculty (1) and Staff (1) – will be chosen from a pool of trained employees