



**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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## **SEXUAL VIOLENCE REPORT FORM**

### **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