

THETA XI FRATERNITY
INCIDENT/CLAIM REPORTING FORM

When an incident arises at the chapter causing any bodily injury or property damage to any person, the following information must be obtained immediately. This report is being prepared for submission to our attorney so please be thorough and upon completion, send the report to Theta Xi Fraternity, Attn: Jim Vredenburgh, Executive Director, PO Box 411134, St. Louis, MO 63141. If the bodily injury is of a serious nature, a telephone call to Mr. Vredenburgh at (800) 783-6294, ext 104 or Facsimile # (314) 993-8760 should also be made.

Date of Incident: _____

Fraternity/ChapterName: _____

Address: _____

Chapter President: _____

Telephone #: _____ + _____ Email: _____

Chapter Advisor: _____

Telephone #: _____ + _____ Email: _____

Name of Injured Party: _____

Telephone # of Injured Party: _____ + _____ Email: _____

Witnesses: (1) _____

(2) _____ (3) _____

Telephone # of Witnesses: (1) _____ + _____

(2) _____ + _____ (3) _____ + _____

Description of what happened (what, when, where, how, how much): _____

(Continue on back as necessary)

Return to: Executive Director, Theta Xi Fraternity, P.O. Box 411134, St. Louis, Mo 63141
Fax: 314-993-8760 email: jim@thetaxi.org