

APPENDIX 2
**SUGGESTED WRITTEN REPORT OF AN ALLEGATION OF ABUSE
OF A MINOR OR VULNERABLE ADULT**

Reporting Party

Name: _____ Date of Report: _____
Address: _____
Telephone: _____ Email: _____
Relationship of Reporting Party to Minor/Vulnerable Adult: _____

Minor/Vulnerable Adult

Name: _____ Date of birth: _____
Address: _____ Male or Female: _____
Parent/Guardian: _____
Address: _____ Telephone: _____
Is (are) the parent/guardian aware of the allegation? _____
Where is the minor/vulnerable adult now? _____

Suspected Perpetrator

Name: _____ Age: _____
Address: _____ Male or Female: _____
Relationship to Minor/Vulnerable Adult: _____
Position in the Diocese of Youngstown (clergy/employee/volunteer, etc.): _____
Where is the alleged perpetrator now? _____
Is the alleged perpetrator aware of the allegation? _____
Does the alleged perpetrator have current access to the minor/vulnerable adult or other children/vulnerable adults?

Report to Civil Authorities

Was a report made to law enforcement (police or sheriff)? _____
If yes, name person or department to whom reported: _____
If applicable, which Children's Service Agency was contacted? _____

Reason for Report

Please attach a signed letter that describes the alleged abuse, when and where the alleged abuse occurred, and any circumstances surrounding the alleged abuse.

Was any electronic communication or media device involved with the alleged abuse? _____

If so, what device? _____ Is the device mobile? _____

Has the device been secured? _____ Where is the device? _____

Please provide the name, address, and telephone number of any other individuals who have knowledge of the alleged abuse.

Submission of Report

(Signature of the Reporter) (Date Signed)

Printed name of the person who received this report: _____

Position of the person who received this report: _____

(Signature of the person who received this report) (Date Signed)

This report must be sent to the Victim Assistance Coordinator of the Catholic Diocese of Youngstown. Please keep a copy for your records.