



How to Report:

GUIDANCE FOR EXTENSION VOLUNTEERS

1



Emergencies

- If it is an emergency, call 911 first.
- Ensure immediate safety of the youth before reporting further.

2



Make required reports

If you see something, say something. If you suspect child abuse, neglect, or sexual misconduct, follow the steps below to complete all required reports.

Do you have reasonable cause to believe an incident or threat of **child abuse or neglect** has occurred or will occur?

1. State regulations require you to report it. You must **contact local authorities**. This could be your local child protective services (CPS) office or law enforcement in your area. Extension staff can support you, but you must make the report.
2. Find more information in the required **Mandated Reporter for Child Abuse and Neglect Training** at <https://4h.extension.wisc.edu/resources/volunteer-resources/4-h-foundations/youth-protection>.

Do you suspect any form of **sexual misconduct**?

Federal law and university policy require you to report any type of suspected or known sexual misconduct—sexual harassment, sexual exploitation, sexual assault, dating/domestic violence, stalking, or related retaliation.

1. Complete the [Campus Incident Reporting Form \(for Sexual Misconduct and Clery Violations\)](#). Use this form to report concerns about sexual misconduct that happen in any Extension program. It applies to any Extension program, even those not in Madison or on a college campus. If you need help completing this form, work with your local program educator or other Extension staff.

Scroll down the page to view the form, which begins with **Background Information**.

Do you suspect that **sexual abuse** of a minor has occurred?

If you suspect that sexual abuse of a minor has occurred or is occurring, you must follow **both** of the following steps:

1. Contact local authorities or child protective services (CPS).
2. Complete the [Campus Incident Reporting Form \(for Sexual Misconduct and Clery Violations\)](#).

If you need assistance understanding multiple reporting obligations, contact your county Extension office or local program educator.

What if you need help with reporting?

Contact Extension

Contact your county Extension office or local program educator. Extension staff can help you with required reporting.

If you are not comfortable contacting your local program educator, reach out to the Regional Program Manager (RPM) for your area. Find RPMs at <https://4h.extension.wisc.edu/contact-us/staff-directory>.



Extension
UNIVERSITY OF WISCONSIN-MADISON

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.