

# SCRAPBOOKING, PAPERCRAFTING AND MORE HANDBOOK



See website ( <https://scrapbooking.scwclubs.com>) for Officer information.

## WELCOME TO SPAM

Welcome to Scrapbooking, Papercrafting and More (SPAM for short). We are a group that enjoys working with a variety of skills to produce beautiful scrapbooks and cards as well as other papercrafts. Whether you are a beginner or are advanced in your skills, we hope you will find SPAM is an inviting environment where you can grow and meet new friends.

Our clubroom is located in the Agave Room at Beardsley Recreation Center and is currently open from 6pm to 9pm Wednesdays, 10am to 3pm on Thursdays and Fridays, and 10am to 5pm on Saturdays. During our time at club, we try to offer a good balance of learning opportunities for the variety of skill levels and interests within the club as well as social activities. Most of these opportunities are free or a minimal cost to participants.

The clubroom has a good variety of tools and equipment that can be quite helpful to the beginner who is not sure what they will need. It is also a good supplement for those who have advanced in their skills. We have die cutting and embossing equipment as well as a large selection of punches, stamps, embossing folders, dies, and other items to help you with your projects.

With all the activities and benefits of our club, we all need to be active participants to maintain – and improve – the club experience at SPAM. We have a Program Team led by the Vice Presidents that plan our club trainings and a variety of committees to give you a place to serve, to learn, and to foster relationships with fellow members. We require all members to serve as monitors *twice a year*. *Exemptions* for extenuating circumstances must be approved by the president. (See Attachment A: Monitoring on page 11).

We hope the following pages will be helpful to you as you familiarize yourself with our activities and fellow members. While in the clubroom, you are required by the Recreation Center to wear a nametag. The nametag can be the one purchased from SPAM, or a nametag with only your name on it. A nametag with the name of another club is not allowed. Just inside our club room there is a table for you to sign in on the Attendance sheet. The club officers are often a good source for finding help or answers as well. We want you to have a good experience at YOUR club.

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## CLUB COMMUNICATION

The primary tools for communication of club activities will be through email and the on-line club calendar. Calendars of activities and sign-up sheets for activities are displayed in the clubroom.

### EMAILS

Emails are used to send out announcements and keep members informed. The emails are sent using an *unmonitored* account. So, if you have questions or want to make comments direct them to the contact person noted in the email or the contact person at the bottom of the email. Emails are like a mini newspaper, please read them. You will have access to other members phone numbers and email addresses. Treat them as confidential and shred upon disposal.

### CLUB CALENDAR

The calendar is as close as your computer.

Go to <https://scrapbooking.scwclubs.com/events/month/?tribe-bar-date=>

The calendar shows times the clubroom is open as well as club activities. If you click on an activity, it will often open a window which will give you a short description and information about the activity such as a contact person, materials you need to bring, fees, skill level, and so forth. The calendar is your friend, please use it.

## ONGOING ACTIVITIES

### CARD ART

Card Art is a monthly activity, currently the first Thursday of the month but check calendar for any changes. The leader selects a theme or sketch for cards for the month. Participants make 2 cards featuring the chosen theme or sketch on the front of the card with no greeting on the inside. No envelope is necessary. One card will be traded with another participant and the other displayed on the club bulletin board and then donated to the club for Sunshine or Outreach programs. Additional cards are always welcome to be displayed with the monthly theme on the bulletin board.

### SHOW AND TELL .

Show and Tell is held through the year. A show and tell could be a project recently completed, new technique learned, a helpful tip, or a new resource that was helpful. Watch the calendar for dates.

### SPECIAL OUTREACH PROJECTS

Each year the club has special outreach projects for the community. Some examples of outreach are projects made in the club and donated to Meals on Wheels and Food Drive for the local food bank.

### CLASSES

On site and Zoom classes are held by various club members sharing their expertise with both new and old ideas and new concepts or use of tools or equipment can be demonstrated. Check the club website/on-line calendar for details of on site and Zoom classes regarding specifics and required equipment.

### DIGITAL SCRAPBOOKING

We do both traditional and digital scrapbooking. Digital scrapbooking classes are available.

## FACEBOOK

Members may wish to join our Facebook group. It is a private group and open only to current members. On our site, members share pictures, sales, and can ask questions. This is a good way for ‘Snowbirds’ to keep in touch with what is going on. You can ask to join at <https://www.facebook.com/groups/scwspam>

## BASIC TOOL KIT SUGGESTIONS

These are basic suggestions to begin your papercrafting experience. Avoid buying a lot of tools and materials until you see what works for you. The club has many items available for members to use during club hours. Club members, classes, and demos are good resources for familiarizing yourself with papercrafting and the tools you may want to acquire.

Carryall of some sort - Anything you have for now is fine to transport items to and from club.

Scissors – Standard and smaller type for detail cutting is suggested. Cutter Bee is one brand used for detail cutting.

Ruler - Any type. Metal with cork backing is quite handy.

Paper Trimmer - 6-inch and 12-inch paper trimmers are popular. The 6-in trimmer is good for cropping photos and the 12-inch trimmer is easy to use for cutting any size paper. Several different types can be purchased. Use the different types in club and decide which works best for you.

Adhesive and a glue eraser- There are a variety of refillable tape-runner type adhesives, mounting squares, and liquid glues that are appropriate for scrapbooking and card making. (Avoid the use of glue with strong odors such as rubber cement.)

Notepad and pencil - for taking notes

Printed and solid papers and cardstock - for projects.

Bone folder - for sharp creases.

## CARE OF EQUIPMENT

We have a wonderful supply of dies, embossing folders, punches, stamps, and other tools that will give you an opportunity to produce many hours of enjoyment. If you need help finding things, help to know how to use something, or help putting something away, please ask. Any experienced members will be glad to assist you. We hope the guidance below will help you with the care of our club equipment. **PLEASE, IF YOU ARE UNSURE OF HOW TO USE OR STORE EQUIPMENT, ASK FOR ASSISTANCE. WE WANT TO HELP YOU!**

**CLEANING OF EQUIPMENT:** All equipment (except for stamps) needs to be cleaned with the sanitizing spray provided by the Recreation Center after use and prior to returning to the cabinet. Use only the non-alcohol baby wipes for cleaning the stamps. **DO NOT** use the sanitizing spray on stamps as it will disintegrate the stamp.

### INVENTORY TABLE

- A double table (two tables lined up next to each other) will be in front of the cabinets on the left side of the room. These tables are working surfaces for using the punches, Big Shot, Cuttlebug, and accessories such as dies and embossing folders. This is where members can review the notebooks that show pictures or examples of all our punches, stamps, embossing folders, and dies. (These notebooks are in the monitor cabinet and placed on the table by the monitor at the start of club.)
- When you remove machines, dies or embossing folders from the cabinets, please use them at the Inventory Table. Our hope is this will allow you and other members better access to the equipment and accessories especially on busy, full-room days. All inventory items must be signed out. This helps to keep track of what items are used more than others. After use, sanitize your item as above and return to respected location in the cabinet.

### BIG SHOT, CUTTLEBUG AND PLATES (Cabinet #6)

- If you are not proficient in the use of these machines, the club will provide you training opportunities.

### DIES (Cabinet #6 and 9)

- Please handle with care and ask for assistance if you are not familiar with their use.
- When finished cutting with a die be certain to clear away all paper or cardstock remaining in the crevices of the die. There are tools in the cabinet to help remove the paper and cardstock.
- When returning dies to magnetic sheets be certain to place the die with the cutting surface away from the magnetic sheet and that the dies are placed so they do not overlap.
- Return club dies to storage container and respective cabinet where they were found.

### EMBOSSING FOLDERS (Cabinet #6)

- Notice there is an arrow on the folder. This arrow shows you which end of the folder must go into the Cuttlebug or Big Shot first. Folders placed at an angle or in the wrong direction can damage the folder.

### STAMPS (Cabinet 4 and 9)

- To help you find the stamp you desire, the notebook on the inventory table with the stamps shows the impression made by each stamp. There is also a number showing the number of the plastic container where you can find that stamp. Ask if you need help finding the book or how to use it.
- The stamps are stored in numbered plastic containers in cabinet 4 and 9. and Each has a number on it that should match the number on the box. That is, a stamp with the number one on it goes in the plastic container marked with a "1." Should you find a stamp in the incorrect box, we hope you will take the time to find the proper box for it.
- Clean the stamp thoroughly before returning it to its proper box. (see below).
- Remember to make certain the number on the stamp and the number on the container are the same.

## CLEANING STAMPS

- ALWAYS stamp off excess ink on scrap paper or paper towels.
- After all excess ink is removed use the “Stampin Scrub” located in cabinet 4. It is a dual sided tray with nylon fiber scrubbing pads. There is a “rain drop” on the side of the “Stampin Scrub” used to clean any remaining ink from the stamp and a “sunshine” on the side used to dry the stamp.
- Check to see if raindrop side is damp. If it is dry, spray that side with the liquid marked “stamp cleaner.” Be careful not to overspray to the point that the mat is saturated then rub stamp over surface to clean.
- Next rub stamp on the sunshine side to remove moisture.
- Use only the non-alcohol baby wipes for cleaning the stamps. DO NOT use the sanitizing spray on stamps as it will disintegrate the stamp.
- Stampin Scrub :
  - Before placing the Stampin Scrub back in cabinet, wipe both sides of pad with paper towel to absorb liquids, using a fresh towel on each side.
  - Leave “scrub” open in cabinet until dry.

## INK

- Always make certain the stamp is clean and dry before using it on an ink pad.
- When finished with an ink pad make certain the lid is closed tight.

## PUNCHES

- Punches are stored in cabinet 3, 3rd shelf in numbered plastic containers and each of the punches has a number on it that should match the number on the box/drawer. Should you find a punch in the incorrect box or drawer, we hope you take the time to find the proper place for it.
- There is also a number showing the number of the container where you can find that punch. Ask if you need help finding the book or how to use it.

## COMMON PAPERCRAFTING TERMS

**A2** – An A2 card is a standard greeting card size measuring 4¼” x 5½”.

**Adhesives** – A substance used for sticking objects or materials together.

**Angel Policy**-This is a form of limited license and states how an inked or digital (digi) stamped image may be used and any requirements of the manufacturer or artist. For instance, it will tell whether the stamp may be used to create products for sale.

**ATG** (Adhesive Transfer Gun) - A tool used to dispense double-sided adhesive.

**Bone Folder** – A flat tool used for scoring paper to in aide folding sharp creases. It can be purchased on its own or with a Score Board.

**Brads** – Embellishment with decorative front and prongs that are inserted through a hole and then opened to secure in place.

**Brayer** – A paint roller for ink. It spreads the ink to give a smooth look and blends colors for a variety of visual effects.

**Burnish** – Rub or polish to make smooth. It’s often used in the context of using adhesives. It is important to rub or press firmly to set the adhesive and keep the parts from coming apart.

**Cardstock** – Cardstock, or card stock, is a stock of paper that is thicker than writing paper and is the base often used for scrapbooking and card making. It comes in a variety of colors and textures.

**Copic Markers** – Copic is a brand of alcohol-based markers that are popular with stampers because they blend easily and come in a wide variety of colors.

**Copyrights** – Copyrights give the exclusive legal right given to an originator or an assignee to print, publish, perform, film, or record literary or artistic material. It is important **the member** have proper permission to use someone’s work of art before using or distributing it. Are there copyright prints on a product you plan to sell? If so, **you** must seek permission to use the print. Disney papers, prints, and embellishments are one example of copyright protected materials that cannot be used on products you plan to sell without permission.

**Core Paper**- Card stock with color inside. This type of cardstock will “crack” when folded. It isn’t recommended for the card base.

**Cricut**- An electronic cutting machine brand.

**Crimper** – A tool that creases paper into a corrugated texture.

**Crop** – In photography, to crop means to cut away the unwanted part of a photo.



**CS** – Abbreviation for cardstock.

**Decorative Scissors**- Specialty scissors used to make fancy edges.

**Die Cut** – Custom shaped material, such as paper and cardstock, that has been cut into a specific shape using a steel cutting die.

**Digi Stamping** – Prints created using computer generated pictures rather by hand stamping.

**Distressing** – A technique used to create an aged or weathered look.

**DP or DSP** – Abbreviation for Designer Paper or Designer Series Paper.

**Easel cards** – Cards folded such that the card stands “up” like an easel.

**Embellishment** - Decorative elements added to cards, such as flowers, ribbons, or brads.

**Embossing or Dry Embossing** – A technique used to create a raised design (or a depression) on the surface of cardstock by molding the cardstock to a form or decorative design.

**Embossing Powder** – Special powder applied to embossing friendly ink that melts when heat is applied.

**Eyelet** – A small metal ring, designed to reinforce a hole in paper or fabric. Eyelets can also be used as a decorative element. Tools are required to “set” eyelets.

### **FOLDS (common forms of bending cardstock for cardmaking)**

- Mountain Fold – an origami term referring to folding paper (or cardstock) in half and creasing along the fold such that the crease looks like a mountain ridge
- Valley Fold - folding and creasing as in the mountain fold but this fold looks like a valley
- Gate Fold – folding a valley fold on each end of a card base such that the end panels meet or overlap
- Z Fold – folding a valley fold in the middle of the card base and then folding the front (top) half back such that the edge is next to the first fold

**Heat Embossing** – A process in which a quick-melting powder (embossing powder) is heated to create a raised design.

**Ink** – A liquid substance used for stamping; ink comes in a variety of types. Dye or Classic ink is fast drying for a crisp image. Craft or Pigment ink is thicker and dries more slowly. Distressing ink has less pigment and is designed to be easily blended and give paper an aged look. Oxide ink is a combination of water-reactive dye and pigment ink that creates a special oxidized effect when sprayed with water.

**Iris Folding** – A papercrafting technique that involves using ribbons or folded strips of colored papers to form a design similar to the iris diaphragm of a camera lens.

**Liners** – The liner on a greeting card is a light-colored paper adhered to the inside of the card, especially when the card has been made from a dark paper color where words written or stamped with ink would not be readily visible.

**Masking** –Using paper to cover a portion of the card and keep it from being inked.

**Matting or Layering**-Another piece of paper slightly larger leaving a frame around the edges

**MISTI** (Most Incredible Stamping Tool Invented) – A tool used for positioning stamps.

**Pop Dots** – Double sided adhesive made with foam, comes in different shapes and height.

**Punches** –Tools that cut paper into decorative shapes.

**Quilling** – Creating decorative designs using rolled strips of paper.

**Scoring** – Pressing a groove into paper, usually to make it easier to fold.

**Score Board** – A scored plastic board with measurements on it, for creating measured scores using a bone folder.

**Stickles** – A glitter glue that comes in several colors and used as an embellishment.

**Trimmer** – A paper cutter used to cut straight edges at precise locations.

**Vellum** – Semi-translucent paper similar to parchment.

**Washi Tape**-High quality masking tape made of rice paper. You can tear it, stick it, reposition it, and write on it.

**Xyron**- A brand of tool used to apply a sticky surface to the back of paper or cardstock.

## **ATTACHMENT A: MONITOR DUTIES**

*Sun City West Rules, Regulations and Procedures (Club Monitors, item 'B'): To ensure everyone's safety **there must be a monitor and club member or at least (2) club members** on site whenever any club is utilizing any Recreation Facility.*

### **At the beginning of the session:**

- Arrive approximately 15 minutes before the session begins. (Please do not enter the room until the workers have completed setting up the room.)
- Stop at the Beardsley Recreation Center Office and pick up the key. You will need to sign it out in the logbook on the table, beside the door.
- In the club room, unlock the cabinet #12. Remove the black "monitor box," and First Aid Kit. Take them to the small table next to the door entrance.
- Set out the "Member Attendance" sign-in sheet, monitor calendar with pencil and put on a monitor badge with your name tag.
- Place the "Workshop/Class" sign-up sheets, the Monthly Calendar, any "sign-up" for field trips, parties, or other club activities on the tables under the windows with a pencil or two.
- With the key from the office, unlock the cupboard doors 3, 4, 6 and 9 that contain club resources and tools. Do not unlock cupboard #5.
- FYI: Only current club officers or former club officers have permission to use the club copier located in cabinet #10.

### **During the Session**

- Welcome all members and guests, reminding all to sign the attendance sheet and wear a name badge; gently remind members to sign up to take their turn at monitoring. Guests who live in Sun City West sign in as "guest" (even if they have a 'Rec card'; out-of-town family/friends also sign in as "guests".) Members include their Rec Card number & name.
- The monitor should remain at the attendance table or near the table to be available as members and guests arrive and leave.
- Renewing or new members who want to pay dues, the club treasurer or membership chairperson will handle this task. *But if neither is in the room...*
  - Give the person a Membership Form, located in a folder in the monitor box, to complete.
  - The Membership Form is reviewed for completion, add your signature of verification, and collect the current registration fee. (See Membership Form)
  - For new members, show them the monitor calendar and have them sign up for a monitoring time as a new member so we can add an experienced person to work with them.
  - Place Membership Form and the Membership fee in the Treasurer's Pocket located in the monitor's box.
- If a club officer is available and not teaching a class, direct guests, and new members to the officer in attendance.

### **To Finish the Session**

- Make sure the room is picked up and orderly. Try to check that all items were returned to their assigned shelf. (Content lists for each cupboard are posted on the inside of the cupboard door).
- No food items may be left in the clubroom.
- Return all items to the monitor box that was taken out at the beginning of the session.

- Complete “Weekly Attendance Summary” and staple on top of the “Daily Attendance Sign- in” sheet(s). Place the forms into the file folder marked “Attendance Records.”
- Return the Monitor box, and First Aid kit to their cabinet #12.
- **LOCK ALL CABINETS.**
- With the last member(s) to leave, return the key to the office key rack and sign the logbook on the table that says you have returned the key. Your monitor session is finished!

#### **MONITORING** – from *Standing Rules*

1. All Club Members are required to monitor two (2) times during each calendar year.
2. A monitor is required for each room in use during the club session.
3. In the event a member is unable to fulfill her obligation on a date she has chosen, she is to obtain a substitute and said substitute will take credit.
4. Monitors are to arrive 15 minutes prior to opening and remain at club until all members leave and/or end of session.
5. To ensure everyone’s safety ***there must be a monitor and club member or at least (2) club members on site whenever any club is utilizing any Recreation Facility.*** In the event a monitor is not present and performing the duties as required, the club facility shall be closed. (per RR&P’s)
6. The club has the right to refuse renewal to a member who does not comply with the regulations.

#### **MONITORING** – from **Rules, Regulations, and Procedures for Chartered Clubs (Chapter 3, Club Monitors)**

Club Monitors: These individuals are given the responsibility of supervising a facility and the use of equipment within that facility. Monitors have the authority to deny the use of equipment to any individual who, in their judgment, is either unable or unwilling to abide by stated safety rules. Club officers will ensure that monitors follow the safety rules as detailed by the club.

Monitors and Safety Precautions: *To ensure everyone’s safety there must be a monitor and club member or at least two (2) club members on site whenever any club is utilizing any recreation Facility.* At no time will any electrical or gas operated equipment (such as kilns, etc.) be energized and left unattended.

Club Monitor Requirements: During all club scheduled activities, a designated monitor(s) must be provided and identified by the club to ensure that established operating procedures are followed. If a facility includes more than one room, or the basic room is too large for one monitor to properly oversee, additional monitors must be provided. The monitors shall verify that each person is qualified to participate in the club’s activities before they are allowed entry. **THE CLUB OFFICERS WILL ENSURE THAT MEMBERS SIGN IN AND EACH PARTICIPATING GUEST IS ACCOMPANIED BY THE MEMBER.** In event a monitor is not present and performing the duties as required, the club facility shall be closed.

## **ATTACHMENT B: Accident/Incident/Injury Report**

*The Rule, Regulations, and Procedures for Chartered Clubs* is a document we are required to follow. On pages 24-25 of this document, in the Membership and Operations section under Safety and Health, we are required to report to the Facility Supervisor within 24 hours any accident/incident/injury occurring and those requiring medical attention. The Accident/Incident, also known as Form RC 20-5, is the report used and our club has this form available in the Monitor's Box.

Please note the Club Monitor is responsible for documenting pertinent details on an Accident/Incident/Injury Report in the club's records. The club officers will be responsible for submitting Form RC 20-5 to the Facility Supervisor who will forward it to the office of the Recreation Activities Manager.

A copy of the three (3) page Accident/Incident/Injury Report follows with circled letters marked on the report that correspond to the directions listed below.

- A. Incident date
- B. Time
- C. Date Reported
- D. Facility – Beardsley
- E. Location – club room, courtyard, etc.
- F. Who is filling out this report?
- G. List person injured plus any other names of of anyone that might have helped the injured.
- H. What is the injury?
- I. Treatment provided or refused?
- J. Did Sheriff, Fire Department, or ambulance come?
- K. This space is filled out by person reporting accident -monitor, club member, etc.
- L. Condition of area – wet, dry, etc.
- M. Names of any witnesses
- N. This is filled out by the injured person if they choose to do so. We can make a copy to give them, but this copy stays with the report.
- O. Signature of injured person refusing treatment.
- P. Witness/Employees signature.



**RECREATION CENTERS OF SUN CITY WEST, INC.**  
 19803 R.H. JOHNSON BOULEVARD SUN CITY WEST, ARIZONA 85375-4498  
 Phone: 623-544-8123 FAX: 623-544-8124 Website: http://www.rcsw.com

**ACCIDENT/INCIDENT/INJURY REPORT RC 20-5**  
 (CONFIDENTIAL INTERNAL DOCUMENT)

*This report is required for ANY Accident, Incident or Injury occurring on Recreation Center Property.*  
 As soon as the facts are known, the responsible Supervisor, Club Officer or Facility Monitor is required to complete this report. Please use a pen and print legibly.

**IF A LIFE THREATENING INJURY OR FATALITY OCCURS, CALL 911 & NOTIFY THE FACILITY LEAD AND OR SUPERVISOR.**

Incident Date: (A) Incident Time: (B) Date Reported: (C)

(D) Facility (Rec. Center, Golf Course, etc.): \_\_\_\_\_

(E) Location (Room, Club, Area, etc.): \_\_\_\_\_

(F) Reporting Individual: (i.e. Rec. Cen. Employee, Club Officer, Monitor)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Person (s) Involved**

(G) Name # 1: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name # 2: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

*(List additional involved persons on the reverse side of this page)*

**Injury / Illness**

(H) Chief Complaint (Cut Hand, Bruised Knee, Hip Injury, Fainted etc.)  
 \_\_\_\_\_

(I) Was Medical Treatment Provided? No \_\_\_\_\_ Yes \_\_\_\_\_

Was Medical Treatment Refused? No \_\_\_\_\_ Yes \_\_\_\_\_ (If Yes, See page 3)

(J) Emergency Response Provided By: Sheriff \_\_\_\_\_ Fire Dept. \_\_\_\_\_ Amb. \_\_\_\_\_

Sheriff's Report # \_\_\_\_\_ Fire Report # \_\_\_\_\_

**ACCIDENT/INCIDENT/INJURY  
REPORT**

*(CONFIDENTIAL INTERNAL DOCUMENT)*

**Details of the Incident**  
*(To be filled out by Reporting Individual)*

(K)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If additional space is needed use reverse side of this page.)*

(L)

**Condition of the Area:** *(Clean, Dry, Wet, etc.)* \_\_\_\_\_

**Were Photos Taken?** Yes \_\_\_\_\_ No \_\_\_\_\_ **By:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
*(Please Attach Photos to Report)*

**Incident Witnesses:**

(M)

**Name:** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Vehicle Incidents only**

**Vehicle Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **License #** \_\_\_\_\_

**Vehicle Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **License #** \_\_\_\_\_

**Property Damage** *(I.E. Vehicle, Structure Property):* \_\_\_\_\_

**Review, Initial and Forward Report in the Following Order:**  
*(Report due to General Manager within 3 working days)*

**Facility Lead:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Safety Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**General Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ACCIDENT/INCIDENT/INJURY REPORT

## Details of Incident as recorded by Person(s) Involved

(This is the only page that may be copied and shared with person(s) involved)

(N)

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### Refusal of Treatment

We strongly encourage you to be evaluated, treated if necessary and or transported to a hospital. You have the right to choose not to be evaluated, treated or transported if you wish; however, there is the possibility that you could suffer serious complications or even death from conditions that are not apparent at this time. By signing this document, you understand these possibilities and are refusing further assistance offered by Recreation Centers of Sun City West personnel.

(O)

**Signature:** *(Injured Party Refusing Treatment)*

**Date:**

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(P)

**Witness / Employee Signature:**

**Date:**

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