**I. Reporter Information**

* **Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Department/Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Report:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_
* **Time of Report:** \_\_\_\_\_\_\_\_ (AM/PM)

**II. Sighting Details**

* **Date of Sighting:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_
* **Time of Sighting:** \_\_\_\_\_\_\_\_ (AM/PM)
* **Duration of Sighting:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Location of Sighting:**  
  (Be as specific as possible, include landmarks/buildings)
* **Was the drone moving or hovering?**  
  ☐ Hovering  
  ☐ Moving (Direction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* **Estimated Altitude:**  
  ☐ < 100 ft  
  ☐ 100–400 ft  
  ☐ > 400 ft  
  ☐ Unknown
* **Estimated Size of Drone:**  
  ☐ Small (toy-sized)  
  ☐ Medium (consumer drone)  
  ☐ Large (professional/industrial)
* **Distance from Observer:**  
  ☐ < 100 ft  
  ☐ 100–500 ft  
  ☐ > 500 ft  
  ☐ Unknown

**III. Drone Description**

* **Color(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Shape:** ☐ Quadcopter ☐ Fixed-wing ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_
* **Lights:** ☐ None ☐ Steady ☐ Flashing
  + Color of lights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Sound:** ☐ No ☐ Yes (Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* **Markings or Identifiers:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IV. Behavior Observed**

* ☐ Surveillance-like (hovering near building/windows)
* ☐ Flying over crowds or restricted areas
* ☐ Landing or takeoff observed
* ☐ Followed a person or vehicle
* ☐ Unknown/Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. Photographic or Video Evidence**

* **Was any photo or video captured?**  
  ☐ Yes (Attached: ☐)  
  ☐ No

**VI. Witnesses**

* **Other Witnesses Present?**  
  ☐ Yes (List names and contact info below)  
  ☐ No

**VII. Security or Law Enforcement Notified**

* **Campus/Public Safety Notified?**  
  ☐ Yes ☐ No
  + Officer/Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Time Notified: \_\_\_\_\_\_\_\_\_\_\_ (AM/PM)
* **FAA or Other Agencies Notified?**  
  ☐ Yes ☐ No
  + Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIII. Additional Comments or Observations**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_