

Statement of Conduct for Working with Youth

Rotary International and District 7680 strive to create and maintain a safe environment for all Youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

Rotary District 7680's Youth Protection Policy applies to all District activities that involve minors. This includes, but is not limited to, Youth Exchange, Interact, Seminar for Tomorrow's Leaders (SFTL), NewGen Peacebuilders, First Knight and Club programs/projects.

Minors are usually defined as those less than 18 years of age; however, since some Youth exchange students as well as some Interactors may be slightly older, they are treated as minors in Rotary's efforts to protect children and young adults. Rotaractors are college age or older and are not included as minors and are not covered in Rotary's Youth Protection Policy.

In protecting our Youth, there is no one process that guarantees safety. It's the combination of these deterrence measures that minimize the risk.

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Definitions

- a. Casual Contact:** Persons having casual contact are persons not directly responsible for Youth but who may provide incidental transportation or invite a Youth to an event such as dinner, movie, sports event, weekend activity, or travel approved by at least two of the following individuals/ entities: the Host Family, Youth Exchange Officer, Club Youth Protection Officer, and/or exchange counselor. Casual contact must be infrequent and incidental so that a regular pattern is not developed. Further, casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment, verbal or otherwise. Persons having casual contact with Youth are not required to be screened.
- b. Crisis Management Team:** This refers to a team of district personnel that is activated by the District Youth Protection Officer upon receipt of an allegation of abuse or harassment. The makeup of the team is determined by the status of the Youth making the allegation, but must include the following at a minimum: District Governor, District Youth Protection Officer, District Youth Services Chair and Club President.
- c. Physical Abuse:** This refers to any assaultive behavior and includes any physical offense that would be criminal.
- d. Sexual Abuse:** This refers to engaging in implicit or explicit sexual acts with a Youth or forcing or encouraging said persons to engage in implicit or explicit sexual acts alone or with another person of any age. This includes non-touching offenses, such as indecent exposure or showing a Youth sexual or pornographic material. This includes any sexual offense that would be criminal.
- e. Sexual Harassment:** Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:
- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person or other vulnerable person, and comments about an individual's sexual activity, deficiencies, or prowess;
 - References to a Youth or other vulnerable person's body or physical maturity in a sexual way;
 - Verbal abuse of a sexual nature;
 - Display of sexually suggestive objects, pictures, media or drawings;
 - Sexual leering or whistling, any inappropriate physical contact such as "brushing" or touching, obscene language or gestures, and suggestive or insulting comments.
- f. Volunteer-** any adult involved with Rotary Youth Program activities who has direct interactions, supervised or unsupervised, with Youth. A volunteer does not include those adults who have Casual Contact or incidental contact with Youth.

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- g. Youth:** This means any minor (less than 18 years of age) or any young adult participating in Rotary Youth Exchange, Seminar for Tomorrow's Leaders, Interact, or any other District Youth Program, excepting Rotaract.
- h. Youth Protection Officer - Club:** the District recommends that every club in the District appoint a club Youth Protection Officer. This person may be the same as the individual who holds the position of Youth Services Chair/ Director of Future Generations. This position is charged with working with the Youth Protection Officer for the District to enforce and uphold the Youth Protection Policy, in accordance with Rotary International standards, at the club level.
- i. Youth Protection Officer - District:** There will be at least one District Youth Protection Officers appointed. This person is charged with enforcing and upholding this Youth Protection Policy, in accordance with Rotary International's standards, at the district level and supporting club Youth Protection Officers in their endeavors to enforce and uphold at the club level.

Legal Entity/Insurance

Rotary District 7680 Youth Programs are part of District 7680, A Non-profit Corporation, incorporated in the State of North Carolina on May 8, 2018. Coverage is provided through Rotary International's insurance policy, (review to understand limitations).

Volunteer Screening

All volunteers must be committed to the safety and security of Youth. All volunteers must demonstrate good judgment and in addition to the requirements herein, must ensure that Youth for whom they are responsible are safe from harassment and other injurious behavior from others around them. This includes keeping Youth safe from those who may be drinking alcohol or ingesting other substances that may impair judgment or ability to drive.

Volunteers that are 21 years of age or younger are not permitted to hold volunteer positions, or receive titles that grant them, or would be perceived to grant them, authority over Youth that are within 5 years of the Volunteers age. For example, young adult Volunteers that are less than 21 years of age are not permitted to serve as a "facilitator" or "mentor" during the District's Seminar for Tomorrow's Leaders program.

Host families must have adequate accommodations to host Youth. Host families must have the ability to provide appropriate supervision of Youth. A person who has admitted to, been convicted of, or otherwise found to have engaged in sexual or physical abuse or harassment may not be a volunteer. Other convictions/ findings not specifically enumerated herein may also disqualify an applicant, in the District's sole discretion.

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The home club of the volunteer will maintain all records of an application to be a volunteer, criminal history and sex offender registry checks, and all other records regarding the background check of the volunteer. Records will be maintained for five years.

All volunteers must:

- Complete the Youth Volunteer Application and authorize the District to conduct a criminal background check (see Appendices A and B);
- Undergo a personal interview;
- Provide a list of references for the District to check (see Appendices C and D);
- Meet Rotary International eligibility requirements; and
- Undergo training as indicated in Appendix E.

Host Families must, in addition to Volunteer requirements:

- Complete a written application;
- Undergo a comprehensive interview that determines their suitability for hosting exchange students; and
- Undergo home visits.

Club/ District Responsibilities and Procedures

Review of Volunteer Applications

An applicant to be a volunteer must submit the Youth Volunteer Application (Appendix A) to the Club Youth Protection Officer. The Club Youth Protection Officer will send a copy of the application to the District Youth Protection Officer. The Club Youth Protection Officer (or designee) will review the application, conduct the interview of the volunteer, conduct the reference checks, criminal history, and sex offender registration checks.

The Club Youth Protection officer will provide all of the above information to the District Youth Protection Officer, who will make a recommendation to the Club based on the totality of the volunteer's application (Appendix K). The Club will maintain records of each volunteer application and the results of the criminal history and sex offender registration checks as well as the District Youth Protection Officer's recommendation (Appendix K), for a period not less than five (5) years.

If, after consultation with each other, the Club is not in agreement with the District Youth Protection Officer's recommendation that a volunteer applicant should, or should not, be accepted based on the totality of the volunteer's application, then the Crisis Management Team will review the matter and make the final determination.

If a potential volunteer is not acceptable after being screened then the Club Youth Protection Officer shall notify the potential volunteer, the District Youth Protection Officer, the Club President, the Youth Services Chair and the District Governor. A potential volunteer who is not cleared to be a volunteer may appeal to the District Governor with review by the Crisis Management Team. The potential volunteer may challenge the results of any background

check, but must do so himself or herself by direct contact with the screening company or agency at his or her own expense. The Crisis Management Team will review the appeal and issue a final, non-appealable, determination based on the volunteer's supplemental information.

Response to an Allegation of Abuse of Neglect

Rotary International has a zero-tolerance policy against abuse and harassment. The District Governor of 7680, District Youth Service Chairperson, and District Youth Protection Officer will make every prudent and reasonable effort to ensure that no Youth program participant is subjected to harassment or abuse in the context of Rotary activities and the District will take appropriate action if such behavior occurs.

Reports or allegations of abuse, harassment, or neglect should be reported to immediately utilizing the procedures set forth in Appendix H. The immediate response to any allegation of abuse is to ensure the safety and protection of the reporting Youth. This means removing the Youth from the physical proximity of the alleged offender and ensuring all contact between the offender and Youth ceases.

Alcohol/Drug Presence or Use During Youth Services Programs

The use or presence of illegal drugs is never permitted at any District 7680 event, whether a Youth Services event or otherwise, by Volunteers or Youth. Alcohol use by Youth is illegal and strictly prohibited. To reduce the opportunity that Youth engage in alcohol consumption, the use or presence of alcohol is not permitted at District 7680 Youth Services event where

- the majority of attendees are Youth;
- primary responsibilities of the Volunteer involves Casual Contact or direct contact with Youth;
- where it is illegal, or against the venue/locations policy to do so; or
- as otherwise direct by District 7680.

Should the presence or use of alcohol or illegal drugs be found or alleged at any District 7680 Youth Services Program, members of the Crisis Management Team should be contacted immediately, or as soon as reasonably practicable. The Crisis Management Team will

- Investigate any alleged or confirmed alcohol or drug use in contravention to this Youth Protection Policy. At the conclusion of any investigation, the team will convene and review the entire incident in regard to the extent that district policies were followed, determine best practices for moving forward, and contact local authorities as required by law (i.e. in the case of a Volunteer procuring for, or giving alcohol to, Youth); and
- Based on their review, the team will recommend any necessary changes to the District Policy, screening process, or training.

Club Compliance

The District Youth Protection Officer will monitor all participating clubs within the district and ensure that they comply with Rotary International guidelines for abuse and harassment prevention. All clubs that are involved in programming that involves contact with Youth must annually certify to the District as being in compliance with this Youth Protection Policy. Certification will be made by using the form in Appendix G and forwarding the form to the District Youth Protection Officer.

If a club is not compliant with this Policy, the District Youth Protection Officer shall notify the Club Youth Services Chair and the District Governor and order the cessation of activities involving protected persons until compliance is achieved. The District Youth Protection Officer work with the noncompliant club's President and the District Governor to restore compliance with this Policy.

The District Youth Protection Officer shall maintain records of compliance and training completed in accordance with this policy.

**APPENDIX A:
YOUTH VOLUNTEER APPLICATION**

District 7680 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, their spouses and partners, and any other volunteers to safeguard to the best of their ability the welfare of children and young people involved in Rotary programs or activities and prevent physical, sexual, or emotional abuse of young participants.

PERSONAL INFORMATION:

Name:

Address:

City:

State/Province:

Postal Code:

How long at this address? (If fewer than five years, list previous residence(s) on the back of this sheet)

Driver's license number:

Date of Birth (dd/mm/yyyy):

ADDITIONAL INFORMATION:

Home Phone:

E-mail:

Business Phone:

Cell Phone:

Are you a member of a Rotary Club? Yes No

If yes, indicate club name and year joined:

Position applied for:

Have you held a Rotary Youth programs position in the past? Yes No

If yes, what position and when?

EMPLOYMENT HISTORY

(for the past five years, attach additional sheets if necessary)

Current Employer:

Address:

City:

State/Province:

Postal Code:

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Phone:
Position:
Date of Employment:
Supervisor's Name:

Previous Employer:

Address:
City: State/Province: Postal Code:
Phone:

Position:
Date of Employment:
Supervisor's Name:

VOLUNTEER HISTORY WITH YOUTH

(for the past five years; attach additional sheets, if necessary)

Organization:

Address:
City: State/Province: Postal Code:
Phone:

Position:
Dates Held:
Director's Name:

PERSONAL REFERENCES

(may not be relatives; no more than one former or current Rotarian)

1. Name:

Address:
City: State/Province: Postal Code:
Phone:

Relationship:

2. Name:

Address:
City: State/Province: Postal Code:
Phone:

Relationship:

3. Name:

Address:

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City:
Phone:

State/Province:

Postal Code:

Relationship:

QUALIFICATIONS AND TRAINING

What relevant qualifications or training do you have for this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been charged with, been convicted of, or pled guilty to any crime(s)?
Yes No

If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

2. Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical or verbal abuse, including but not limited to domestic violence or civil harassment injunction or protective order?

Yes No

If yes, please explain. Also indicate date(s) and the country and state/province in which each occurred (attach a separate sheet, if needed).

For Club Use Only:

Date:

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References Check by (name):

CONSENT:

I certify that all the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this application unfavorably. I understand that District 7680 will automatically deny a volunteer position to anyone convicted of a crime physical or sexual abuse or harassment.

I give my permission to District 7680 to verify information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks) and contact with my former employers and with references provided.

I understand that this information will be used, in part, to determine my eligibility for a volunteer position. I also understand that as long as I remain a volunteer, this information may be checked again, at any time, in District 7680's sole discretion. I understand that I will have an opportunity to review the criminal history and, if I dispute the record as received, a procedure is available for clarification.

WAIVER:

IN CONSIDERATION of my acceptance and participation in the Youth Programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless, and indemnify all members, officers, directors, committee members, and employees of the participating Rotary clubs and districts, and of Rotary International ("Indemnities"), from any or all liability for any loss, property damage, personal injury, or death, including any such liability that may arise out of the negligence of any of the indemnities or may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 7680 Youth Programs and its affiliates.

I acknowledge that I have read and understand the above consent and waiver and that I sign this form voluntarily.

Signature of Applicant:

Please Print Name:

Date:

APPENDIX B: GUIDELINES FOR CRIMINAL RECORD CHECKS

Who requires a criminal record and sex offender registry check?

Any volunteer as defined in these guidelines. This includes, but is not limited to, club and District Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host Youth for activities, host parents and any person living in a host family 18 years and older.

When should such checks be done?

These checks MUST be completed before applicant has unsupervised access to Youth.

How often does someone involved in a Rotary Youth Program need to have a criminal record and sex offender registry check completed?

For new volunteer applications, background checks should be completed between 30 and 90 days prior to the Youth Program. For returning volunteers, such checks should be repeated every 12 months.

Is there a cost to get a criminal record check done?

Any cost will be borne by the Club.

Who in the club should receive the criminal record and sex offender registry checks?

The Club Youth Protection Officer will cause the criminal history and sex offender registry check to be conducted after receiving the application of the volunteer. Copies of the complete volunteer application and background checks will be provided to the District Youth Protection Officer for second level review, per the Youth Protection Policy. The records of these checks will be maintained by the Club for no less than five (5) years.

APPENDIX C: GUIDELINES FOR REFERENCE CHECKS

Who requires a reference check?

Any Volunteer as defined in these this Youth Protection Policy. This includes, but is not limited to, club and District Youth Exchange Officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners that host Youth for activities, host parents and any person living in a host family 18 years and older.

Who can be a reference?

Friend, neighbor, work colleague, employer etc. Personal references must not be related to the applicant and no more than one former or current Rotarian.

When should reference checks be done?

Reference checks MUST be completed before applicant has unsupervised access to Youth.

How should reference check be completed?

By telephone or email is sufficient.

How many reference checks should be done?

A minimum of three.

Who should do reference checks?

Club Youth Protection Officer.

Should one person do all three-reference checks for the same applicant?

Yes.

Where should reference check information be collected be stored?

Yes, with the Youth Volunteer Application and criminal record check. Access to confidential information collected in the volunteer screening process should be restricted and kept confidential. Interviews and background checks may uncover sensitive information that would not disqualify a potential volunteer but should be kept confidential nonetheless.

APPENDIX D:
SAMPLE PERSONAL REFERENCE REQUEST
(may be conducted via telephone or email)

Dear (insert reference name),

(insert volunteer applicant name) has applied to volunteer with the Rotary District 7680's Youth Program (insert name of Youth Program). This program (include description of Youth Program).

Ensuring student safety is our highest priority. As a volunteer, this person will have significant unsupervised involvement with Youth, and has provided you as a personal reference with regard to this volunteer opportunity. If you are comfortable acting as a reference for this applicant, please answers the below questions at your earliest convenience. Please note, information obtained will be kept secure and confidential.

Association with Applicant:

How long have you known applicant?

What experience does the applicant have with working or volunteering with young people?

In what activities have you observed applicant with teenagers or younger children? How are you aware of the applicant's activities?

Do you have any direct knowledge of any violent or anger management incidents directly involving this person? Yes No

If yes, please explain:

Do you have any direct knowledge of any incidents of inappropriate behavior involving minors?

Yes No

If yes, please explain:

Do you have any direct knowledge if this person has any substance abuse or mental health problems? Yes No

If yes, please explain:

Does the applicant possess the skills and personality to be a positive influence and offer fellowship and goodwill for Youth that may be from other countries, cultures, ethnicities, or socio-economic backgrounds? Yes No

If no, please explain:

Would you feel comfortable leaving one of your children in this person's custody?

Yes No

If no, please explain:

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What other information can you provide to help evaluate whether this person is qualified to participate in the Rotary Youth Program?

For Club Use:

Signature of person doing reference check:

Date:

**APPENDIX E:
Youth Protection Training Requirements**

Group	Training	Volunteer Affidavit	Background Check
All Rotarians and other adult volunteers who have any contact with youth in a Rotary context	Youth Protection Awareness	Not required	Not required
All Rotarians and other adult volunteers who will have one-on-one contact with youth in a Rotary context All adult members of host families living in the home	Youth Protection Awareness	Required	Required
All Rotarians with extensive contact/involvement working with youth in a Rotary context • Rotarian counselors • Interact advisers and committee members • All District and Club youth program committee members District and Club Youth Exchange committee members	Youth Protection Awareness PLUS Youth Protection Certification Recognizing Problems and Reporting Developing a Support System for Youth	Required	Required
Parents of Outbound Exchange Students	Preparing for a Safe Exchange Experience: Outbound Parents	N/A	N/A
Inbound and Outbound Youth Exchange Students	Preparing for a Safe Exchange Experience: Students	N/A	N/A

The YEAH system provides a link for those involved with RYE. The URL to the training module is <http://training.nayen.org/training/sample>.

APPENDIX F: CLUB CHECKLIST FOR YOUTH SERVICES PROGRAMS

The following checklist outlines the club's responsibilities to participate in Rotary Youth Services programs:

- Complete, sign and return the attached compliance statement that the club is operating its Youth Services Programs in accordance with District 7680 and RI policies.
- Develop a Club Youth Protection Policy which mirrors the District policy or adopt that of the District;
- Appoint one Club member as a Club Youth Protection Officer to ensure all guidelines for participation in Rotary Youth Programs are followed and to maintain records of applications and supporting documentation as outlined in this policy;
- Ensure Youth Exchange host families and students to be given a copy of the Youth Protection Policy;
- Follow the procedures outlined in this Youth Protection Policy for reporting any allegations;
- Ensure club provides Youth Protection Training to host families;
- Ensure Outbound/parents and Inbound students receive training on abuse and harassment prevention at the Youth Exchange Training Sessions;
- Maintain attendance records for Youth Protection Training sessions;
- Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program.

**APPENDIX G:
CLUB COMPLIANCE FORM**

This form must be completed prior to the Rotary Club entering the Youth Exchange Program or conducting other Rotary Youth Programs.

The Rotary Club of _____

Acknowledges receipt and review of the following information;

1. District 7680 Rotary Youth Services Guidelines
2. Rotary District 7680 Club Checklist for Youth Services programs – Appendix F

Confirms that this Rotary Club is operating its Youth Services Programs in accordance with Rotary International and District 7680 policies and guidelines;

Has completed one of the following; and

1. Board adoption of the District 7680 Youth Protection Policy; or
2. Board adoption of a Club Youth Protection Policy that mirrors the district policy; (if the club has used this option, then include a copy of the policy with this form).

Conducts or will conduct any or all of the following Youth Services activities (check all applicable).

1. Youth Exchange
2. Seminar for Tomorrow's Leaders
3. Interact
4. Other (please explain, attaching additional sheets and supporting information as needed)

Print Club President:

Print Club Youth Protection Officer:

YPO Email

YPO Phone:

Club President Signature: _____ Date: _____

Return to: **District 7680 Youth Protection Officer**

APPENDIX H: ABUSE ALLEGATION-RESPONSE

Any adult to whom the youth alleges physical or sexual abuse will:

1. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to be supportive. Do not express shock, horror or disbelief.
2. Assure privacy and discuss the limits of confidentiality. Explain that you will have to tell someone about the abuse and/or harassment to make it stop.
3. Be non-judgmental and reassure the Youth involved. Do not be critical of anything that has happened or anyone who might be involved. It is especially important not to
4. blame or criticize the Youth. Assure the Youth that they were brave and mature to
5. come to you.
6. Keep a written record of the conversation with the Youth as soon after the report as you can, including the date and time of the conversation. Do not interrogate the Youth, but use the Youth's words and record only what has been told to you.
7. Notify local law enforcement agencies, the Club Youth Protection Officer and the District Youth Protection Officer.

The **District Youth Protection Officer** will:

1. Notify the Crisis Management Team and the District Governor. Where the incident involves a Youth exchange student, notify the District Youth Exchange Chair. The District Governor will report to Rotary International within 72 hours. In addition, the Youth Exchange Committee Chair must report the allegation to their responsible officer.
2. Notify the Youth's parents or legal guardians.
3. Ensure the Youth receives immediate support services, including medical, counseling, and advocacy services.

The **Crisis Management Team** will:

1. Recommend any limitations on the accused person in regard to interaction with Youth for consideration by the District Governor. At the conclusion of any investigation, the team will convene and review the entire incident in regard to the extent that district policies were followed and any lessons learned.
2. Based on their review, the team will recommend any necessary changes to the District Policy, screening process, or training.

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The **District Governor** will:

1. Direct the person accused of abuse to have no further contact with the Youth.
2. Prohibit a non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a Youth from working with Youth in any Rotary context.
3. Allegations of criminal abuse or harassment must be reported to local police authorities for investigation. Investigations must be left entirely to law enforcement authorities. In cases of non-criminal harassment (harassment that does not meet the criminal measure of intent and/or proof beyond reasonable doubt), the District Youth Protection Officer, and District Governor are responsible for any necessary follow-up.
4. Even if a claim of sexual abuse, harassment, or neglect were not substantiated, there would be no way that the Youth could be returned to the original situation. Other arrangements must be made.
5. Notify Rotary International of any potential criminal investigation and serious incidents.
6. Notify the insurance carrier.

The **Parent Club** of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a Youth shall terminate the membership of the Rotarian

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the Youth and the accused during the investigation.

**APPENDIX I:
Inbound Student ID Card**

Student Name:

Birthdate:

Home Family:

Home Address:

Email:

Phone:

US Department of State Emergency Hotline:

US Department of State Email:

Local Police: 911

Insurance Company:

Phone:

Policy Number:

School Name:

Phone:

School Counselor:

Phone:

Emergency Services:

Phone:

Abuse Hotline:

Suicide Hotline:

Drug & Alcohol Abuse Hotline:

Hospital:

Host Club:

Phone:

Club President

Club YEO:

1st Host Family Name:

Phone:

Address:

2nd Host Family Name:

Phone:

Address:

3rd Host Family Name:

Phone:

Address:

District Governor:

Phone:

RYE Dist. 7680 Chairman:

Phone:

Sending District Governor:

Phone:

Sending Club President:

Phone:

Sending YE District Chair:

Phone:

APPENDIX J: DISTRICT YOUTH PROTECTION OFFICER JOB DESCRIPTION

The District Youth Protection Officer(s) (YPO) shall be a Rotarian in good standing in District 7680. Ideally, he or she should be a professional with training in counseling, social work, law, law enforcement, or child development.

This appointment is for one year.

Duties:

1. Monitor changes in national and local laws related to Youth protection, as well as any changes in RI policies, and relate them to the Governor and District program chairs;
2. Work with the district and clubs to inform all Rotarians of their Youth protection obligations;
3. Confirm that appropriate screening measures are conducted for all Youth programs, in compliance with Rotary policies and local laws;
4. Direct the selection of Rotarian and non-Rotarian volunteers and ensure that volunteer screening is documented appropriately;
5. Ensure that appropriate training is provided to Rotarians, other volunteers, and Youth program participants and their parents; and
6. Oversee proper handling of allegations and protect the interests of all who are involved
7. Maintain records of all allegations of abuse, harassment, or other crises,

APPENDIX K:

CRIMINAL HISTORY AND SEX OFFENDER REGISTRATION CHECK

Based on the results of the applicant's criminal history check and/or sex offender registry check, the District Youth Protection Officer recommends that the applicant:

- Be permitted to volunteer
- Not be permitted to volunteer for the following reasons:

Signed:

Date: