



Club: \_\_\_\_\_ Rotary Year: \_\_\_\_\_

# Rotary District 5170 Club Youth Services Certification Application

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Youth Services certification supports student safety by establishing minimum requirements for participating Rotary District 5170 Clubs. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCP), Sections 2.110 and 41.080 (January 2009) and in the Rotary District 5170 Abuse and Harassment Prevention Policy (February 2006) with appendices. Before completing this application, please review these documents, available on the RI and District 5170 Web sites at [www.rotary.org](http://www.rotary.org) and [www.rotary5170.org](http://www.rotary5170.org).

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the District 5170 Abuse and Harassment Prevention Policy with appendices.

## Important!

*If your club is unable to comply with any certification requirements, please place an asterisk (\*) next to the item and provide a written description on a separate sheet of paper of the specific circumstances that prohibit your club from meeting the requirement, along with a written description of the alternate procedures your club has developed to maintain the intent of the guideline.*

### PROGRAM ADMINISTRATION

- Read the District 5170 Abuse and Harassment Prevention policy
- Read Rotary Code of Policies 2.110 and 41.080.

### YOUTH SERVICES ADVISOR ORIENTATION AND TRAINING

- Orientation and Training of Volunteers:
  - Club has three or more members (Advisors) screened and trained on responding to problems or concerns that may arise including responding to and reporting allegations of abuse or harassment.

### SCREENING AND SELECTION

- Club has adopted the Statement of Conduct for Working with Youth (RCP 2.110.1).
- Screening and Selection of Youth Services Volunteers:
  - Volunteers are screened by means of:
    - Signed Youth Volunteer Affidavit, that includes authorization of reference check and criminal background check
    - Interviews to determine suitability of volunteer to work with youth
    - Reference checks
    - Live Scan criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students

### INCIDENT HANDLING

- Club has procedures which address the following:
  - Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- Any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.
- Any non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context.
- Club will not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- Club has adopted Rotary International's zero-tolerance policy on abuse and harassment.

- Club understands guidelines for reporting problems and incidents that may arise during exchanges; these guidelines include:
  - Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities; Club has identified appropriate law enforcement office to which all allegations of abuse or harassment must be reported.
  - Immediately report all cases where you are unsure if an incident is a crime, to your local child protective agency; Club has identified appropriate child protection agency to which all allegations of abuse or harassment must be reported.
  - All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to the District Abuse Prevention Coordinator or District Youth Exchange Officer within 24 hours
  - Established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.
- Club has guidelines for the safety and support of students after an allegation of abuse or harassment; these guidelines include:
  - Procedure for removal of student from all contact with alleged offender and from host family, if needed, including criteria for moving a student and temporary housing available in advance
  - Identified appropriate support services for students who report abuse or harassment, including an independent, non-Rotarian counselor.

#### **YOUTH EXCHANGE SUPPORT AND COMMUNICATION**

- Club prohibits youth exchanges arranged outside of district structure (e.g., “backdoor” exchanges).
- Screening and Selection of Youth Exchange Students:
  - Students are screened by means of:
    - Written application that includes program rules and requirements and signed compliance statement
    - Interviews of students and parents or legal guardians
- Parents of outbound students are not required to host incoming students in either the long-term or short-term programs. However, parents of outbound students may be asked to assist in finding suitable host families.
  - Students are required to carry travel insurance in accordance with RCP 41.080.
  - Club Selection process for all participants is conducted in a similarly thorough manner for both long-term and short-term programs
- Screening and Selection of Youth Exchange Host Families:
  - Host families are conscientiously screened and selected by means of:
    - Written application that includes programs rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents (18 and older) who live in the home.
    - Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students.
    - Announced and unannounced home visits prior to and during the exchange
    - Reference checks performed and documented by Certified Rotarians. The references can’t be family members and no more than one can be a Rotarian.
    - Live Scan criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students.
  - Long-term exchanges have more than one host family during their exchange
- Club ensures that club Youth Exchange committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities attend the appropriate District Orientation.
- Rotarian Counselors:
  - Clubs must select a Rotarian counselor for every inbound and outbound student in all exchange programs.
  - All Club Counselors have been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse (Youth Protection Certification training)
  - Club Rotarian counselor is not a member of their students’ host family.

