

**ROTARY DISTRICT 5020 CLUB  
CHECKLIST FOR YOUTH PROGRAMS 2016/2017**

The following checklist outlines the club's responsibilities to participate in youth programs:

- By July 31<sup>st</sup> each year, the Club President must complete, sign and return the compliance statement (*below*) in accordance with District 5020 and RI policies.
- Have in place 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 youth programs are followed;
- Ensure contact information for the District Youth Protection Officer is made available to club members;
- Ensure Youth Exchange host families and students to be given a copy of the Club and District Youth Protection Policy;
- Appoint one person (Rotarian or non-Rotarian) who will maintain all records of criminal record checks, all waivers, and screening information in perpetuity (Volunteer Affidavit, reference checks and criminal record checks together in one location in order to maintain privacy and confidentiality of all information); a suggestion is to rent a safety deposit box to keep all documents;
- Follow the procedures outlined in District 5020 Youth Protection Policy Recording and Reporting Guidelines;
- Ensure at least one youth services volunteer from the club attends the District 5020 Youth Protection Training Session at the annual District Assembly. Clubs must have representation every three years; more often if the volunteer vacates the role of Club Youth Protection Officer and/or Rotary;
- Ensure youth services volunteer who attends the District 5020 Youth Protection Training Session provides other club youth services volunteers with the information from the training session. Club committees meeting to discuss youth activities shall always have 'youth safety' as an agenda item for discussion;
- Ensure club provides Youth Protection Training to host families;
- Ensure outbound/parents and inbound students receive training on Youth Protection at the September or March Youth Exchange Training Sessions;
- Maintain attendance records for all Club Youth Protection Training Sessions;
- Provide each Youth Exchange Student with a list of local services i.e. rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies and community services, as well as a 24-hour emergency contact number;
- Provide youth with District Youth Protection Officer contact information;
- Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program;
- Ensure that the host counselor for each student is not a member of the student's host family (if a host counselor wishes to host an exchange student in their home another member of the club must be appointed as host counselor for the exchange student during this period).

Document Date June 1, 2007

Updated October 17, 2009, Updated May, 12, 2014

## 2016/17 District 5020 CLUB COMPLIANCE Report Form

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

The Rotary Club of \_\_\_\_\_

**1) Acknowledges receipt and review of the following information;**

- District 5020 Rotary Youth Services Guidelines
- Rotary District 5020 Club Checklist for Youth Services programs
- Abuse and Harassment Prevention Training Manual and Leaders' Guide (if the club does not have a copy this document it can be found on the district website)

**2) Confirms that this Rotary Club is operating its Youth Services Programs in accordance with Rotary International and District 5020 policies and guidelines;**

**3) Has completed one of the following; and**

- Board adoption of the District 5020 Abuse and Harassment Prevention Policy; or
- Board adoption of a Club Abuse & Harassment Prevention Policy that mirrors the district policy; (if the club has used this option, then include a copy of the policy with this form).

**4) Conducts or will conduct any or all of the following Youth Exchange/Youth Services activities (check all applicable):**

- Youth Exchange
- RYLA
- Rotaract
- Interact
- Other \_\_\_\_\_

**PLEASE EXPLAIN- ATTACH EXTRA SHEET IF NEEDED**

Print Club President Name \_\_\_\_\_

Print Club Youth Protection Officer (YPO) Name \_\_\_\_\_

YPO Email \_\_\_\_\_ YPO Phone \_\_\_\_\_

Club President Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: Ron Fisher, District Youth Protection Officer**

**Email: [fisherrk@telus.net](mailto:fisherrk@telus.net)**

**Cell: 250-202-6114**