

D5180 Club Youth 2015-16



Certification Checklist

Certification supports student safety by establishing minimum requirements for participating Rotary International districts. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCP), Sections 2.100 and 41.060 (October 2015) (<https://www.rotary.org/en/documents/622>), and in the *Sample District Abuse and Harassment Prevention Policy* (June 2005) with appendices. Before completing this application, please review these documents, available on the RI Web site at www.rotary.org or discuss with D5180 RYE Chairman.

INSTRUCTIONS:

To apply for certification, complete the checklist on the following pages and submit it to the D5180 Youth Protection Officer:

Certification Checklist

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the Sample District Abuse and Harassment Prevention Policy with appendices. For each statement below with which your Club complies, place a check mark in the leftmost box. *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 5180 Youth Protection Policy.
- Club exchanges are arranged within the structure of the district Youth Exchange program.

SCREENING AND SELECTION

- D Club Selection process for all participants are conducted in a similarly thorough manner for all programs.
- D Club has read and adopted the Statement of Conduct for Working with Youth (RCP 2.100.1).
<https://www.rotary.org/en/documents/622>
- D Screening and Selection of Students:
 - D Students are screened by means of:
 - D Written application and personal interviews that include program rules and requirements and signed compliance statement.
 - D Interviews of students and parents or legal guardians at both club and district level.
 - D Parents of outbound students are not required to host incoming students in either the long-term or short-term programs but may be asked to help find host families. Clubs may choose to withhold sponsorship, if families choose not to find three host families. (RYE requirement only.)
 - D Students are required to carry travel insurance in accordance with RCP 41.080. (RYE students only.)
- D Screening and Selection of Host Families: (RYE program only)
 - D Host families are screened by means of:
 - D Written application that includes programs rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents of home.
 - D Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students
 - D Announced and unannounced home visits prior to and during the exchange
 - D Reference checks (Done in partnership with the District RYE Committee)
 - D Criminal background check (done though the District Youth Protection Officer). Current cost is \$10.00 per applicant. May be paid for by club or by applicant.
 - D Long-term exchangees have more than one host family during their exchange.
- D Screening and Selection of Youth Volunteers:
 - D Volunteers are screened by means of:
 - D Signed Youth Volunteer Application that includes authorization of reference check and criminal background check.
 - D Interviews to determine suitability of volunteer to work with youth
 - D Reference checks
 - D Criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students: criminal background check is based on government data at a level deemed appropriate by the district. Current cost is \$10.00. May be paid for by club or by Applicant.
 - D Rotarian counselor must not be a member of students' host families and must be same sex as student. (RYE only)
 - D All applications and related items (background checks and references) will be kept on file for a minimum of three years.

ORIENTATION AND TRAINING

- D Orientation and Training of Students:
 - D Outbound Students: (RYE only)
 - D Outbound students in both long-term and short-term programs and parents or guardians are required to attend orientation prior to students' departure.
 - D Content of orientation includes information on program's rules, procedures, and

Please send completed Checklist and accompanying materials to the address below:

Please retain a signed copy for your club records.

Barry Kalar, PDG D5180

Youth Protection Officer

555 Douglas St. # 83

West Sacramento, CA 95695

chiefbk@wavecable.com

Work –

Fax -

Cell- (916) 834-3744

