



## **ROTARY DISTRICT 5390 RISK MANAGEMENT POLICY CLUB CERTIFICATION APPLICATION**

Rotary International requires that Rotary clubs wishing to participate in any Rotary-sponsored youth activities must be certified as supporting youth safety by agreeing to minimum safety requirements established by both RI and their district. Rotary International's requirements regarding youth safety are described in the **Rotary Code of Policies (RCP)**, Sections 2.110 and 41.080 (January, 2009) which can be located on the website [www.rotary.org](http://www.rotary.org). District 5390 has expanded its safety requirements to include not just children but the elderly and other vulnerable persons. These safety requirements are detailed in the **District 5390 Risk Management Plan (June, 2009)** which can be found on our District website ([www.montanarotary.org](http://www.montanarotary.org)) Please review these documents prior to applying for certification.

### **Club Certification Process:**

In order to be certified by Rotary International and District 5390 to work with youth or other protected persons, a Rotary club must do the following:

1. The club must have endorsed the District Risk Management Plan by a vote of its Board of Directors, or have adopted a similar written policy that was subsequently accepted by the District Risk Management Officer.
2. The club must have a Club Risk Management Officer responsible for implementing and enforcing the Risk Management Plan.
3. Any club members who will be working with youth or other protected persons must participate in a training course that includes either the viewing of the District Risk Management power point or the reading of that power point in its text (PDF) form. Such members should include the Club President, the Club Risk Management Officer, and, if applicable, the Club Youth Exchange Chair,

any prospective Youth Exchange counselors and/or host parents, the Club RYLA Chair, etc.

4. Whenever possible, a list of services in the area (law enforcement agencies, rape and suicide crisis hotlines, alcohol and drug awareness programs for teens, the YMCA or YWCA, etc.,) should be available for incoming Youth Exchange students.
5. Follow District instructions regarding "Youth Affidavit Forms."
6. Agree to obtain felony/sexual predator background checks on any persons required by the Risk Management Plan to have such checks.

**Club Certification Agreement:**

If the Club President and Risk Management Officer of the club wishing to be certified agree to all the above and have completed the required training for their club, then they should complete the following:

Club: \_\_\_\_\_

Club President

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Club Risk Management Officer

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Please send completed application via USPS or scanned email to:

Richard Holper (District 5390 Risk Management Officer)  
Box 727  
Bozeman, MT. 59771  
riskmanager@montanarotary.org