

District 7490 Youth Abuse and Harassment Prevention Policy

1. Statement of Conduct for Working with Youth

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

2. Definitions

Volunteer. Any adult involved with Rotary Youth activities who has direct interactions, either supervised or unsupervised, with students.

Volunteers include, among others: club and district Youth officers and committee members; Rotarian counselors; Rotarians and non-Rotarians and their spouses and partners who host students for activities or outings or who might drive students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

Student. Any individual who is participating in a Rotary Youth program, regardless of whether he or she is of legal age of majority.

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes nontouching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse or cyber-bullying of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

3. Incorporation of District Youth Programs and Liability Insurance

Each district Youth program is required to either incorporate or establish itself as a similar formal legal entity (Ltd., etc.), or is included within the auspices of another incorporated entity, including the district or district incorporated entity, e.g. Gift of Life, Walter D. Head Foundation.

In addition, each district youth program must carry adequate general liability insurance with coverage and limits appropriate for its geographic location.

4. Volunteer Selection and Screening

The District will maintain in perpetuity all records of criminal background checks, waivers, and screening for adults working with minors.

All volunteers interested in participating in the District Youth programs must meet the following requirements:

- Complete the Youth Volunteer Affidavit form (Annexed hereto as Appendix B) and authorize the district to conduct a criminal background check (subject to local laws and practices).
- Undergo personal interviews.
- Provide a list of references for the district to check.
- Meet RI and district eligibility requirements for working with students. RI policy prohibits any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from working with youth in a Rotary context. If an individual is accused of sexual abuse or harassment and the investigation into the claim is inconclusive, additional safeguards must be put in place to ensure the protection of any youth with whom the individual may have future contact as well as for the protection of the accused. A person later cleared of charges may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.
- Understand and comply with RI and district guidelines for the Youth program.

Host families must meet the following selection and screening requirements, in addition to those listed above:

- Host families must undergo a comprehensive interview that determines their suitability for hosting exchange students. Host families must demonstrate:
 - Commitment to the safety and security of students
 - Motivation for hosting a student consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Host families must complete a written application.

- Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.

- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

Rotarian counselors must meet the criteria for all volunteers, as well as the following:

- Counselors must not be a member of the student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of physical, sexual, or emotional abuse or harassment.
- Counselors should not be close friends or relatives of other volunteers involved with a particular student (e.g., school principal who is also a club member, host family).

5. Student Selection and Screening

All students interested in participating in the District Youth program must meet these requirements

- Complete a written application and be interviewed to determine suitability for participation in the program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in a District Youth program must be interviewed to determine their suitability for participation in the program.

6. Training

The District will provide abuse and harassment prevention training to all Youth program participants. The Youth Protection Officer, or other person familiar with abuse or harassment prevention, will conduct the training sessions.

Specifically, District will

- Adapt the *Abuse and Harassment Prevention Training Manual and Leaders' Guide* to incorporate specific district guidelines, information on local customs and cultural issues, and legal requirements

- Develop a training calendar that defines the participants, frequency of training required for each volunteer position, and training methods to be used

- Conduct specialized training sessions for the following Youth program participants:

- District governor
- District Youth Program committee members
- Club Youth Program committee members
- Rotarian counselors

- Other Rotarians and non-Rotarians who participate in Youth Program activities, such as local tours or district events
- Host families
- Students
- Parents and legal guardians of students
- Establish guidelines to ensure that all participants have received the requisite training
- Maintain records of participation to ensure compliance

7. Allegation Reporting Guidelines

The District is committed to protecting the safety and well-being of Youth and will not tolerate abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Sexual Abuse and Harassment Allegation Reporting Guidelines (Annexed hereto as Appendix A).

8. Follow-through and Review Guidelines

District takes all allegations of abuse or harassment seriously and will ensure that each allegation is investigated thoroughly. The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with other investigations when conducting its own independent reviews.

9. Other District Responsibilities

- Establish procedures for reporting, investigating, and handling noncriminal offenses or historical cases that law enforcement chooses not to investigate.
- Recommend that all inbound Youth Exchange students maintain insurance.
- Provide each student with a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Complete a student data request form for all participating Youth Exchange students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Youth Exchange students.
- Follow RI guidelines for Youth Exchange Web sites or other applicable youth programs.
- Appoint an independent lawyer, therapist, or counselor to represent any alleged victim in cases of sexual abuse and harassment.
- Report all criminal allegations to RI within 72 hours.
- Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.

- Evaluate and review this policy and accompanying procedures regularly.
- Appoint a district review committee to evaluate and review files, policies, and allegations annually.
- Appoint a district youth protection officer.
- Require a monthly report from each inbound and outbound student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The district Youth Exchange chair can then review the reports and assist students as needed.
- Consider designating a mobile phone as a permanent district hotline. Assign a Rotarian in the district to be on-call for a given period and carry the phone 24 hours a day.

10. Club Compliance

The District will monitor all participating clubs within the district and ensure that they comply with RI guidelines for abuse and harassment prevention.

All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- All materials produced in the club to promote and support the Youth programs, including promotional materials and brochures, applications, policies, Web site links, etc.
- List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.)
- Club abuse and harassment prevention training program materials

Participating clubs must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District and RI policies.
- If not coordinated by the district, conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to, adult residents of host home, counselor, club chair, and all Rotarians and their spouses or partners with direct unsupervised contact with youth. All volunteers must complete and sign the Youth Volunteer Affidavit.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both students and host families.
- Follow the Sexual Abuse and Harassment Reporting Guidelines.
- Prohibit direct placement of students outside of the District

Youth Exchange program structure (so-called backdoor exchanges).

- Set procedures for removal of a student from the host family, including establishing criteria for moving a student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- Ensure that long-term exchange students have multiple host families.
- Provide each student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each student is not a member of the student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound students, inbound students, and their parents or legal guardians.
- Provide the names and contact information of at least three people – both males and females who are not related to each other and do not have close ties to the host families or club counselor – who can help the students with any issues or problems.
- Follow RI guidelines for Youth Exchange or other applicable youth program Web sites.
- Report all serious incidents (accidents, crimes, early returns, deaths) involving Youth to the district immediately.
- Conduct interviews of all applicants and applicants' parents or legal guardians.
- Appoint a club youth protection officer.
- Place students in three successive host families on long-term exchanges.
- Establish a system of club recertification that requires each club to provide copies of all information for review and approval.
- Prohibit volunteers from having contact with students until a background check has been conducted and clearance for unsupervised contact with students has been issued.

11. District Youth Protection Officer

a. The District Governor shall appoint a suitable Rotarian who is a member of a Rotary Club within the District as the District Youth Protection Officer. The role of the District

Youth Protection Officer is to raise awareness of risk management issues for youth programs and ensure that the district, clubs, and all program volunteers comply with RI and district abuse and harassment policies. He or she is the first point of contact in the district should any Rotarian receive an allegation of abuse or harassment. This officer may train other district and club officers on procedures and guidelines related to abuse and harassment and other risk management issues.

b. Responsibilities

- Maintain records of all allegations made.
- Ensure proper handling of allegations, according to local laws and district policy, and protection of the interests of all involved.
- Work with clubs to inform all Rotarians of their obligations under both district policy and local laws.
- Review and maintain an archive of all screened volunteers, including applications and the results of criminal background checks and reference checks. Alternatively, serve as a liaison to an external firm contracted for this purpose.
- Collect and submit all forms required by the police or relevant state/local authorities to conduct background checks on program volunteers who will have unsupervised access to youth.
- Ensure that appropriate training is made available to Rotarians, program volunteers such as host families or RYLA counselors, and youth participants and their parents.
- Advise the district youth program committees about developments in educational and training programs.

c. Qualifications

- Professional experience in handling abuse and harassment issues
- Youth counseling experience
- Knowledge of both RI policies and relevant national and local laws

12. **District Review Committee**

a. The role of the district review committee is to follow through on allegations of abuse or harassment that cannot be investigated by law enforcement or when law enforcement investigations are inconclusive.

b. Responsibilities

- Determine whether the district's risk management policies are sufficient.
- Conduct an annual review of all documentation and allegations of abuse or harassment in youth programs to ensure that the district is taking steps to limit the risk of abuse and harassment.

- The committee should meet within three to five business days after an allegation of abuse or harassment is made.
- Conduct an appraisal following law enforcement investigations to consider the circumstances surrounding the allegation, and recommend a response to the district governor and district youth protection officer.
- Determine whether the accused individual's continued participation in youth programs poses too great a risk in situations where an investigation by law enforcement is inconclusive.
- Follow through when law enforcement does not investigate an allegation.

c. Committee Members

The District Governor shall appoint suitable Rotarians who are members of a Rotary Club within the District to the District Review Committee. No more than one member of the District Review Committee shall be a member of the same Rotary Club, except for the District Governor and the Youth Protection Officer. The district governor may appoint such number of members to this committee as the Governor shall deem appropriate but shall include, at a minimum the following members:

- District Youth Exchange committee chair, RYLA committee chair, Gift of Life committee chair, Interact committee chair, Rotaract committee chair (if so appointed), React committee chair (if so appointed)
- a Rotarian with professional experience related to abuse issues, such as a social worker, psychologist, or psychiatrist
- a Rotarian volunteer with risk management experience
- the District Youth Protection Officer
- At least one past district governor

d. Conflicts

- To avoid conflicts of interest, committee members must recuse themselves from reviewing allegations made against a member of their own Rotary club or a friend, colleague, spouse, or relative.

13. R.I. Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

Appendix A

Sexual Abuse and Harassment

Allegation Reporting Guidelines

Rotary International is committed to protecting the safety and well-being of all youth program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. **The safety and well-being of young people must always be the first priority.**

Definitions

Sexual abuse. Engaging in implicit or explicit sexual acts with a young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. This includes nontouching offenses, such as indecent exposure or showing a young person sexual or pornographic material.

Sexual harassment. Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is used by sexual predators to desensitize or groom their victims.

Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse or cyber-bullying of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing or touching, obscene language or gestures, and suggestive or insulting comments

Who should determine if it is abuse or harassment?

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

1. Receive the report.

a. Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.

b. Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.

c. Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.

d. Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not his or her fault and that it was brave and mature to come to you.

e. Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what he or she told you.

2. Protect the young person.

Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

3. Report the allegations to appropriate authorities – child protection or law enforcement.

Immediately report all cases of sexual abuse or harassment – first to the appropriate law enforcement authorities for investigation and then to the club and district leadership for follow-through. In District 7490, the appropriate law enforcement office is the local police department and the Division of Youth and Family Services (Hotline 1-877-NJ ABUSE). Federal law requires that any incident or allegation involving the actual or alleged sexual exploitation or abuse of a participant in a secondary school exchange program must be reported to the U.S. Department of State.

In most situations, the first Rotary contact is the District Youth Protection Officer, who is responsible for seeking the advice of appropriate agencies and interacting with them. If the allegation involves the conduct of this Rotarian, the district youth program chair or district governor should be the first Rotary contact.

The District will cooperate with police or legal investigations. The District has researched local, state, and national laws related to sexual abuse and harassment prevention and notes the

following legal requirements of which all adult volunteers participating in the program must be aware:

- Pursuant to N.J.S.A. 9:6-1 et seq. any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Youth and Family Services by telephone or otherwise. Anyone acting pursuant to said act in making a report of child abuse shall have immunity from any liability. Any person knowingly failing to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed is a disorderly person.

- Pursuant to N.J.S.A. 15:3A-1 et seq., prospective or current employees and volunteers of nonprofit youth serving organizations shall submit their name, address, fingerprints and written consent to the organization for a criminal history record background check to be performed. The organization shall supply this documentation to the Attorney General, who shall coordinate the background check. A person may be disqualified from serving as an employee or volunteer of a non-profit youth service organization if that person's criminal history record background check reveals a record of conviction of any crime or disorderly persons offense in N.J. or similar crime or offense in any other State, involving danger to the person, against the family, children or incompetents, involving theft or involving any controlled dangerous substance or controlled substance analog.

4. Avoid gossip and blame.

Don't tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation.

5. Do not challenge the alleged offender.

Don't contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the district governor is responsible for follow-through and will contact the alleged offender after the young person has been moved to a safe environment. The district governor may designate this task to a district youth protection officer or district review committee.

Follow-through Procedures

Either the district youth programs chair or district youth protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported.

1. Confirm that the youth program participant has been removed from the situation immediately and has no contact with the alleged abuser or harasser.

2. If law enforcement agencies will not investigate, the district youth protection officer or district review committee should coordinate an independent review of the allegations.
3. Ensure that the student receives immediate support services.
4. Offer the young person an independent, non-Rotarian counselor to represent his or her interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the youth program.
5. Contact the student's parents or legal guardian.
If the student is away from home, the student and his or her parents should decide whether to stay in country or return home. If the student stays in country, written authorization from the student's parents or legal guardian is required. If the student and the student's parents choose for the student to return home, consult with police before making travel arrangements. If an investigation is pending, the police may not approve of the student leaving the country.
6. Remove alleged abuser or harasser from all contact with any other young participants in Rotary programs and activities while investigations are conducted.
7. Cooperate with the police or legal investigation.
8. Inform the district governor of the allegation. Either the district governor, district youth protection officer, or other district youth program chair must inform RI of the allegation within 72 hours and provide follow-up reports of steps taken and the status of investigations.
9. After the authorities have completed their investigation, the district must follow through to make sure the situation is being addressed. Specifically, the District will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

Post allegation Report Considerations

Responding to the needs of the youth program participant

The District will adopt a cohesive and managed team approach to supporting a young person after an allegation report. The youth program participant is likely to feel embarrassed or confused and may become withdrawn. After a report of harassment or abuse, students may have mixed feelings about remaining on their exchange. If they do choose to stay, they may or may not want to continue their relationship with their hosting Rotary club. In some cases, a student may wish to remain in country but change to a different host club. Although club members and host families may have trouble understanding how the student is feeling, the student would find it helpful to know that the club continues to be reassuring and supportive. Club members and host families may feel ambivalent about their roles and unclear about their boundaries. However, they need to do whatever is

necessary to reassure the student of their support at all times.

Addressing issues within the club

When addressing an allegation of abuse or harassment, the most important concern is the safety of youth. Club members should not speculate or offer personal opinions that could potentially hinder any police or criminal investigations. Rotarians must not become involved in investigations. Making comments about alleged victims in support of alleged abusers violates both the Statement of Conduct for Working with Youth and Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

Appendix B

Youth Volunteer Affidavit

District 7490 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.

This information may be provided to an outside agency that this district has contracted with to conduct background checks.

PERSONAL INFORMATION

Name:

Address:

City:

State:

Postal Code:

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

Social Security Number:

Date of Birth (dd/mm/yyyy):

CONSENT

I certify that all of the statements in this affidavit, 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 affidavit unfavorably. I understand that District 7490 youth programs will deny a volunteer position to anyone convicted of a crime of violence.

I give my permission to District to verify information given in this affidavit, 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. 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 ("Indemnitees"), 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 Indemnitees 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 youth programs and its affiliates.

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

Signature of Applicant:

Please Print Name:

Date:

ADDITIONAL INFORMATION

Home Phone: E-mail:

Business Phone: Fax:

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: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

Previous Employer:

Address:

City: State: Postal Code:

Phone: Position:

Dates of Employment: Supervisor's Name:

VOLUNTEER HISTORY WITH YOUTH (for the past five years; attach additional sheets, if necessary)

Organization:

Address:

City: State: Postal Code:

Phone: Position:

Dates Held: Director's Name:

Organization:

Address:

City: State: 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: Postal Code:

Phone: Relationship:

2. Name:

Address:

City: State: Postal Code:

Phone: Relationship:

3. Name:

Address:

City: State: Postal Code:

Phone: 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

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 dates(s) of incidents(s) and the country and state in which each occurred (attach a separate sheet, if needed).

For District Use Only:

References checked by
DATE INITIALS

Interview completed by
DATE INITIALS

Background check completed by
DATE INITIALS