



**Rotary/Rotaract Youth Volunteer Information and Declaration Form**

Rotary District \_\_\_\_\_ Rotary / Rotaract Club \_\_\_\_\_

NOTE: This form is mandatory for VOLUNTEERS. RESPONSIBLE ADULTS are exempt from completing this form. See definitions on Page 84 for further information on VOLUNTEERS and RESPONSIBLE ADULTS.

**PERSONAL DETAILS**

Name: \_\_\_\_\_ DOB:

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Period at Address (Years): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer (If Applicable): \_\_\_\_\_

**PROGRAM INVOLVEMENT**

Do you have any past involvement/experience with youth?  YES /  NO

If yes, please outline in the space below.

\_\_\_\_\_

Which of the following Youth Programs will you be involved with/may be involved with in the future? Select or advise all that apply.

- RYPEN:       RYDA:       NYSF:       MUNA:       RYLA:
- Interact:       Science and Engineering Challenge:       Rotary Youth Exchange:
- Other (including Club programs: please outline):

\_\_\_\_\_

What will your role/s be in the programs you selected above?

\_\_\_\_\_

# Rotary



# Rotaract



## PERSONAL REFERENCES

NOTE: *Only ONE (1) referee may be a Rotarian/Rotaractor, and NO referees may be family members.*

### REFEREE 1 DETAILS

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Volunteer \_\_\_\_\_

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a Personal Reference Check?  YES /  NO

### REFEREE 2 DETAILS

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Volunteer \_\_\_\_\_

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a Personal Reference Check?  YES /  NO

### REFEREE 3 DETAILS

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Volunteer \_\_\_\_\_

Have you informed this referee that they will be contacted by Rotary/Rotaract for the purpose of a Personal Reference Check?  YES /  NO

# Rotary



# Rotaract



## POLICE CHECK AND CRIMINAL HISTORY

WWCC/WWVP Number: \_\_\_\_\_ Expiry Date: Click or tap to enter a date.

**NOTE:** You will be required to provide a copy of your WWCC/WWVP document when submitting this declaration form.

Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders.  YES /  NO

**NOTE:** If YES, please provide an explanation in the space provided below. Ensure you include the date(s) of any incident(s), and the country and state in which the incident(s) occurred. Any charges that resulted in a diversion should also be recorded, as should the final outcome of any intervention order applications that might have been made against you.

## VOLUNTEER DECLARATION

I, \_\_\_\_\_, certify the following:

- All statements and information provided in this form are true and correct at the time of writing.
- I have contacted my listed referees, and they are all happy for \*Rotary/Rotaract to contact them.
- I give my full permission for any of the referees listed above to be contacted by \*Rotary/Rotaract to confirm my suitability as a Youth Program Volunteer.
- I agree to abide unreservedly by \*Rotary/Rotaract's decision as to my suitability as a Youth Program Volunteer in Rotary and affiliated Youth Programs.
- I acknowledge that copies of this form, and the results of \*Rotary/Rotaract's enquires, will be held by the coordinator of any program for which I volunteer and by Rotary District \_\_\_\_\_.

**NOTE:** For these purposes, Rotary/Rotaract means the Rotary/Rotaract Club or District for which this Volunteer Information and Declaration Form is submitted, and any other Rotary/Rotaract Club or District that conducts a Youth Program for which I volunteer, either now or in the future.

## I HAVE READ AND UNDERSTOOD THE ABOVE DECLARATION AND SIGN THIS FORM VOLUNTARILY

Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rotary/Rotaract Witness: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## DEFINITIONS

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### **VOLUNTEER:**

A **VOLUNTEER** is any adult involved with [Rotary Youth Program](#) activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include, among others:

- Club and District Youth Exchange Officers and Committee Members
- Rotarian Counsellors
- Rotarians
- Rotaractors
- Spouses or Partners of Rotarians/Rotaractors
- Persons who host youth/students for activities or outings
- Persons who are responsible for transporting youth/students to Rotary or affiliated Youth Programs, events, or functions
- Host parents and other adult (over 18) residents of host homes (incl. siblings and other family members)

This person will have been police checked or formally reference checked in accordance with the State or Territory legislation.

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### **RESPONSIBLE ADULT:**

A **RESPONSIBLE ADULT** is any adult (over 18) who, in a family or group situation for a short period of time, is responsible for caring for a youth/student. This person shall be in a position to offer the youth/student an educational, cultural, or recreational experience.

This person may NOT have been police checked or formally reference checked, because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

**NOTE:** Any police check required by State or Territory legislation should still be carried out.

The youth/student's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

# Rotary



# Rotaract



## RECORD OF REFEREE CONTACT BY AUTHORISED CLUB OFFICER

Name of Authorised Club Officer: \_\_\_\_\_

Position: \_\_\_\_\_ Club: \_\_\_\_\_ District: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature (of Authorised Club Officer): \_\_\_\_\_ Date: Click or tap to enter a date. \_\_\_\_\_

### REFEREE CHECK 1

Name: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Referee Contact Method (select all that apply): Phone Call:  In-Person Interview

Questions:

How long have you known this individual? \_\_\_\_\_

In what capacity do you know this individual? \_\_\_\_\_

Do you think this individual is well qualified to work with youth? \_\_\_\_\_

Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?  YES /  NO

Comments: \_\_\_\_\_

### REFEREE CHECK 2

Name: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Referee Contact Method (select all that apply): Phone Call:  In-Person Interview



Questions:

How long have you known this individual? \_\_\_\_\_

In what capacity do you know this individual? \_\_\_\_\_

Do you think this individual is well qualified to work with youth? \_\_\_\_\_

Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?  YES /  NO

Comments:

**REFEREE CHECK 3**

Name: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

Date Contacted: Click or tap to enter a date. \_\_\_\_\_

Referee Contact Method (select all that apply): Phone Call:  In-Person Interview

Questions:

How long have you known this individual? \_\_\_\_\_

In what capacity do you know this individual? \_\_\_\_\_

Do you think this individual is well qualified to work with youth? \_\_\_\_\_

Would you have any reservations about recommending this person to volunteer/serve in a Rotary or affiliated Youth Program?  YES /  NO

Comments:



## BACKGROUND CHECKS AND CRIMINAL RECORD CHECKS

Background Checks and Criminal Record Checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Rotary or affiliated Youth Program.

Many youth-serving organisations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

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## REFERENCE CHECKS

When completing a Rotary/Rotaract Youth Volunteer Information and Declaration Form, simply requesting references in the application is NOT sufficient. An Authorised Club Officer (i.e. Protection Officer) is required to contact each reference by phone or in person and ask questions, such as those set out above.

Authorised Officers must record the contact date and responses from each referee interview and include it within the volunteer's form.

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## CHECKLIST (AUTHORISED CLUB OFFICER ONLY)

The following has been provided by the Volunteer listed in this Rotary/Rotaract Youth Volunteer Information & Declaration Form (tick all that apply):

- Completed Rotary/Rotaract Youth Volunteer Information and Declaration Form
- Working With Children Check (WWCC) or Working With Vulnerable People (WWVP) Number
- Additional Resources/Files (if provided by the Volunteer, please detail/describe below)

The following has been completed by the Authorised Club Officer (tick all that apply):

- WWCC/WWVP Number has been verified as current and valid in its relevant State or Territory.
- All THREE (3) listed references have been successfully contacted and confirm the Volunteers' suitability to volunteer/serve in a Rotary or affiliated Youth Program.



Rotary



Rotaract

**ROTARY/ROTARACT CLUB DECLARATION (CLUB PRESIDENT ONLY)**

I, \_\_\_\_\_, President of the \_\_\_\_\_

verify that \_\_\_\_\_ has satisfactorily completed this Rotary/Rotaract

Youth Volunteer Information and Declaration Form. I certify that:

- All listed referees have been contacted by the Authorised Club Officer to confirm the Volunteers suitability to volunteer/serve in Rotary or affiliated Youth Programs.
- The Volunteer's Working With Children Check (WWCC) or Working With Vulnerable People (WWVP) number is current and has been verified in its relevant State or Territory.
- The Club finds the applicant to be a suitable volunteer for Rotary and affiliated Youth Programs.

Signature (of President): \_\_\_\_\_ Date: Click or tap to enter a date.

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_