



COWBOY COUNTRY ROTARY YOUTH EXCHANGE
ROTARY INTERNATIONAL DISTRICT 5440
Long-Term Youth Exchange



YOUTH PROTECTION POLICY COMPLIANCE AGREEMENT

2019-2020 Club Intent to Participate in Youth Exchange Program

Please return this form by May 15, 2019

This compliance agreement is required for all clubs desiring to sponsor or host a long-term youth exchange student in 2019-2020. These requirements are attached hereto and specified in the Rotary Code of Policies, Sections 2.110 and 41.060.

This agreement is made by and between Cowboy Country Rotary Youth Exchange, hereinafter referred to as **CCRYE** and the Rotary Club listed below, hereinafter referred to as **CLUB**. The purpose of this agreement is to ensure compliance with **CCRYE's** Youth Protection Policy. This agreement shall remain effective through **June 30, 2020**.

The Club certifies that it will comply with all Youth Protection policies adopted by Rotary International and District 5440. We further agree to comply with the requirements of the U.S. Department of State and Cowboy Country Rotary Youth Exchange.

Anticipated Program Participation Levels

Our Rotary Club would like to host [redacted] inbound student(s) during the 2019-2020 exchange year.

We expect to recruit [redacted] outbound student(s) for the 2019-2020 exchange year.

We will recruit students to participate in the short-term (summer) exchange program in the summer of 2020. [redacted] (Yes or No)

CLUB Name _____

CLUB President Name (2019-20): _____

Email address: _____

CLUB Youth Exchange Officer Name: _____

Email address: _____

CLUB President Signature

Date

ATTEST: Secretary or Club Youth Exchange Officer

Email address: _____

Maintain copy in club file. Scan and email a copy of this page to Terry Collins, Compliance Officer CCRYE, rotarymama@gmail.com

I. CLUB RESPONSIBILITIES

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.

CLUB agrees to comply with the following **CCRYE** Youth Protection Policy provisions:

- **All clubs participating in Youth Exchange program, are required to comply with the provisions of the CCRYE Protection Policy and submit an annual Compliance Contract to ensure compliance.**

Annual requirements of all clubs who participate in any Youth Exchange Program include:

- Agreement: Complete and return annual signed CCRYE Youth Protection Policy Compliance Agreement certifying that the Club is operating their program in accordance with **CCRYE** and Rotary International policy.
- Background Checks: Require all volunteers (except those with only casual or occasional interactions with students), who have one-on-one unsupervised student interaction or contact to complete the annual D5440 Volunteer Background Check.
- Training: All volunteers who participate shall participate in at least one initial training session and undergo annual refresher training in which the youth protection policies and procedures are explained and discussed. Training requirements may be met online or through attendance at a District-sponsored training session.
- All volunteers who participate shall submit a volunteer application in the district youth exchange database and maintain current training, reference checks and background check status within that system.
- Policies: Understand and comply with RI and CCRYE guidelines.
- Upon request from **CCRYE**, provide:
 - Copies of all materials produced in the club to promote and support all Youth Exchange programs, including, but not limited to, promotional materials and brochures, applications, policies, Web site links, etc.
 - List of services in the area (rape and suicide crisis hotline, alcohol and drug awareness programs, law enforcement agencies, community services, school counselor and available school programs, etc.)
 - Club abuse and harassment prevention and protection training program participation documentation.
- Maintain records of program participation to ensure compliance.
- Follow the Youth Protection Policy Reporting Guidelines adopted by CCRYE.
- Report all serious incidents (accidents, crimes, request for early return, death) involving students to the appropriate Country Representative or District Chairman immediately.

Training/Certification

- Club Chairman (YEO) must complete the **annual Department of State (DOS)** online training module to receive certification. The district youth exchange database system will send automated reminders about DOS certification. **YEO's who have already completed the DOS training must recertify annually.**
- Clubs are responsible for disseminating standardized District training information to Rotarian counselors and Host families (having them take the on-line Youth Protection training, Volunteer Orientation or Host Family Orientation meets this requirement).
- Criminal background checks, reference checks and training are required for club counselors.

Host Family Recruitment and Vetting

- Clubs may not publicize the need for host families via any public media with announcements that appeal to public pity or guilt, imply in any way that an exchange student will be denied participation if a host family is not found immediately, or identify photos of individual exchange students and include an appeal for a family.
- Clubs may not promote or recruit for the program in any way that compromises the privacy, safety or security of participants, families or schools. Specifically, clubs may not include personal student data or contact information (addresses, phone numbers or email addresses) or photographs of the student on the Club's web site or in other promotional materials.
- Clubs may use generic or alumni pictures but must clearly state that the student photos are not actual, prospective students to host, but rather examples of the types of students to be hosted. Former student photos may be used if the student provides written consent.
- Clubs shall ensure that access to **exchange student photographs** and **personally identifying information**, either online or in print form, is only made available to potential host families who have been **fully vetted and selected** for program participation. Such information, if available online, must also be **password protected**.
- The following information is available to potential host families prior to being "fully vetted and accepted" for participation:
 - First name only
 - Age (not date of birth)
 - Home country
 - Gender
 - Hobbies/general interests
 - Natural family: e.g., lives with parents and two siblings
 - Personal letter or essay redacted with no personally identifiable information.

A fully vetted host family will be one that has been subject to:

- Completion of an online host family application in the district youth exchange database.
- Personal in-home in-person interviews of all host family members residing in the home.
- Reference check of at least two non-relative personal references.
- Completed online training courses in Youth Protection and Host Family Orientation.
- Criminal background checks for each adult member (18 years of age or older) living in the family home. These must be updated annually and renewed if there is a student in the home when the background check expires. If a host family member turns 18 while a student is in the home they must promptly complete a criminal background check.

- Once these steps are taken, the host family may have access to or view any printed student application with photos, personal descriptions, etc.
- Students may not be moved into a home until all the above requirements have been met.

During the year Club responsibilities

- Develop a comprehensive system for host family selection and screening that includes both scheduled and unannounced home visits and interviews both prior to and during the placement of inbound students.
- **Club must maintain monthly personal contact with student and with each host family. The first contact must be in person; follow-up contact may be by phone or email; all contacts must be documented via the monthly Counselor report submitted via the YEAH system.**
- Conduct follow-up evaluations of both students and host families.
- Establish procedures for removal of a student from the host family if necessary.
- Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- **Host families cannot be compensated or provided with any incentive for hosting exchange students.**
- Ensure that students have multiple host families (preferably 3) and that a single person without children in the home, desiring to host, be subject to additional district-level screening, including written permission from the student and his/her natural parents.
- Contact the Country Representative on the District Youth Exchange Committee regarding significant problems that arise.
- Provide transportation for inbound students to mandatory events.
- Pay the District assessment for each student (\$585/student).

Contact with Student

- Provide each student with a comprehensive local services list such as rape and suicide crisis hotline, alcohol and drug awareness programs, law enforcement agencies, community services, school counselors and school programs, etc. A completed Emergency Services Contacts form that we provide the club to complete and provide the student meets this requirement.
- Provide the student with names and contact information of at least two people (male and female) to contact for assistance with any issues or problems. These people must not be related to each other and must be independent of the host family and club counselor.
- Ensure that the Youth Exchange Officer and Club Counselor for each student are not a member of the student's host family.
- Assist the Club counselor in obtaining training to respond to any problems or concerns that may arise during the exchange, including the prevention of physical, sexual, and emotional abuse or harassment.

For more information:

- Rotary Code of Policies (RCP) 41.080 - Youth Exchange
- U.S. Department of State - DOS 22 CFR 62.25 - Secondary School Students
- District 5440 - www.rotary5440.org