



Cowboy Country Rotary Youth Exchange
Rotary International District 5440
Short and Long-Term Youth Exchange
2025-2026 School Year



YOUTH PROTECTION POLICY COMPLIANCE AGREEMENT

This compliance agreement is required for all clubs desiring to sponsor or host a short-term or long-term youth exchange student in 2025-2026. These requirements are described in the District 5440 Youth Protection policy. A summary of those is attached.

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 the District 5440 Youth Protection Policy. This agreement shall remain effective through **June 30, 2026**.

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.

Club Name _____

	<u>Name</u>	<u>Email</u>
President:	_____	_____
Youth Exchange Officer:*	_____	_____
Club Counselor:*	_____	_____

**The Club Youth Exchange Officer and Club Counselor have established accounts in the Rotary YEAH (Youth Exchange Administration Hub) system (or will do so very soon).*

Anticipated Program Participation Levels

Our Club would like to host _____ inbound student(s) during the 2025-2026 exchange year.

We expect to recruit _____ outbound student(s) for the 2025-2026 exchange year.

We will recruit students to participate in the short-term (summer) exchange program in the summer of 2026. _____ (Yes or No)

Signatures: _____ Rotary Club President _____ Youth Exchange Officer

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, District 5440 and Cowboy Country Rotary Youth Exchange (CCRYE) are committed to creating and maintaining the safest possible environment for all participants in Rotary activities. To the best of their ability, Rotarians, Rotarians' partners, and other volunteers must safeguard the children and young people with whom they come in contact and protect them from physical, sexual, and psychological abuse.

The Club agrees to comply with the District 5440 Youth Protection Policy which is summarized below. Clubs should review the entire policy at the link at the end of this document.

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

- **Compliance Agreement**: All clubs participating in Youth Exchange program, are required to comply with the provisions of the CCRYE Youth Protection Policy. Clubs must submit an annual Compliance Agreement to certify that they are operating the program in accordance with CCRYE, District 5440 and Rotary International policy.
- **Roles and Responsibilities**: The Club and CCRYE agree to perform their assigned roles and responsibilities as described in the Youth Protection Policy.
- **Club Volunteers**: The Club agrees to provide a Youth Exchange Officer (YEO) and Club Counselor who are responsible for the conduct of the youth exchange program in the Club and responsible for the safety, health and well-being of the exchange student(s) hosted by the Club. They must complete all the application, background check and training requirements described in the Youth Protection Policy. One person cannot perform both jobs and the Club President cannot serve in either of these roles while they are President.
- **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 refresher training in which the youth protection policies and procedures are explained and discussed. Training requirements are described in the Youth Protection Policy.
- **Host Families**: The Club agrees to recruit, screen and train multiple host families (preferably 3). The Club further agrees 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. The Club agrees to have 2 families that are fully approved in the YEAH system at all times while the inbound student is being hosted to facilitate rapid change of families in case of crisis (New requirement from RI June 2020).
- **Zero-tolerance policy against abuse and harassment**: The Club agrees to do everything in their power to ensure that young people involved in the Rotary Youth Exchange Program are protected from abuse, harassment and neglect, take any allegations or reports of abuse or harassment seriously, and respond appropriately if it occurs. The Club has established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during

investigation.

- **Communicate with CCRYE:** A successful program requires close communication and teamwork. The Club should contact the Country Representative on the District Youth Exchange Committee who is responsible for your student regarding problems that arise. The Club must immediately report all serious incidents (accidents, crimes, allegations of abuse, request for early return, death) involving students to the appropriate Country Representative or District Chair.
- **Policies:** Understand and comply with RI and CCRYE policies and guidelines and US Department of State Regulations.
- **Maintain records:** Record program participation in youth protection training to ensure compliance and provide those records to CCRYE upon request.
 - 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, website links, etc.

Training/Certification

- Club Youth Exchange Officers (YEO) and Club Counselors must complete the training as described in the Youth Protection Policy. The district youth exchange database system will send automated invitations for initial training and renewal. These volunteers must participate in training and orientation sessions offered by the district so they understand the program rules.
- Clubs are responsible for disseminating standardized District training information to Host families and other volunteers. The YEO should also provide an orientation to the Club President.

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.
- The following information about the inbound student 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.
- Clubs must ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
- The youth exchange officer and club counselor for each student cannot a member of a student's host family.
- Host families cannot be compensated or provided with any incentive for hosting exchange students.

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 three non-relative personal references. Only one of those references may be a Rotarian and none may be a member of the district or club youth exchange committees.
- 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 shall receive in person orientation by the Club Youth Exchange Officer or Club Counselor that covers the standardized host family orientation provided by CCRYE. 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 and their status in the online data system shows that the family is approved.

During the year Club responsibilities

- Club must maintain monthly personal contact with the 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.
- If the student has the opportunity to travel outside their home community the Club will assure that the student obtains required CCRYE and other approvals to comply with CCRYE student travel requirements.
- Clubs must protect sensitive information about students, host families and volunteers in accordance with the local laws, DOS regulations and RI policies. Paper records containing

sensitive personal information about students, host families and volunteers should always be destroyed at the end of a student's exchange per the Youth Protection Policy.

- Club must provide transportation for inbound students to mandatory events.
- Club must pay the club assessment to CCRYE for each student (\$800/student) to cover part of the costs for the District events.

Additional Club requirements from the youth protection policy

- Understand and comply with Rotary International, U.S. Department of State and CCRYE guidelines for the Youth Exchange program.
- Prohibit other volunteers (except those with only casual or occasional interactions with program participants), who have one-on-one unsupervised student interaction from contacting program participants until a background check has been conducted and training has been provided.
 - Establish guidelines to ensure that these volunteers have undergone training in abuse and harassment prevention and maintain records of participation to ensure compliance. Clubs must provide a copy of those records to CCRYE for review upon request.
 - Establish guidelines to ensure that these volunteers have completed background checks and maintain records to ensure compliance. Clubs must provide a copy of those records to CCRYE for review upon request.
- Adhere to the required 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.
 - Conduct personal in-home interviews that includes all members of the host family as part of the screening process.
 - Never move the student in with a host family until the family is fully approved as shown in the YEAH system.
 - Notify CCRYE within 2 days of a student move. This notification is submitted online.
 - A Rotarian other than the Club Youth Exchange Officer who recruited, screened and selected the host family must visit the exchange student/host family home within 60 days following the student's placement in the home. This visit must be reported in the online system.
 - Maintain, at a minimum, a monthly schedule of personal contact with the host family while they are hosting the student. The first contact must be in person, all other contacts may take place in-person, on the phone, or via electronic mail and must be documented by submitting a counselor report (contact with the student and the host family are both reported in that report).
- Have at least two (2) fully approved host families at all times so that a student can be moved quickly if needed.
- Establish procedures for removal of a student from the host family if necessary.
- Notify the committee within 2 days of the arrival and departure of the student. The arrival notification is submitted online. The departure notification is provided by email to the

CCRYE country representative and should include confirmation that the student arrived home safely.

- Maintain, at minimum, a monthly schedule of personal contact with the exchange student. The first monthly contact between the counselor the exchange student must be in person. All other contacts may take place in-person, on the phone, or via electronic mail and must be documented by submitting a counselor report (contact with the student and the host family are both documented in that report). This report requires direct personal contact with the student and host family. These reports are submitted online. The club is also asked to help urge the students to submit their monthly reports. CCRYE will review the reports and assist program participants as needed.
- Follow the Abuse Allegation Reporting Guidelines provided in the Crisis Management Plan.
- Provide the Emergency Services & Contacts form to CCRYE no later than July 15 of the year of the student arrival (November 1 for January arrivals). CCRYE will store it in the online database system and provide it to the Inbound Exchange Students prior to their arrival: The form includes the following information:
 - List of individuals within the club to contact in case of an emergency including the name and contact information for the student's: host club counselor, host club youth exchange officer, host club president, host district chair, host governor, sending district chair, sending governor, and sending club president.
 - Two local non-Rotarian resource persons (one male and one female) to contact for assistance with any issues or problems. These people must not be related to each other, and must be individuals independent of the host family and club counselor.
 - A list of resources for mental health care, rape and suicide crisis hotline, alcohol and drug awareness programs, LGBTQ resources and law enforcement agencies. National resources are provided by CCRYE. The Club should add any local resources that are available.
- Conduct interviews of all outbound applicants and applicants' parents or legal guardians.
- Clubs may be required to undergo a district review for compliance with these procedures.

For more information see the Youth Protection page on the CCRYE website:

<https://rotary5440.org/sitepage/youth-protection-policy-1>

There are several files linked on that page that are the basis for the information in this document, including:

- District 5440 Youth Protection Policy
- Rotary Code of Policies (RCP) 41.080 - Youth Exchange
- U.S. Department of State Secondary School Student Regulations - DOS 22 CFR 62.25