District Background Check Policy

(Revised 4/16/2023)

The District 5440 policy is that all adult participants in the youth exchange program who have unsupervised contact with one or more youth exchange students undergo a "Level 3" check through Sterling Volunteers. These checks must be repeated annually. After an initial check at level 3 all subsequent checks can be "Level 2" which is less expensive. The Sterling Volunteers process requires each person to provide a Club ID and good deed code. Those identify people as being associated with a particular club within Rotary District 5440. There is a different good deed code for Level 2 and Level 3.

Timing

Background checks are good for one year. The first host family of the year must clear a background check in April or May for students who arrive in the fall. This is needed for the student to obtain their visa for entry into the country. All other host families only need to clear their background checks prior to the student moving in with them. Our exchange students often stay through late June or early July. A host family that will host the student at the end of their exchange should not apply for a background check until at least August of the year before the student is being hosted in our district. We have had frustrated host families who cleared their background check in April or May of the spring before the student arrives and have their background check expire while hosting. So they are required to renew their background check. It will save time and expense for them to wait until August to apply for their background check.

Instructions for completing background check with Sterling Volunteers

Contact the President or Youth Exchange Officer of your Rotary club for the codes needed to complete the application. You will need the "Good Deed Code" and a "Club I.D." for your Rotary Club before you start the application. If they don't have them you can get them from the District Protection Officer (contact info below).

Go to the Sterling Volunteers web site: https://app.sterlingvolunteers.com

Create an Account and log in through the volunteers portal.

Select "Get Verified"

Fill out the 4 steps, enter any necessary credit card information and click COMPLETE.

Rotary District 5440 does not pay for the cost of background checks. Some clubs in the District pay for part or all of the cost of the background check for youth program volunteers. Sterling Volunteers requires payment at the time the background check is requested. Save a receipt from the transaction and work with your club Youth Exchange Officer on the reimbursement.

If you have any problems or questions the District Protection Officer manages the background check process and can assist you. His name is John Daily (307-690-4559, jhscientific@gmail.com). John has the Good Deed and Club ID codes for all the clubs.

The results of all background checks will be reviewed by Rotary, and you will be notified of any issues that arise. If you have any questions, as always, you may contact Rotary District 5440 Youth Exchange Chair, Dirk Miller, at dirkdmiller@gmail.com, 307-274-2812

Cowboy Country Youth Exchange, Rotary District 5440