



**ROTARY INTERNATIONAL DISTRICT 5440  
COWBOY COUNTRY ROTARY YOUTH EXCHANGE  
LONG-TERM YOUTH EXCHANGE YOUTH PROTECTION POLICY**

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## **ROTARY STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

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.

### **COMMITMENT TO YOUTH**

The most powerful force in the promotion of international understanding and peace is exposure to different cultures. The Rotary Youth Exchange program provides thousands of young people with the opportunity to meet individuals from other countries and experience new cultures through life in another country. Host clubs, host families, and communities are enriched through engagement with students from different cultures. The program instills in young people the concept of international understanding and goodwill and helps develop intercultural competency, which is essential to building and sustaining peace.

Youth protection is the highest priority for all Rotary youth programs. Rotary reinforces the Statement of Conduct for Working With Youth with policies that address the additional risks that this program carries. They require districts and clubs to adhere to local youth protection laws and procedures and to set expectations for responding to any concerns or allegations that arise. In order to participate in Rotary Youth Exchange, districts must demonstrate compliance with all of the certification requirements listed in the Rotary Code of Policies sections on Youth Protection and Rotary Youth Exchange. In addition to the policies of Rotary International, the U.S. Department of State (DOS) regulates youth exchange as a public diplomacy program. DOS has implemented an extensive set of regulations to implement federal laws regarding exchange visitors. None of the DOS requirements are in conflict with Rotary policies but provide additional requirements that must be met to conduct the program.

District 5440 has established the policies described in this document and associated procedures to maintain RI certification and comply with DOS requirements. Those requirements are comprehensive and extensive and neither District 5440 nor CCRYE have established additional requirements. The purpose of this youth protection policy is to provide direction for everyone involved in youth exchange in District 5440. This document focuses on youth exchange requirements because of the additional complexity. District 5440 has separate youth protection guidance for the RYLA and Interact programs.

### **DEFINITIONS**

**Student:** Youth involved with any Rotary youth exchange program, regardless of whether they are of the age of majority.

**Youth program participant:** Anyone who participates in a Rotary youth exchange program, regardless of age.

**Volunteer:** Any adult, (18 and over) involved with Rotary Youth Program activities, who has direct interactions, either supervised or unsupervised, with students.

**Rotary volunteers** include:

- District Governor and district protection officer;
- Club and district youth program officers and committee members;
- Rotary member and nonmember counselors;

- Members and nonmembers and their spouses and partners who work with students during activities or outings or who transport students to events;
- Youth Exchange host parents and other adult residents of the host home, including host siblings and other family members; and,
- Others who interact with youth as part of a Rotary youth exchange program.

### **ROLES AND RESPONSIBILITIES**

It is the desire of District 5440 and CCRYE to create and maintain a safe environment for all youth who participate in Rotary youth exchange. Rotary takes youth protection very seriously, and relies on our members to foster safe environments that prevent abuse and to respond appropriately when it occurs. As such, youth protection is the responsibility of all adults involved in youth programs. Compliance with Rotary International (RI) and District 5440 policies depends especially on the vigilance of the district governor, the chair of the district youth exchange committee, the district protection officer, club presidents, club youth program chairs, district youth exchange committee and all volunteers involved with youth exchange.

These policies and procedures apply to all adult participants in the youth exchange program who have unsupervised contact with one or more youth exchange students. These policies also apply to all adults age 18 and over who reside in the home of a host family.

Everyone involved in youth exchange will:

- Adhere to Rotary International's zero-tolerance policy against abuse and harassment.
- Take any allegations or reports of abuse or harassment seriously and do everything in their power to ensure that young people involved in the Rotary Youth Exchange Program are protected from abuse, harassment and neglect.
- Ensure that district programs are provided to young people in a safe and caring environment.
- Prevent contact with known persons who are either prohibited by law from working with children, or who are considered by CCRYE and District 5440 to be inappropriate persons for working with children.
- Report any allegations of abuse in compliance with state law and facilitate the timely reporting of incidents where children are at risk of harm.
- Ensure the prompt notification of allegations of abuse, harassment or neglect of children where allegations involve Rotarians or Rotary volunteers.
- Complete screening requirements appropriate for their position in a timely manner and renew on the required schedule.
- Ensure that no exchanges are arranged outside of the district structure and only exchange with Rotary certified districts.
- Ensure that sensitive information about students, host families and volunteers is protected in compliance with local privacy laws and used only for legitimate purposes directly related to CCRYE activities. Electronic records are retained in a secure, password-protected data system. Paper records should always be destroyed at the end of a student's exchange.

District Governor – The district governor is responsible for the supervision and control of district programs, including all youth programs and activities.

- Oversee the youth exchange program for the district.
- Ensure that the district has a youth exchange policy that complies with the Rotary code of policies.
- Appoint the district youth exchange committee chair and district protection officer.
- Work with the district youth exchange committee chair to be sure the youth protection policy is followed throughout the district.
- RI policy states that those who have admitted to, have been convicted of, or are known to have engaged in sexual abuse or sexual harassment of a youth or program participant are ineligible for Rotary membership — even if these crimes were committed long ago. Any volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act that violates the accepted standard of behavior in the community must be prohibited from working with youths through Rotary. The district governor makes final decisions to disqualify a member from working with young people.

District Protection Officer (DPO) – Serve the district as a resource on abuse, harassment and risk management.

- Assist the district governor and youth exchange committee chair in resolving youth protection problems including allegations of abuse, harassment, or other crises, and protect the interests of all who are involved.
- Confirm that appropriate screening measures are used for all youth programs, in compliance with Rotary policies, DOS requirements and local laws.
- Review all volunteer background checks and approve those eligible to participate in youth exchange programs.
  - In the event the DPO determines that an individual/volunteer is not acceptable based on the outcome of the background investigation, the DPO shall notify the district youth exchange committee chair that the applicant is not acceptable. The details of the reason behind the rejection will not be disclosed to the club in order to ensure the privacy of the applicant.
- Maintain records of background checks, including those that are not approved.
- The DPO will maintain all records of criminal background checks, waivers, and screening for adults working with students as directed by RI and/or the U.S. Department of State. The DPO shall keep these records in a secure, confidential file.
- Work with the district governor to maintain confidential records of all allegations of abuse, harassment, or other crises and all people who are prohibited from working with youth, as RI policy requires. Make sure those prohibitions are applied each year, even as leaders change.

District Youth Exchange Committee Chair – The program chair monitors and directs program activity at the district and club levels and serves as a resource and contact person for clubs.

- Inform the district governor about youth program activities, particularly on any youth protection issues or those that could bring notoriety and disrepute to the program and district.
- Coordinate with the district governor and district protection officer to respond immediately and thoroughly to all allegations of abuse, harassment, or other crises. Collaborate to ensure that

complaints are dealt with according to applicable law and the interests of the affected person are protected to the extent possible.

- Ensure that all incidents, including but not limited to, accidents, death, early returns, crimes, and any allegations of abuse or harassment are reported to DOS and RI within 72 hours of the time a district officer learns of the incident.
- Know all RI, DOS and district youth protection policies and program operations and ensure that district and club programs comply with the Rotary code of policies and DOS rules and regulations.
- Develop an effective support system for youth, encouraging them to report and cope effectively with challenges.
- Establish and maintain a screening process in compliance with DOS and Rotary International requirements to assure the suitability of any person wishing to participate in youth exchange.
- Provide training to everyone involved in youth exchange on youth protection and volunteer obligations appropriate to their respective roles. The training may be provided online or in on-site training venues with the goal of informing persons involved in youth exchange of their obligations under this policy.
- Assist clubs participating in youth exchange by providing training, participant screening, records management and assisting with program logistics and risk management.
- Recruit, appoint and oversee the district youth exchange committee. Delegate duties and ensure completion of activities to conduct the youth exchange program.
- Communicate with national and international contacts about program challenges and successes and serve as a liaison with those contacts.
- Maintain compliance records as required by RI and DOS and comply with extensive reporting and certification requirements from RI and DOS.

District Youth Exchange Committee Members – This program requires a dedicated and knowledgeable team to complete the extensive workload. There are 15 different positions and members often fulfill several positions. The position of Country Representative is filled by several members, each of them serving as the primary liaison between CCRYE and one or more countries we exchange with. The Country Representatives are also the primary liaison between CCRYE and the host club in district 5440 who host a student from a country they support.

- Assist the district youth exchange committee chair complete the duties described above.
- Must complete the highest level of screening and training requirements.
- Know all RI, DOS and district youth protection policies and program operations and ensure that district and club programs meet policy requirements.

Club President – Rotary club presidents have the overall responsibility for operating and coordinating club youth activities, with support from club committee members.

- Appoint a club youth exchange officer, club counselor and other members as needed to conduct the youth exchange program.
- Club Presidents are encouraged to participate in training offered by the district so they understand the program rules.

- Work with the club youth exchange officer and club counselor to be sure the youth exchange program is successful and the policies are followed by the club.
- Engage regularly with youth program participants to get feedback on the programs.
- All club-level volunteers and program officers must understand Rotary, DOS and district policies and work with their club presidents to promptly communicate all youth protection concerns to district leaders and/or local law enforcement.

Club Youth Exchange Officer – The club youth exchange officer has the primary responsibility for the conduct of the youth exchange program within the club and is responsible to ensure that all background check, screening and training requirements are met by all club youth exchange volunteers including host families.

- Know all RI, DOS and district youth protection policies and program operations that apply to a club’s involvement, and ensure that club programs meet policy requirements.
- Must participate in training and orientation sessions offered by the district so they understand the program rules.
- Coordinate with the district youth exchange committee chair and district protection officer to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises.
- Ensure that all volunteers meet the required background check, training, screening, program logistics, and risk management requirements.
- Recruit and screen host families in cooperation with the district youth exchange committee.
- Engage regularly with youth program participants to get feedback on the programs.
- Cannot be members of their students’ host families, nor can they hold another position of authority over the exchange such as school principal, club counselor or club president.

Club Counselor – Each Rotary youth exchange student is assigned a member of the host club to serve as a counselor.

- Counselors should know all RI, DOS and district youth protection policies and program operations that apply to a club’s involvement, and ensure that club programs meet policy requirements.
- Counselors should be the same gender as the participant.
- Counselors are advocates for the students and should be prepared to respond to any problems or concerns that may arise during the exchange, which may include instances of physical, sexual, or emotional abuse or harassment.
- Communicate regularly with the student and serve as a liaison between the student and the club and district youth exchange committee.
- Cannot be members of their students’ host families, nor can they hold a position of authority over the exchange such as school principal, club president or club youth exchange officer.

Host Families – Host families are critical volunteers for the youth exchange program. Hosting a student can be an extremely rewarding experience for everyone in the family.

- Must be committed to the safety and security of students and their motivation for hosting a student must be consistent with Rotary ideals of international understanding and cultural exchange.
- Must have the financial ability to provide adequate accommodations including room and board for the student. All students must have their own bed. If the student must share a room, it should be with a child of the same gender and similar age. Provide a place in the home where the student may study in private.
- Must participate in training and orientation sessions offered by the club and district so they understand the program rules that the student must follow and the expectations of the family.
- Support and make the student feel like a part of the family, with the same privileges and obligations. Advise the student about matters related to school, family, community functions, and friendship. Exercise supervisory and parental responsibility to ensure the student's well-being. Provide a safe and welcoming environment for trust and friendship to develop between the student and host family.
- Maintain close contact with the host club, and address problems and concerns quickly. Voice any concerns and questions regarding the student to the club counselor or youth exchange officer, including serious homesickness, difficulty adapting to family life or school, or illness.
- Families of outbound students must not be required to serve as a host family.

#### Other Volunteers

- Meet Rotary International and CCRYE eligibility for working with students and satisfy screening requirements described below.

### **VOLUNTEER SELECTION AND SCREENING**

Youth exchange volunteers should be dependable, supportive, and patient. They must also practice good judgment, demonstrate an understanding of appropriate boundaries between adults and young people, and show a commitment to following youth protection policies. Rotary International prohibits anyone who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment from participating in youth programs. Adult volunteers who are unwilling to be screened should be excluded from Rotary youth programs.

#### **BACKGROUND CHECKS**

All adult (18 years of age or older) participants in the youth exchange program who have unsupervised contact with one or more youth exchange students must undergo a background check which must include a search of the Department of Justice's National Sex Offender Public Registry.

- Background checks must be updated annually and reviewed by the district protection officer. The district protection officer will determine if volunteers are qualified to work with youth and assure that they:
  - Have not admitted to, been convicted of or otherwise found to have engaged in an offense which resulted in harm to an individual, including assault or sexual assault or sexual battery.
  - Have not been convicted of any offense which, in the opinion of the district protection officer, suggests an unacceptable risk of harm to a person in the care of that individual.

- Are not subject to a court order or decree prohibiting a person from being in contact with any other individual.
- Host families have no children under the age of eighteen living in or frequenting their residence that have been convicted of or treated for sexually inappropriate conduct.
- If a host family member turns 18 while an exchange student is in the home they must promptly complete a criminal background check.
- Sterling Volunteers is the background check provider that must be used for all youth exchange background checks. The first background check for every youth exchange volunteer must be the more rigorous “Level 3” check through Sterling Volunteers. After an initial check at level 3 all subsequent checks can be “Level 2”.

#### VOLUNTEER ONLINE APPLICATION AND SCREENING REQUIREMENTS

All Rotary volunteers (except those with only casual or occasional interactions with Youth Exchanges students), must complete additional screening and training. This includes the district governor, the district protection officer, all members of the district youth exchange committee, club youth exchange officers and club counselors.

- Meet Rotary International and CCRYE eligibility for working with students.
- Understand and comply with Rotary International, U.S. Department of State and CCRYE guidelines for the Youth Exchange program.
- Be subject to personal interviews.
- Complete an online application in the Youth Exchange Administration Hub (YEAH).
- References provided by 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. These reference requests are sent by email with a unique link to a short online form.
- Complete online training commensurate with their position as described in the training section below.
- Applications for district youth exchange committee members and club volunteers will be reviewed and approved by the district youth exchange committee pending the outcome of these requirements. The application review and approval for the district governor nominee and district protection officer are performed by the district governor.

#### HOST FAMILY ONLINE APPLICATION AND SCREENING REQUIREMENTS

Host families must be subjected to several screening requirements.

- Undergo a comprehensive interview conducted by the club youth exchange officer to determine their suitability for hosting exchange students. This interview must include all persons who will reside in the home at the time the student will be there.
- Complete an online application in the Youth Exchange Administration Hub (YEAH). The application information will be provided to potential host families after the club youth exchange officer has conducted the initial interview.

- The application must include all persons who will reside in the home at the time the student will be there. All those 18 years or older must have a unique email address since the mandatory training invitations are sent by email.
- References provided by 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. These reference requests are sent by email with a unique link to a short online form.
- Home visits shall be conducted for all host families, including repeat host families.
- At least one unannounced visit must be conducted within 60 days of the placement and documented in the online record system.
- All individuals age 18 and over who reside in the home of the host family, must meet the selection and screening guidelines in addition to the criminal background check requirements listed above.
- All individuals age 18 and over who reside in the home of the host family must complete 2 online training courses as described in the Training section below.
- The review process is good for one year. Families who host again must undergo the same review, including home visits, applications, reference checks, background checks, and interviews.

NOTE: Single parent households, including those with no children living at home, meeting the above criteria are eligible to host a student provided the student's natural parents and the student agree in writing. The district youth exchange committee chair must review and approve all single parent households during the application process.

### **TRAINING**

Training is required to meet DOS and RI requirements. We provide online training courses that are administered by the North American Youth Exchange Network (NAYEN). All volunteers who participate in the youth exchange program shall complete the online training appropriate for their position. In addition to the NAYEN courses, CCRYE provides training sessions that are described below. Copies of this youth protection policy will be distributed annually to all Clubs and District officials involved with Youth Exchange by posting on the District 5440 website.

CCRYE will:

- Develop and provide standardized training materials on this youth protection policy.
- Conduct specialized youth protection training sessions for the following program participants.
  - District Governor and District Governor Elect
  - District Youth Exchange committee members
  - Club Youth Exchange Officers, Counselors and other designated club representatives
  - Inbound students
  - Outbound students and their parents and legal guardians
  - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as tours or other district events.

- Establish guidelines to ensure that all those required to be trained have undergone such training or refresher training.
- Maintain records of participation to ensure compliance.

Participating Clubs will:

- Be responsible for disseminating standardized district training information to:
  - Club youth exchange officers
  - Club counselors
  - Host families for inbound students
  - Any other volunteers involved with youth programs
- Establish guidelines to ensure that all those required to be trained have undergone such training every year.
- Maintain records of participation to ensure compliance.

ONLINE TRAINING

- Volunteer online training requirements depend on the volunteer position. Unless specified otherwise, all courses must be renewed at least every 3 years or sooner if changes are made in the training material.
  - The training invitations will come via email from NAYEN Training Administrator <noreply@nayen.org>.
  - All volunteers who complete an application in the YEAH system must complete youth protection awareness. The training invitation will come in an email with the subject "Rotary District 5440 Training Course: Youth Protection Awareness".
  - The club youth exchange officers (YEO) and all members of the district youth exchange committee must also complete volunteer orientation. The training invitation will come in an email with the subject "Rotary District 5440 Training Course: Volunteer Orientation (USA)".
  - The club counselors and all members of the district youth exchange committee must also complete counselor training. The training invitation will come in an email with the subject "Rotary District 5440 Training Course: Counselor Training - US".
  - The club youth exchange officers (YEO) and all members of the district youth exchange committee must also complete the DOS local coordinator training. This course must be renewed annually. This training invitation will have the subject "Rotary District 5440 Training Course: Local Coordinator Training (DOS)".
- Host family online training is required of all individuals age 18 and over who reside in the home of the host family. This training must be completed prior to hosting and host family members who have completed the training previously must repeat the training at least every 3 years or sooner if changes are made in the training material.
  - The training invitations will come via email from NAYEN Training Administrator <noreply@nayen.org>.

- The courses are youth protection awareness and host family orientation. The training invitations will come in emails with the subjects "Rotary District 5440 Training Course: Youth Protection Awareness" and "Rotary District 5440 Training Course: Host Family Orientation (USA)".

### **CLUB RESPONSIBILITIES**

Rotary Clubs in District 5440 who participate in youth exchange must commit to complying with this policy and the associated procedures including, but not limited to:

- Understand and comply with Rotary International, U.S. Department of State and CCRYE guidelines for the Youth Exchange program.
- Annually complete and return a signed compliance statement that the Club is operating their program in accordance with CCRYE and Rotary International policy.
- Provide two Rotarian volunteers to serve as club youth exchange officer and club counselor who will perform the duties and meet the approval requirements described in this policy. One person cannot perform both jobs. The Club President cannot serve in either of these roles.
- Prohibit club youth exchange officers and club counselors from contacting program participants until a written application, interview, reference check, criminal background check and mandatory training have been conducted and clearance for unsupervised contact with program participants has been issued by CCRYE.
- 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.
- Disseminate standardized District training information to program volunteers including club counselors and host families.
- 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.
- 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 for host families as part of the screening process.
  - Never move a student in with a host family that has not met all screening requirements and received approval from the district youth exchange committee.
  - Ensure that the youth exchange officer and club counselor for each student are not a member of a student's host family.

- 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. 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.
  - Ensure that all hosting is voluntary. Parents of outbound students and club members must not be required to host students.
  - Ensure that students have multiple host families and that a single-parent family undergoes a second level of review by the district youth exchange committee chair.
  - 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 this policy.
  - Report all serious incidents (accidents, crimes, death) involving youth exchange students to the district youth exchange committee chair immediately (no less than 24 hours).
  - Provide the Emergency Services & Contacts form to CCRYE no later than July 31 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.
- Provide copies, upon request, of all materials produced in the club to promote and support the youth exchange program, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.
- Include in their policy the applicable laws and contact information provided in Attachment A.

#### **RECORDS RETENTION**

Sensitive information about students, host families and volunteers is protected in accordance with the local laws, DOS regulations and RI policies. Unless specified otherwise, electronic records are retained in a secure, password-protected data system. Paper records should always be destroyed at the end of a student's exchange. After 5 years the electronic records are archived and only accessible by the data protection officer.

#### **DISTRICT INCORPORATION AND LIABILITY INSURANCE**

Cowboy Country Rotary Youth Exchange Program, Inc. is an incorporated not-for-profit entity in the State of Colorado and operates under the general authority of District 5440 of Rotary International.

General liability insurance is provided through U.S. Rotary Club and District General Liability Insurance Program. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

#### **DOCUMENT CHANGE HISTORY**

The following modifications have been made to this Crisis Management Plan.

- Original policy Approved and Adopted on January 27, 2006. It was amended April 28, 2006 and September 22, 2006.
- Modified to conform to District Protection Policy August 2008.
- Subsequent amendments were made July 14, 2011, January 2013, May 2016, April 2017, August 2018 and April 2019.
- Significant revisions were approved September 17, 2021 in response to requirements from Rotary International after the COVID-19 pandemic.

#### **OUTBOUND STUDENT SELECTION AND SCREENING**

All students interested in participating in the CCRYE Program shall:

- Complete a written application and be interviewed for their suitability for participation in the Youth Exchange program. The selection process will include personal interviews with the applicant and the applicant's parents or legal guardians at the club level and at the district level.
- Attend and participate in all district orientation and training sessions.

- Students should represent themselves, their home country, and Rotary in ways that reflect Rotary's values, commitment to Service Above Self, and as peacebuilders in their host community. They should respect each other and act responsibly, befitting their role as a representative of the program and of Rotary in the world.

All parents or legal guardians of students interested in participating in the CCRYE program must:

- Be interviewed to help determine the student's suitability for participation in the Youth Exchange program.
- At least one parent or legal guardian shall attend and participate in District Outbound Student Interviews and District Outbound Orientation.

## ATTACHMENT A

### APPLICABLE LAWS

The following laws apply to this policy:

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#### WYOMING:

**No person shall commit child abuse, sexual abuse or harassment upon an exchange student as defined by Wyoming Statutes, including but not limited to, 6-2-302 to 6-2-320, 6-2-503, and 6-2-506.**

**Reporting Requirements:**

**14-3-205. Child abuse or neglect; persons required to report.**

(a) Any person who knows or has reasonable cause to believe or suspect that a child has been abused or neglected or who observes any child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause a report to be made.

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#### COLORADO:

**No person shall commit child abuse, sexual abuse or harassment upon an exchange student as defined by Colorado Statutes, including but not limited to, 18-9-111, 18-6-401 or 18-4-403.**

19-3-304. Persons required to report child abuse or neglect

(1) (a) Except as otherwise provided by section 19-3-307, sections 25-1-122 (4) (d) and 25-4-1404 (1) (d), C.R.S., and paragraph (b) of this subsection (1), any person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department or local law enforcement agency.

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#### NEBRASKA:

**No person shall commit child abuse, sexual abuse or harassment upon an exchange student as defined by Nebraska Statutes, including but not limited to, 28-311 et seq, 28-317, 28-320, and 28-710.**

**28-711. Child subjected to abuse or neglect; report; contents; toll-free number.**

(1) When any physician, medical institution, nurse, school employee, social worker, or other person has reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect, he or she shall report such incident or cause a report of child abuse or neglect to be made to the proper law enforcement agency or to the department on the toll-free number established by subsection (2) of this section. Such report may be made orally by telephone with the caller giving his or her name and address, shall be followed by a written report, and to the extent available shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the child abuse or neglect or the conditions and circumstances which would reasonably result in such child abuse or neglect, any evidence of previous child abuse or neglect including the nature and extent, and any other information

which in the opinion of the person may be helpful in establishing the cause of such child abuse or neglect and the identity of the perpetrator or perpetrators. Law enforcement agencies receiving any reports of child abuse or neglect under this subsection shall notify the department pursuant to section 28 718 on the next working day by telephone or mail.

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IDAHO:

**No person shall commit child abuse, sexual abuse or harassment upon an exchange student as defined by Idaho Statutes, including but not limited to, 18-1501, 18-1506 through 18-1508, and 18-7905.**

16-1605. Reporting of abuse, abandonment or neglect. (1) Any physician, resident on a hospital staff, intern, nurse, coroner, school teacher, day care personnel, social worker, or other person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the department. The department shall be informed by law enforcement of any report made directly to it. When the attendance of a physician, resident, intern, nurse, day care worker, or social worker is pursuant to the performance of services as a member of the staff of a hospital or similar institution, he shall notify the person in charge of the institution or his designated delegate who shall make the necessary reports.