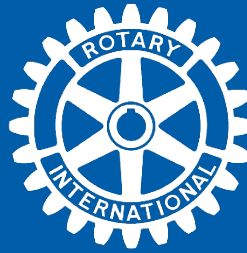


**Rotary**  
District 6630



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# **YOUTH PROTECTION**

Policies and Procedures

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# Youth Protection Policies and Procedures

concern, and assist with any investigation initiated as a result of any allegation associated with Rotary activity.

## 1. Introduction

Strong support and effective management of youth programs throughout the district are essential to ensuring that all youth protection policies, including RI policies, and local laws and regulations, are followed. All district, club-level volunteers and program officers must understand Rotary and district policies and communicate all youth protection concerns to district leaders and/or local law enforcement promptly.

Those who have admitted to or been convicted of a crime related to sexual abuse or harassment are ineligible for Rotary membership — even if these crimes were committed long ago or against other adults.

The purpose of this document is to provide specific policies and procedures that apply to the membership of Rotary International District 6630 (hereinafter referred to as “District 6630”) and anyone else acting on behalf of District 6630, when dealing with youth in connection with District authorized activities. These activities include, but are not limited to, Rotary Youth Exchange, Rotaract, Interact, and RYLA. These policies and procedures are written in accordance with the Rotary International Youth Protection Guide.

## 2. Statement of Conduct for Working with Youth

District 6630 strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their abilities, Rotarians, Rotarians’ spouses and partners, and other volunteers must safeguard the children and young people they come in contact with and protect them from physical, sexual, and psychological abuse.

## 3. Policy

Officers and members of District 6630 will make every reasonable effort to ensure that no Rotarian or other participant is subjected to physical, sexual, or emotional abuse in the context of Rotary activities. Harassment or abuse by members or those associated with authorized District 6630 activities will not be tolerated in any form. The District will treat all allegations seriously, and make the protection of children, minors, and all people at risk a fundamental

| <b>District-Wide Youth Programs</b>          |  |
|--|--|
| <b>Interact Club</b>                         | – Service club for young people ages 12-18. Interact clubs are sponsored by Rotary Clubs which provide support and guidance. They are self-governing and self-supporting.  |
| <b>Rotary Youth Exchange (RYE)</b>           | – A Rotary International student exchange program for students in secondary schools. The program is subject to <u>ALL</u> District Youth Protection Policies <u>AND</u> is subject to additional requirements outlined in <i>O-E Multidistrict Guidelines</i> .                            |
| <b>Rotary Youth Leadership Awards (RYLA)</b> | – Leadership program for high school juniors run by District, accepting youth sponsored by Clubs.  |
| <b>Student of the Month Programs</b>         | – Club programs honoring students for civil, academic, community or sports achievements,   |
| <b>4 Way Test Speech Contest</b>             | – Open to High School students grades 9-12. Competition is sponsored by Rotary Clubs. Club contest winners then participate at the District Competition. The contest challenges participants to craft a speech to persuade others, while applying the principles of the Rotary 4 Way Test. |

## 4. Definitions

**BGC** – Background Check

**Casual Contact** – (incidental and infrequent group contact) - Persons not directly responsible for the youth but may provide incidental transportation or invite a youth to an event such as dinner, movie, sports event and weekend activity. Casual contact is infrequent and incidental so that a regular pattern is not developed. Casual contact must take place in a group setting with no reasonably foreseeable risk of abuse or harassment.

**Unsupervised access to a child/children** – “Unsupervised access to youth” includes but is not limited to Rotarians and volunteers when: a) No other person eighteen years of age or older is present in the same room or vehicle with the child/children. b) If outdoors, no other person eighteen years of age or older is within a thirty yard radius of the child/children or has visual contact with the child/children. c) Also those Rotarians who have responsibility to support any Rotary youth activity including but not limited to Youth Exchange, Interact, RYLA, 4 Way Speech Contest, Student of the Month Program, mentoring

programs, etc. are subject to all unsupervised access to youth training requirements (see Section 8). A partial list of these officers include: 1. Club Presidents 2. Club Youth Protection Officers 3. RYE Officers 4. RYE Counselors 5. RYE Adult Host Family Members and Residents in any Host Family Home 6. Interact Club Advisors and Assistant Advisors 7. District Governor 8. District Youth Protection Officer and Assistants, plus others who are involved with youth level of contact that exceeds Casual Contact.

**District Leadership Assembly (DLA)** – Annual forum currently held by District providing a variety of programs.

**Emotional or verbal abuse** - Incidents of willful verbal or nonverbal action that threatens, humiliates, harasses, coerces, intimidates, isolates, unreasonably confines, or punishes another. This includes ridiculing, yelling, or swearing.

**NAYEN** – North American Youth Exchange Network, provides the online training program for youth protection

**Neglect** - Failure to provide adequate food, clothing, shelter, or medical care necessary for another person’s well-being.

**O-E Multidistrict** – Organization made up of multiple Rotary districts involved in Rotary Youth Exchange. Its purpose is to coordinate activities and provide training and resources to member districts.

**Physical abuse** - Physical contact intended to cause pain, injury, or other physical suffering or harm.

**Prohibited Person** - Anyone who has admitted to, been convicted of, or been found to have engaged in sexual abuse, domestic abuse, sexual harassment or neglect.

**RI** – Rotary International.

**Rotaract** – Organization of college and/or community-based adults aged 18-30. Rotaract clubs are part of Rotary

**RYE** – Rotary Youth Exchange Program

**Rotary Youth Services** - All District and club activities involving youth, including but not limited to, Rotary

Youth Exchange (RYE), Rotary Youth Leadership Award (RYLA), Rotaract, and Interact.

**Sexual Abuse** - Engaging in or arranging implicit or explicit sexual acts, whether they are performed alone or with another person of any age or gender, through force or coercion or with anyone who is unable to give consent.

Any sexual activity between a legal adult and a minor is sexual abuse. Sexual abuse also includes non-touching offenses, such as voyeuristic behavior, indecent exposure, or showing a young person sexual or pornographic material.

**Sexual Harassment** – Sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature that is unwanted or directed at someone unwilling or unable to provide consent. Sexual harassment often precedes sexual abuse and is used by sexual predators to desensitize or “groom” their victims.

Examples of sexual harassment include, but are not limited to:

- Sexual epithets or jokes, written or oral references to sexual conduct, gossip about one’s sex life, and comments about an individual’s sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Displaying sexually suggestive objects or images
- Sexual leering or whistling
- Inappropriate physical contact such as brushing or touching
- Obscene language or gestures, and suggestive or insulting comments.

**Volunteer** - Any adult involved with Rotary youth activities who interacts directly with youth, whether supervised or unsupervised. This includes service providers/vendors with whom a club may contract to assist in a program. For Rotary’s youth programs, volunteers include:

- Club and district Youth Exchange officers and committee members
- Program counselors or advisers
- Members and nonmembers and their spouses and partners who have contact with participants during activities or outings or who transport participants to events

- Rotary Youth Exchange host parents and other adult residents of host homes, including host siblings and other family members
- Youth programs alumni who assist in the administration of a youth program

**Youth Exchange Administrative Hub (YEAH)** – Database used by Youth Exchange Program to store participant and volunteer records.

**Youth Exchange Officer (YEO)** – Position exclusive to Rotary Youth Exchange Program. Individual tasked with responsibilities to track program requirements.

**Youth Protection Officer (YPO)** – Individual appointed by District or Club to oversee Youth Protection Policies.

**Youth Program Participant** - Anyone who participates in a Rotary youth program, whether child or adult.

**Youth Volunteer Management (YVM)** - Database used to store District 6630 Youth Program participant and volunteer records outside of RYE.

## 5. Incorporation and Liability Insurance

RI provides District 6630 liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

## 6. Club Compliance

The District Governor is responsible for supervision and control of all youth activities in the district, including those associated with Rotary Youth Exchange. District 6630 will monitor all participating clubs and ensure that they comply with youth protection and RYE certification requirements.

All clubs that participate in Rotary Youth Programs must provide the district with a copy of the following for review and approval:

- A signed compliance statement that the club is operating its program in accordance with District 6630, O-E Multi district, and RI Policies as applicable.
- Confirmation that volunteers will be prohibited from contact with program participants until a written application, interview, reference check, and criminal background check have been conducted and

clearance for Unsupervised access to a child/children with program participants has been issued.

- For Clubs participating in RYE: All club materials that advertise the RYE program, including brochures, applications, policies, and websites. Provide a list of services in the area (rape and suicide hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.).
- Any club youth-protection training materials

## 7. Responsibilities

The Club President has overall responsibility for operating and coordinating all club youth activities, with the support of club committee members including:

**Club President** – Appoint the Club Youth Protection Officer (YPO) and on recommendations from the Club YPO, approve members of the Youth Protection Committee.

### Club President and Youth Committee Chairs should:

- Know all Rotary and district youth protection policies and program operations that apply to the club's involvement, and ensure that the club programs meet policy requirements
- Implement required training, screening, program logistics, and risk management procedures
- Engage regularly with youth program participants to get feedback on the programs
- Coordinate with the District 6630 YPO to respond immediately and thoroughly to all allegations of abuse, harassment, and other crises

### Club YPO responsibilities:

- Chair the Club Youth Protection Committee (if one exists).
- If participating in YEO program, coordinate with District RYE Chair to track screened youth exchange volunteers and their current documentation status.
- Coordinate with District Program leaders to track all other screened youth program volunteers.
- Maintain liaison with the Rotary District 6630 YPO.
- Conduct an annual Club Youth Protection training session at a regular Club meeting at least once per year.

### Club Youth Protection Committee (if not created, the following duties shall be performed by the Club YPO)

- Provide oversight to the Club youth protection program related activities to assure day-to-day compliance with program policies and procedures.
- Identify the need for new or modified youth protection policies and procedures. Develop and review the Club youth protection policy and procedures
- Identify, develop and facilitate youth protection policy training for Club participants
- Evaluate Club youth protection policy compliance with District 6630 and Rotary International youth protection policy requirements
- Solicit advice from psychologists, social workers, law enforcement, attorneys or other professionals as required to advise the Youth Protection Committee.

Members of Youth Protection Committee are as follows:

- Club YPO - Chair
- Youth Exchange Officer (if Club participates in RYE)
- Youth Exchange counselors (if Club participates in RYE)
- Two “at large” club representatives (may include the Youth Services Chair and the Interact Chair).

## 8. Volunteer Selection and Screening

**All Rotarian and non-Rotarian volunteers interested in working with youth program participants must meet RI and District eligibility requirements. RI prohibits membership and participation of any volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse, domestic abuse or sexual harassment.**

**Managing the Screening Process** - The Club YPO will ensure completion of the volunteer screening processes identified herein, with the assistance of members of the Club Youth Protection Committee that he/she may designate, and will ensure that no “prohibited person,” is authorized to work with youths in any Club sanctioned activities. If a non-Rotarian candidate host family is recruited, the volunteer screening processing will be performed by someone other than the person who recruited the family as designated by the Club YPO.

**Casual Contact Policy** – Any Volunteer (Rotarian or non-Rotarian) who will be involved with youth, but whose activities fit the definition of casual contact are not required to submit Youth Volunteer Application or



undergo reference and criminal checks. Those activities may include a school mentoring program where the school solicits a background check on Volunteers involved.

**Unsupervised access to a child/children Policy** - All Volunteers who will have Unsupervised access to a child/children with youth must meet the following requirements:

- Complete the on-line youth program volunteer application form.
- Undergo a criminal background check as specified by the District Governor.
- Be interviewed, preferably in person, as designated by the District Governor.
- Provide a list of personal references with contact information (three is the preferred number and they should not be members of the applicant's family and not more than one should be a Rotarian) -Personal references will be reviewed by District YPO YEAH Administrators for RYE Volunteers, by the District YPO for District Programs other than RYE, and by the Club YPO for all other RYE Volunteers.
- Comply with RI and District guidelines for Rotary Youth Programs

**RYE host families** must also meet these selection and screening requirements:

- Undergo a comprehensive interview that determines their suitability, demonstrating:
  - Commitment to the safety and security of students
  - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
  - Financial ability to provide adequate accommodations (room and board) for the student
  - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
- Complete a written application
- Undergo home visits with and without notice, both before and during the placement; home visits must be conducted according to O-E Multidistrict Guidelines.

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are full-time or part-time residents of the home.

For those who are involved in RYE, records will be retained in the YEAH system. For those involved in all other Rotary Youth Programs, the records will be maintained by the District Governor's designee for records at the district level, and by the Club President's designee for records at the club level. Records shall be retained by the O-E Multi- District for RYE, for the number of years necessary to bar a claim by statute of limitations for all other Rotary youth programs. Consult legal for analysis of the applicable statute.

RYE students and their host or sponsoring clubs shall abide by the O-E Multidistrict published guidelines governing all aspects of the O-E Multidistrict Youth Exchange Program, as certified by Rotary International.

## 9. Participant Selection and Screening

All **students** interested in the District 6630 Youth Exchange program must meet district guidelines and:

- Complete a written application
- Be interviewed at the club and district levels
- Attend and participate in all club and district orientation and training sessions

All parents or legal guardians of RYE participants must also be interviewed at the club and/or district level to determine the student's suitability for program participation.

An individual cannot perform a background check or screening on themselves or their families; screening can only be done by a trained and certified individual.

Youth Program Participants in non-RYE programs must meet the respective program requirements for participation. These programs include, but are not limited to RYLA, Interact and club specific youth programs.

## 10. Training

District 6630 and member clubs shall provide youth-protection training and information on youth programs, which may be provided at the District level.

**Online Training** - All Volunteers (Rotarians and non-Rotarian), District Governor, District Governor Elect, Assistant Governors, District YPO, District Youth Protection Committee, District Youth Program Chairs, Club Presidents, Presidents Elect, Club YPO, Club YPO Committee and Club Youth Program Chairs, must



complete the on-line Youth Protection Awareness training course provided by the District.

**Club Training** - All Club Members must complete Youth Protection Awareness training approved by the District. Included will be annual training regarding the Youth Protection Program components and requirements.

Training will include the recognition of sexual abuse and harassment and Club reporting procedures. The Club YPO, or if none, the District YPO, shall ensure the completion of training. Students participating in RYE shall receive training as indicated below. Students in Interact and RYLA shall be trained in Youth Protection Awareness, as approved by the District Governor, at the club level before participation.

**District Youth Protection Training** – Volunteers with Unsupervised access to a child/children, the Club Youth Exchange Officer, counselors and other youth protection committee members shall participate in youth protection training offered by District 6630. The Club YPO shall attend this training as soon as possible before assuming the position and at least annually thereafter. Until the new YPO is trained, the old Club YPO or a trained adjacent Club YPO must perform this function.

The District 6630 RYE program must provide youth-protection training and information to all RYE students and RYE volunteers. RYE Committee members will conduct the training sessions. Specifically, District 6630 will:

- Develop a training schedule that specifies who will be trained, how often, and how
  - Conduct specialized training for those involved in Youth Exchange for:
    - District Governor
    - District Youth Exchange Officer and committee members
    - Rotarian counselors
    - Other Rotarians and non-Rotarians who participate in Youth Exchange activities, such as local tours or district events
    - Host families
    - Students (outbound and inbound)
  - Maintain records of participation to ensure compliance
- For all other students and volunteers in Rotary Youth Programs, before participation, or as soon as possible. There will be training to protect students from physical, sexual, and emotional abuse as approved by the District Governor. The specific

Youth Program leader shall be responsible for the implementation and administration of training. Program leaders shall be trained by the District Youth Protection Committee in Youth Protection.

## 11. Allegation Handling and Follow-Through

District 6630 takes all allegations of abuse or harassment seriously and will handle them in accordance with the Abuse and Harassment Allegation Reporting Guidelines.

The district will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 6630 may appoint a youth protection officer or district review committee to evaluate and review files, policies, and allegations regularly.

### 11. A - Receiving an Allegation Report

Any Rotarian or adult leader of District 6630 programs under these policies, to whom a program participant reports abuse or harassment, must refer the report to the sponsoring club YPO, but if none, to the Club President or his/her appointee.

The following are the duties of the Club YPO regarding the report. If the report involves a RYE participant, the report shall be made to the District RYE Chair who shall function as the Club YPO for these purposes in addition to his/her duties under O-E Multidistrict and RI Policies.

***Listen attentively and stay calm.*** Acknowledge that it takes courage to report abuse or harassment. Be encouraging, but remain neutral; do not express shock, horror, or disbelief.

***Assure privacy but not confidentiality.*** Explain that you will have to tell someone about the abuse or harassment to make it stop and ensure that it doesn't happen to others. Do not tell anyone about the allegation other than those who need to know. Be careful to protect the rights of both the victim and the accused during the investigation.

District 6630 maintains the privacy (as distinct from confidentiality) of any accused person. Procedures dictate that Information is only shared with those who are either in a supervisory position that requires the

information, or it is shared with people directly involved in the investigation regarding an allegation

**Get the facts, but don't interrogate.** Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that he or she did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to report this information to the proper authorities.

**Be nonjudgmental and reassure.** Avoid criticizing anything that has happened or anyone who may be involved. Especially important is not to blame or criticize the young person. Emphasize that it's not their fault and that it was brave and mature to come to you.

**Document the allegation.** Record the conversation, including the date and time, as soon after the report as you can. Try to record the young person's exact words.

## 11. B - Allegation Response

The following steps must be taken immediately after alleged abuse, or harassment or neglect is reported. Some of them may be performed by the Club YPO and initially investigated, while others should be performed by a district officer, as specified.

### 11. B (1) Protect the young person

In all cases where the safety of the young person is at risk, remove him or her from the situation immediately preventing all contact with the alleged abuser. Reassure the young person that this is for their safety and is not a punishment.

Take immediate action to ensure the young person's health and well-being and get them medical and/or psychological care.

### 11. B (2) Report the allegations to appropriate authorities

All reports of alleged sexual or physical abuse shall be given first to the appropriate law enforcement authority and then to the club and district leadership for investigation immediately. The local police department is the first contact.

In cases of sexual harassment, emotional, or verbal abuse, a report must be made to the District Governor within 72 hours. The District Governor is responsible to have an investigation conducted without delay. If the

investigation of the incident is found to be sexual/physical abuse or criminal in nature, it will be immediately reported to the appropriate law enforcement agency and Rotary International.

All allegations of sexual abuse or harassment must be reported to RI by a District Officer. These reports must be made within 72 hours (within 24 hours in the case of serious incidents). The district officer will also provide ongoing status reports.

If the allegation involves a RYE Student, the complaint must also be reported immediately to District 6630 Youth Exchange Chair.

District 6630 will ensure that the program participant's parents, or legal guardians have been notified and offer the young person an independent, non-Rotarian counselor to represent his or her interests.

In all instances, when an investigation involving reported abuse or harassment is undertaken, the investigation as well as any resulting report shall be supplied to the District Insurance Chair as soon as possible.

### 11. B (3) Complaints of abuse or harassment to the District

Complaints will be handled fairly and quickly at the club level and sent to the District Governor as soon as possible, but in no case more than 72 hours after the incident. The District Governor will forthwith establish an Review Team, composed of no less than five committee members, who are diverse in gender and who take an oath of impartiality. The District YPO shall be one of the members and shall be chairperson of the committee. The District YPO shall be a voting member.

The Review Team for any specific investigation may consist of fewer than all of the Review Team members, but shall include at least three of those members plus the District Y.P.O. and/or an Assistant District Y.P.O.

Having a standing committee formed before any allegations need to be considered creates a transparent process. When you select people for this committee, look for:

- Members who have experience dealing with allegations in their professions, such as a police officer or someone who works or volunteers for a crisis hotline
- Members who are dedicated to creating a harassment-free environment
- Members or nonmembers (such as social workers or mental health counselors) who are committed to providing an objective review
- Members who are not close personal friends of the accused

If people are willing to serve on the committee but don't feel prepared to review allegations of harassment, consider inviting experts in the subject or local law enforcement officials to speak and offer their best practices.

#### **11. B (4) Review the complaint and determine who to interview**

The Review Team shall review the complaint and decide who you want to speak with. Arrange interviews with everyone involved in the situation. The best thing to do is to talk to the accuser, the subject of the complaint, and other people who may have witnessed the event and might be able to provide perspective. If someone refuses to be interviewed or will not return your calls or emails, note that in your report. Try to contact the person at least three times using two different methods. The interviews can be conducted in person, by phone, or in an online meeting. Be sure to take careful notes regardless of how you conduct the interviews.

#### **11.B (4)(A) Responsibility of Rotarians to Cooperate in Investigations**

Rotarians have a responsibility to cooperate with investigations of allegedly inappropriate conduct. Rotarians who fail to cooperate in an investigation may be subject to suspension and/or prohibition from involvement in youth activities if recommended by the Review Team and confirmed by the District Governor.

#### **11. B (5) Conduct a thorough investigation**

Start by talking to the person who made the allegation, asking for:

- A description of the event
- The names of possible witnesses
- Whether they think you should talk to anyone else who was present

- What outcome they want (for example, action from the district, or the district asking the RI Board to take action)

Then talk to the subject of the complaint, telling them that an allegation has been made. Ask them to describe what happened. Request the names of possible witnesses to the event or behavior and any documentation or evidence they have to suggest the event did not take place as alleged.

Use a similar approach with witnesses. Ask questions that establish facts and avoid "why" questions that can lead to shaming or blaming the person who made the allegation.

It's best to talk to people who directly saw what occurred. This will lead you to a stronger conclusion. If you talk only to the accuser and the accused, they will likely offer different — if not opposite — descriptions.

If there are no witnesses, talk to both people involved and determine as well as you can whose testimony is more believable and what is most likely to have occurred. This is very difficult, and it's one reason why it's best to have a committee, not an individual, make this determination. In cases of sexual harassment, determine if the subject of the complaint had, or should have had, reasonable notice, before he or she acted, that the complainant found the subject's actions unwelcomed and sexual in nature. If there was no reasonable notice to the subject of the complaint, a finding of sexual harassment by the subject may not be warranted. Nevertheless, appropriate corrective action should be recommended.

No person investigating shall express an opinion on blame or responsibility to anyone apart from an investigating committee or District Governor.

#### **11.B (5)(A) Investigations may involve non-Rotarians**

The cooperation of a non-Rotarian is voluntary and thus there is a potential for the non-Rotarian(s) to refuse to cooperate, pose special risks and/or raise particular and complicated issues. While there is a preference pursuant to due process considerations for all participants and/or witnesses to be interviewed, this may not prove possible when non-Rotarians are involved. Legal counsel shall be consulted in any case where there is a refusal to cooperate by a non-Rotarian and legal counsel should be consulted whenever special considerations arise involving non-Rotarians. Such advice may include instructions on how to proceed.

**11. B (6) Write a summary of the incident including any action you recommend**

When you've finished your interviews, write a report with conclusions. Based on those conclusions, determine if further action is necessary to keep the accuser and others safe. This might include terminating someone from Rotary, asking them to resign from a role, or preventing them from taking part in youth-related activities. The District Governor shall take the appropriate action after review and consideration of the report of the committee.

Follow through with your recommendations and do what is needed to make sure the behavior does not happen again. This might include mediating a discussion between the parties or creating written club norms.

Keep the investigation findings on file with the district. If the district determines that a person should be prohibited from working with youth, or if policy requires such a prohibition or termination of membership, notify Rotary International.

**11. B (7) Remove the accused person from youth activities**

To protect everyone, and in accordance with Rotary's youth protection policies, anyone accused of sexual abuse or harassment must be removed from contact with youth until the matter is resolved. This step may help protect young people and protect the person from future allegations.

**11. B (8) Terminate the person's club membership**

The membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be terminated. A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from participating in Rotary activities with young people. A club may not grant membership to a person known to have engaged in sexual abuse or harassment. If the RI Board learns that a club has knowingly failed to terminate the membership of such a Rotarian, it can act to terminate the Rotarian's membership as well as the club's charter.

**11. B (9) Inconclusive findings**

If the investigation into a claim of sexual abuse or harassment is inconclusive after implementation of the procedures stated above, then, for the safety of youth participants and the protection of the accused, additional safeguards shall be put in place to assure protection of any youth whom the individual may have future contact. If there are subsequent allegations of sexual abuse or harassment, found to have a probable factual basis by the procedures stated above, the adult shall be permanently prohibited from working with youth in a Rotary context.

A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs as a privilege not a right.

**12 Standing Committee on Youth Protection**

The standing committee on Youth Protection shall convene to determine any necessary modifications to district procedures and report its conclusion to the District Governor.

**13 Travel by Youth**

For the travel of Inbound RYE students outside District 6630, permission must be obtained from the District RYE Chair by the rules specified on the District Website for RYE.

Travel within the District is governed by the local club (YEOs and Counselors) and the Host Families, provided the policies therefore are approved by the District RYE Chair.

For all other youth travel sponsored by District 6630 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer's contact information
- When traveling more than 150 miles, from the residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability
- All adults who supervise youth at overnight Rotary events must be qualified volunteers, having all the checks for those in Unsupervised access to a child/children procedures specified in the volunteer selection and screening.

#### **14 District RYE Administration**

The District 6630 RYE program, in collaboration with participating clubs, must also:

- Confirm that all inbound students have insurance that meets or exceeds what is prescribed in the Rotary Code of Policies.
- Store participant and volunteer records securely in the Youth Exchange Administrative Hub (YEAH).
- Provide each student a list of local services (rape and suicide crisis hotlines, alcohol and drug awareness programs, relevant law enforcement agencies, community services, private services, etc.). This list must include the following district and club contacts:
  - For inbound students: Rotarian counselor, host club president, host district RYE chair, and host District Governor
  - For outbound students: Sponsor club president, sponsor district RYE chair, sponsor District Governor
  - Provide a 24-hour emergency contact phone number to students.
- Report all serious incidents (abuse or harassment allegations, accidents, crimes, early returns, death) involving RYE students to RI Youth Exchange staff within 72 hours.
- Prohibit placement of students outside of the district RYE program structure (“backdoor” exchanges).
- Establish criteria and procedures for a student’s removal from the host family and arrange for contingent temporary housing in advance.

#### **15 Conflict Resolution**

Conflicts or disagreements that may occur between parties responsible for the implementation of this policy or these procedures contained herein shall be arbitrated by the District YPO or other individual designated by the District Governor.

## **ROTARY INTERNATIONAL'S STATEMENT OF CONDUCT FOR WORKING WITH YOUTH**

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and all other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual and psychological abuse.

*Adopted by the RI Board of Directors. October 2019*

**This document, 6630 Youth  
Protection Policies and Procedures,  
was originally adopted by the Rotary  
District 6630 Board of Trustees on  
October 18, 2022**

Michael P. Davanzo  
District Secretary

**Update March 18, 2024**  
Kathy Berkshire, District Secretary



## EXHIBIT A

District Governor, at the club level, before participation

### Clubs and Youth Sponsored Programs

The checklist for youth protection includes clubs and club-sponsored groups and events, when you are involved in the program. Therefore, Rotary youth programs such as Interact are addressed in the following. The Rotary Youth Exchange is excepted and addressed elsewhere. The checklist is designed to be a summation of Rotary Youth Protection Policies and Procedures (“6630 Policy”) adopted by Rotary District 6630 applicable to Rotary District 6630 clubs and club-sponsored youth programs. The checklist is not designed to replace the 6630 Policy, only to summarize them for ready reference.

### Get Started

- Clubs appoint a Youth Protection Officer (YPO) and a Youth Protection Committee
- Volunteers who have Unsupervised access to a child/children with youth, as defined in the 6630 Policy:
  - a) must complete a Youth Volunteer Application provided by the District.
  - b) must undergo a background check. To find out how this is done, contact the District YPO.
  - c) must be interviewed, as designated by the District Governor.
  - d) must provide a list of personal references with contact information (three is the preferred number and they should not be members of the applicant’s family and not more than one should be a Rotarian)
- Club members or other Volunteers who will be involved with youth, but whose activities fit the definition of “casual contact” are not required to submit a Youth Volunteer Application or undergo reference and background checks.
- The Club YPO and District YPO will administer the above.

### Training

- All Rotarian and non-Rotarian Volunteers must complete the online “Youth Protection Awareness” training course provided by the District
- All club members must complete the training in “Youth Protection Awareness” approved by the District.
- Students and adult non-club members participating in Interact or other club-sponsored youth programs shall be trained by the club in “Youth Protection Awareness” as approved by the



### **Allegation Investigating and Reporting**

The following steps must be taken immediately at the club level after alleged abuse or harassment is reported.

The steps are as follows:

- a) Protect the young person.
- b) Report the allegations of sexual or physical abuse to the appropriate law enforcement. The club then investigates to determine the substance of the allegation.
- c) Remove the accused person from contact with youth.
- d) Avoid gossip, blame, apologies, and comments on responsibility or liability.
- e) Follow through. Report the allegations and the club report to the District Governor for further review. All allegations of sexual abuse or harassment must be reported to RI by a District Officer. These reports must be made within 72 hours (within 24 hours in the case of serious incidents) along with ongoing status reports. The District Governor will appoint a review committee and determine the veracity of the allegations and what consequence is appropriate for the subject of the complaint.

### **Travel**

- When an adult participant drives a student home from the Rotary sponsored meeting or event, the adult should be accompanied by another adult, as approved by a qualified Rotary volunteer, or, if the adult driver is the lone adult in the car, the driving adult must be a qualified Rotary volunteer or under supervision of such volunteer. The driver must take the student directly home and deliver the student to the door of the home, assuring he or she enters the home.
- For all other youth travel sponsored by District 6630 or its clubs, the following will be done before departure:
  - a) Obtain written permission from parents.
  - b) Give parents details of travel
  - c) When travelling more than 150 miles from the residence, verify program participants have adequate insurance.
  - d) All adults who drive or supervise youth on overnight travel or overnight Rotary events, must be screened and qualified volunteers unless the trip is part of a school program chaperoned by full-time teachers of a state accredited school.

## EXHIBIT B

### **RYLA and ROTARACT**

This checklist RYLA and Rotaract for implementation of Rotary Youth Protection Policies and Procedures ("6630 Policy") adopted by Rotary District 6630.

At the outset, it is recognized that Rotaract participants probably are adults by legal standards. However, Rotary youth protection extends to "young people" who participate in Rotary youth programs. However, the need to modify policy for Rotaract is recognized in the following.

#### **Get Started**

- All adult volunteers in RYLA and Rotaract must be properly vetted. Volunteers who have Unsupervised access to a child/children with youth as defined in the 6630 Policy:
  - a) Volunteers must complete a Youth Volunteer Application provided by the District.
  - b) Volunteers must undergo a background check. To find out how this is done, contact the District YPO.
  - c) Volunteers must be interviewed, as designated by the District Governor.
  - d) Volunteers must provide a list of personal references, as indicated on the application. (three is the preferred number and they should not be members of the applicant's family and not more than one should be a Rotarian)
  - e) The Club YPO and District YPO will administer the above.

#### **Training**

- All volunteers in RYLA and Rotaract must complete the online "Youth Protection Awareness" training course provided by the District.
- Participants in RYLA and Rotaract shall be trained in "Youth Protection Awareness" as approved by the District Governor, before participation.
- The District YPO shall administer the training for RYLA and Rotaract.

#### **Allegation Investigating and Reporting**

The following steps must be taken immediately by the RYLA volunteer in charge, or the volunteer in charge, or the volunteer designated by the District Governor, or the Rotaract club leadership after alleged abuse or harassment is reported.

The steps are as follows:

- a) Protect the young person.
- b) Report the allegations of sexual or physical abuse to the appropriate law enforcement agency. RYLA leadership or the person designated by the District Governor, or the leadership of the Rotaract club then investigates to determine the substance of the allegation.
- c) Remove the accused person from contact with youth.
- d) Avoid gossip, blame, apologies, and comments on responsibility or liability.
- e) Follow through. Report the allegations, along with any club report, to the District Governor for further review. A District Officer will report to RI (as directed for Clubs and Interact, see the prior Appendix). The District Governor will appoint a review committee and determine the veracity of the allegations and what consequence is appropriate for the subject of the complaint.

#### **Travel**

- Travel under Rotary sponsorship is not anticipated for RYLA participants. If such travel is a reality, then the policies for Interact (see prior Appendix)
- For Rotaract, adult students are anticipated to be driving their own car. If driving solely with a Rotary volunteer or a person designated by the volunteer or staying overnight solely with such volunteer or designated person, the volunteer must be a screened and qualified Rotary volunteer as defined in the 6630 Policy.

Rotary District 6630  
Youth Protection Requirements (RYE excluded)

| Role   | Online YP Awareness Course | Supplemental Training provided by District YP Committee | Club Level training - approved by District | Club Compliance Certification | Application | Interview | References | BGC - Annual | Program Specific Training conducted by Program Chair | Student YP Training |
|--|----------------------------|---|--|-------------------------------|-------------|-----------|------------|--------------|--|---------------------|
| District Governor                                  | X                          | X   |  |                               |             |           |            | X            |  |                     |
| District Governor Elect                            | X                          | X   |  |                               |             |           |            | X            |  |                     |
| Assistant Governors                                | X                          | X   |  |                               |             |           |            | X            |  |                     |
| District YPO                                       | X                          | X   |  |                               |             |           |            | X            |  |                     |
| District YP Committee                              | X                          | X   |  |                               |             |           |            | X            |  |                     |
| District Youth Program Chairs                      | X                          | X   |  |                               |             |           |            | X            |  |                     |
| Club President                                     | X                          | X   |  | X                             |             |           |            |              |  |                     |
| Club President Elect                               | X                          | X   |  | X                             |             |           |            |              |  |                     |
| Club YPO   | X                          | X   |  | X                             |             |           |            | X            | X  |                     |
| Club YP Committee                                  | X                          | X   |  |                               |             |           |            | X            |  |                     |
| Club Youth Program Chairs                          | X                          | X   |  |                               |             |           |            | X            | X  |                     |
| Volunteers Unsupervised access to a child/children | X                          | X   |  |                               | X           | X         | X          | X            | X  |                     |
| Volunteers Casual Contact                          | X                          |   |  |                               |             |           |            |              | X  |                     |
| Youth Participants                                 |                            |   |  |                               | X           | X         | X          |              | X  | X                   |
| Club Members                                       |                            |   | X  |                               |             |           |            |              |  |                     |

## Youth Protection - Best Practices\*

*\* These are best practices, not requirements. No practice may be implemented/followed which contradicts guidance as provided in the District 6630 Policy and Procedures Document, RI Policy School Policy, or other governing policy applicable to the respective youth program*

| Areas of Concern            | <ul style="list-style-type: none"> <li>Sexual harassment or abuse</li> <li>Drugs, alcohol</li> <li>Violence.</li> <li>Youth on Youth interaction</li> <li>Adult on Youth Interaction</li> </ul>   |
|-----------------------------|---|
| 1                           | Rotarians / volunteers are responsible for the youths from the time they come to the event until they are delivered to a parent or legal guardian   |
| 2                           | Determine if the nature of the event requires background checks for volunteers  |
| 3                           | Determine if the nature of the event requires release forms from participants   |
| 4                           | When an adult participant drives a student home from the Rotary sponsored meeting or event, the adult should be accompanied by another adult, as approved by a qualified Rotary volunteer, or, if the adult driver is the lone adult in the car, the driving adult must be a qualified Rotary volunteer or under supervision of such volunteer. The driver must take the student directly home and deliver the student to the door of the home, assuring he or she enters the home. |
| 5                           |   |
| 6                           | Consider incorporating on applications a statement regarding whether applicant has ever been the subject of a civil or criminal investigation. Check with an attorney.  |
| 7                           | Write and Distribute a policy to <b>parents / guardians</b> explaining procedures to be followed including what behaviors will not be tolerated. Have form signed and keep one copy.  |
| 8                           | Write and Distribute a policy to <b>youths</b> letting them know what behavior will result in immediate dismissal from the program / event, such as drug / alcohol use, smoking, verbal abuse or unwanted physical contact in any form. Have form signed and keep one copy.   |
| 9                           | Write and Distribute a policy regarding holding / dispensing medications  |
| 10                          | Write and Distribute a policy for <b>leadership</b> clearly outlining the action steps to be taken in the event of an incident  |
| 11                          | Create a cell phone policy if needed. Make sure parents / guardians have the cell numbers of leaders to contact in the event of an emergency.   |
| 12                          | Adults should NOT initiate any physical contact with youth, other than to render physical / medical aid.  |
| 13                          | Provide adequate supervision by Rotary Volunteers at all activities, making sure that all participants are in the designated areas and groups they belong. Breaks should be scheduled and monitored for bathroom, refreshment, etc.   |
| 14                          | Safe handling procedures should be followed to distribute food and beverages  |
| In the Event of an Incident | <ul style="list-style-type: none"> <li>Follow District 6630 Policy:</li> <li>Notify leadership -- also notify proper authorities if appropriate</li> <li>Document what happened, when, where, and who was involved</li> <li>Only Discuss with those who need to know</li> </ul>   |
| MOST IMPORTANTLY            | <ul style="list-style-type: none"> <li>Don't make judgements</li> <li>Don't accept responsibility</li> <li>Don't make apologies</li> </ul>  |

## ◀ Non RYE PROCESSING FLOW of VOLUNTEER APPLICATION ▶

### Youth Protection Policies and Procedures

|   |
|---|
| <p><b>Volunteer Application - Unsupervised access to a child/children</b></p> <p>Persons who want to be involved in any District 6630 authorized activities that involve youth and will have Unsupervised access to a child/children as defined by District 6630 Youth Protection Policy and Procedures (“Policy”) must submit a Volunteer Application. The application is used by District leadership to verify the volunteer’s eligibility and suitability to support and/or manage youth programs.</p> <p>The application is designed to collect all relevant personal information, reference statements, and, via a background check, any admission of - or any conviction of - a crime related to sexual abuse or harassment.</p> <p>The application is completed online, via a link on the District Website. After completion and submission, the District’s Youth Protection Officer (YPO) is notified.</p>  |
| <p><b>Volunteer’s Record – Youth Volunteer Management (YVM)</b></p> <p><b>Volunteer with Unsupervised access to a child/children:</b> After the District YPO assesses the Volunteer’s submitted application – and accepts the application – the application goes into the YVM as part of the Volunteer’s Record folder.</p> <p>The creation of the Volunteer’s Record folder initiates the following automated functions:</p> <ul style="list-style-type: none"> <li>◆ The Volunteer receives an acknowledging E-mail from the Rotary district; the E-mail describes the steps that must be taken to complete the application process.</li> <li>◆ Each of the References listed in the Volunteer’s application will receive an E-mail asking them to complete a referral form about the Volunteer.</li> <li>◆ The Volunteer is given a digital link to sign up for the online Youth Protection Training course (the “NAYAN training”).</li> <li>◆ Another digital link asks the Volunteer to request a Background Check (BGC) from a third-party service (this is currently IntelliCorp Records, Inc.). When the background check is completed, the BGC service notifies the District YPO via E-mail.</li> </ul> <p><b>Volunteer’s Record – Casual Contact</b></p> <p>The creation of the Volunteer’s Record folder initiates the following automated functions:</p> <ul style="list-style-type: none"> <li>◆ The Volunteer is given a digital link to sign up for the online Youth Protection Training course (the “NAYAN training”).</li> </ul> |

| Background Check - (BGC) – Volunteers with Unsupervised access to a child/children  |   |
|---|---|
| When notified by the BGC service that the background check has been completed, the District YPO accesses it on the BGC's web site and views the result. <ul style="list-style-type: none"> <li>◆ The result can be either “Review” or “clear.”</li> </ul> |   |
| <b>Not Clear</b>  | If the result is “Review” the following process is performed: <ul style="list-style-type: none"> <li>◆ A second review of the Applicant must be conducted by District YPO.</li> <li>◆ A Pre-Adverse Action Letter must be initiated by the District YPO and delivered by the BGC service to the Volunteer. <b>Note:</b> The Volunteer has Federally protected rights under the Fair Credit Reporting Act.</li> <li>◆ After 10 days, if the applicant has not provided a response or if the applicant is determined to be ineligible as a volunteer, a Final Adverse Action Letter is initiated by the District YPO and delivered by the BGC Service to the Volunteer.</li> <li>◆ The District YPO enters the result into the Volunteer's Record.</li> </ul> |
| <b>Clear</b>  | If the result is “clear” the result is entered by the District YPO into the Volunteer's Record.   |

| Status Monitoring of All Volunteers - YPO   |  |
|---|--|
| <b>The District YPO</b> can monitor all Volunteer Records in YVM. <ul style="list-style-type: none"> <li>◆ YVM notifies the YPO of all important activities within any Volunteer Record, which may require the YPO's attention or response.</li> <li>◆ Some YVM interactions with a Volunteer's Record are automatic, and do not notify the YPO.</li> </ul> |  |
| <b>Youth Protection Training</b> - When the Volunteer completes the online Youth Protection Training, the results are automatically recorded in YVM , <ul style="list-style-type: none"> <li>◆ The result of Volunteer's training can be viewed by authorized administrators.</li> </ul>  |  |
| <b>Reference Feedback</b> - When a submitter completes and returns an online Reference form, it is recorded in YVM, and the District YPO receives an E-mail notification. <ul style="list-style-type: none"> <li>◆ The YPO evaluates each reference and actuates its disposition.</li> </ul>  |  |
| <b>Final Status</b> <ul style="list-style-type: none"> <li>◆ The District YPO continues to monitor each Volunteer Record until it is deemed completed.</li> <li>◆ When Final Status is achieved, the Club YPO is notified.</li> </ul>   |  |

|                       |  |
|-----------------------|--|
| <b>Administration</b> |  |
| <b>Reporting</b>      | <p><b>Club YPO</b> sends list of Club Volunteers to District YPO — timing TBD</p> <p><b>District YPO</b> confirms status of all District Volunteers — timing TBD</p> <p><b>District YPO</b> retrieves invoice from IntelliCorp for BGC— monthly</p> <ul style="list-style-type: none"> <li>◆ Creates report of BGC charges by Club and/or Youth Program</li> <li>◆ Provides report to each Club and District Youth Program Chair</li> <li>◆ Provides report to District Treasurer</li> </ul> |
| <b>Tracking</b>       | <ul style="list-style-type: none"> <li>◆ Club YPO tracks status of Club Volunteers.</li> <li>◆ District YPO tracks status of all District Volunteers via YVM</li> </ul>  |



| <b>Event Review Checklist</b> |  |  |   |
|-------------------------------|--|--|---|
|                               | _____ Event Name   | _____ Completed By   |   |
|                               | _____ Event Date   |  |   |
|                               | _____ Date   |  |   |
|                               | _____ Time   |  |   |
|                               | _____ Location   |  |   |
| <b>Program Description</b>    | <input type="checkbox"/> Sporting<br><input type="checkbox"/> Fundraising<br><input type="checkbox"/> Educational                            | <input type="checkbox"/> Training<br><input type="checkbox"/> Other _____  |   |
| <b>Number of Participants</b> | <input type="checkbox"/> Rotarians<br><input type="checkbox"/> Volunteers<br><input type="checkbox"/> Youth                                  | <input type="checkbox"/> Parents/Guardians<br><input type="checkbox"/> Vendors<br><input type="checkbox"/> General Public        |   |
| <b>Supervision</b>            | <input type="checkbox"/> Rotarians<br><input type="checkbox"/> Volunteers  | <input type="checkbox"/> Faculty/Staff<br><input type="checkbox"/> Security service  | <input type="checkbox"/> Certified Volunteers<br>(verify background checks and references)                    |
| <b>Documents</b>              | <input type="checkbox"/> Waivers<br><input type="checkbox"/> Permission slips<br><input type="checkbox"/> Vendor contracts                   | <input type="checkbox"/> Certificates of insurance<br><input type="checkbox"/> Applications<br><input type="checkbox"/> Releases |   |
| <b>Food/ Beverage</b>         | <input type="checkbox"/> Distribution<br><input type="checkbox"/> Safe handling  | <input type="checkbox"/> Liquor control  |   |
| <b>Venue Type</b>             | <input type="checkbox"/> Indoor/Outdoor  |  |   |
|                               | <input type="checkbox"/> Recreational  | <input type="checkbox"/> pools<br><input type="checkbox"/> trampolines<br><input type="checkbox"/> playground                    | <input type="checkbox"/> inflatables<br><input type="checkbox"/> rides<br><input type="checkbox"/> open fires |
|                               | <input type="checkbox"/> Entertainment   | <input type="checkbox"/> live music<br><input type="checkbox"/> dancing  |   |
| <b>Venue Safety</b>           | <input type="checkbox"/> Fire extinguishers<br><input type="checkbox"/> Ease of access/egress<br><input type="checkbox"/> Shelters, lighting | <input type="checkbox"/> Security services<br><input type="checkbox"/> First aid   |   |
| <b>Transportation</b>         | <input type="checkbox"/> Private<br><input type="checkbox"/> Ride sharing<br><input type="checkbox"/> Public                                 |  |   |

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**Emergency** — Contact list  
**Procedure** — Communications

## U.S. Rotary Club And District Liability Insurance Program **Incident Handling Guidelines**

When an incident occurs, an Incident Report must be completed by the Insured U.S. Rotary club/district and sent to Rotary International Risk Management immediately to allow for a proper investigation. The reporting of an incident may or may not lead to an actual compensable claim.

CCMSI, Inc., the third-party claims administrator contracted to handle general liability claims on behalf of PPH National Insurance Co, will handle the incident investigation, evaluation of liabilities, and coordinating of any defenses (when necessary) for an incident. PPH funds the \$250,000 self-insured retention of general liability policy issued by Lexington Insurance Company.

1. **Incident Reporting Requirements.** Complete an Incident Report, as soon as practicable, with as much detail as possible, but do not delay the reporting due to lack of information. The Incident Report Form can be found on the Gallagher Insight and should be submitted to PPH National Insurance Co. at [claims@rotary.org](mailto:claims@rotary.org) or by fax to (847) 556-2147.
2. **Do Not Make Payments or Promise Coverage.** Do not pay any legal or medical costs, assume any obligation or offer/agree to any settlement. Your coverage under the insurance policy may be jeopardized if you voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without the insurance company's consent.
3. **Do Not Admit Liability.**
4. **Do not try to handle the claim without the assistance of the insurance company.**
5. **Full Cooperation Required in Investigation of Incident.** Your full cooperation is required to gather the necessary information needed for a thorough investigation, including details of incident, location of incident, description of injuries and names, addresses and phone numbers of involved parties and witnesses.
6. **Documents Pertaining to Incident.** All documents pertaining to the incident, including contracts, certificates of insurance, demands, notices, summons, or other legal papers, must be forwarded to [claims@rotary.org](mailto:claims@rotary.org).
7. **Contact with Claimant or Claimant's Attorney.** Any contact (including calls and/or emails) made by claimant or their attorney should be directed to the claims adjuster assigned by CCMSI to investigate the matter.

Updated: July 2021



**U.S. Rotary Clubs & Districts Liability Insurance Program  
Incident Report**

|  |  |             |   |     |
|--|--|-------------|---|-----|
| Complete and return to: PPH National Insurance Co.<br>c/o Rotary International<br>Risk Management<br>Email: <a href="mailto:claims@rotary.org">claims@rotary.org</a> Fax: (847) 556-2147   |  |             |   |     |
| <b>Rotary Club/District Information</b>  |  |             |   |     |
| Rotary Club name & state   |  | Club number |   |     |
| Name of Rotary club/district point of contact  |  | POC phone # |   |     |
|  |  | POC email   |   |     |
| <b>Claimant (injured person/entity)</b>  |  |             |   |     |
| Name   |  |             | Phone number  |     |
|  |  |             | Email address   |     |
| Occupation   |  |             | Gender  | Age |
| Address  |  |             |   |     |
| Has the claimant contacted your club/district? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |             |   |     |
| Is the claimant a Rotarian? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is the claimant a Rotary volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |             |   |     |
| Was the injured person taken to hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide name of hospital   |  |             |   |     |
| Has a police report been filed? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please forward a copy to PPH National   |  |             |   |     |
| <b>Incident Details</b>  |  |             |   |     |
| Date and time of incident  |  |             | Incident Location<br><i>(include venue and address)</i> |     |
| Description of incident  |  |             |   |     |
| Description of injury/property damage  |  |             |   |     |
| Name of event  |  |             |   |     |
| Is the event organized solely by the Rotary club/district? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |             |   |     |
| If no, what entity (ies) organized the event? _____  |  |             |   |     |
| <b>Witness Information</b>   |  |             |   |     |
| Witness name   |  |             | Phone #   |     |
|  |  |             | Email address   |     |
| Witness name   |  |             | Phone #   |     |
|  |  |             | Email address   |     |
| <b>Contracts/Certificates/Other Documents</b>  |  |             |   |     |
| Did the Rotary club/district enter into any contracts/agreements for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |             |   |     |
| <i>If yes, please forward a copy to PPH National.</i>  |  |             |   |     |
| Did the Rotary club/district issue certificates of insurance or additional insured endorsements to other entities for the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please forward a copy to PPH National. |  |             |   |     |
| Does the Rotary club/district have any other documents relating to the incident (i.e. photos, articles, witness statements) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please forward a copy to PPH National.      |  |             |   |     |

## Insurance Resource Contacts

The Rotary Clubs Insurance Program can be accessed by logging on to:

<https://rotary.ajg.com>  
Username: [rotary@ajg.com](mailto:rotary@ajg.com)  
Password: Rotarian1

The Rotary insurance program is administered by Gallagher Risk Management. The portal is user friendly and includes:

Certificate of Insurance  
Summary of Coverage  
Loss Prevention Strategies  
Incident Forms

Particularly helpful when planning events will be the Loss Prevention Strategies link. Clicking on the link will connect you to a 33-page document providing tips and strategies for managing a wide array of events, as well as sample waivers and permission forms.

Additional Resources can be found regarding Youth Protection by logging on to My Rotary <https://myrotary.org> >Learning & Reference>Learn by Topic> Youth Protection