

Youth Protection - President

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These are the steps that the Club President-Elect must complete each year.

1. **Select the Rotarians who will be your Club Youth Protection Officer (YPO) and Club Youth Services (YS) Chair** (you should have received an email from YVM-MailService@yehub.net with the subject 'Rotary Club Youth Services Certification Designation'). If your club does not participate in Rotary Youth Programs, put your Club YPO in the Club YS Chair position.

Note: If you haven't received this email or can't find it, please email the [District Youth Protection Officer](#).

2. **Read the documents and click 'I agree' on Club Youth Services Certification Acknowledgement** (you should have received an email from YVM-MailService@yehub.net with the subject 'Rotary Club Youth Services Certification Acknowledgement').

Note: If you haven't received this email or can't find it, please email the [District Youth Protection Officer](#).

3. **Complete the [AIRCON Non-Youth Exchange Certification process](#)** UNLESS you are a Youth Exchange Host Family or Volunteer. In that case, you complete the [Youth Exchange Volunteer Certification Process](#).

Note: If at a later date you become a Youth Exchange Host Family or Volunteer you need to complete the Youth Exchange Volunteer Certification Process (the non-Youth Exchange system does not upload information into the Youth Exchange system).

4. **Follow up with your Club YPO and YS Chair to ensure they have acknowledged their Club Certification link.**
5. **Follow up with your Club YPO and Club YS Chair** to make sure they have both completed the appropriate youth protection certification process.