**District 5170 Guidelines for Rotary Youth Events**

**ROTARY’S FOUR WAY TEST of the things we say, think, or do …**

1. Is it the truth?

2. Is it fair to all concerned?

3. Will it build good will and better friendships?

4. Will it be beneficial to all concerned?

We have created guidelines for Rotary sponsored events in the spirit of our 4-way test. Families have placed their trust in Rotary to keep their children safe and free from harm. *Please Note: If the event is club sponsored through the school district, their guidelines if stricter supersede*

**All Rotary Youth Service overnight events or events with a planned duration of over 10 hours including travel, will follow these best practices:**

**Event Application or Information Sheet**

* Description and purpose of the event that includes parents & students signature
* Includes the 4-Way test
* Description of items to bring

**Students**

* Expected behavior from the participants, signed by students
* Students may not have in their possession alcohol, weapons or any unapproved drugs or controlled items
* Any sexual contact or behavior is prohibited, including mixed genders alone in private location
* After lights out & when sleeping, only one student per bed, sleeping bag, etc.
* Violation of above rules could result in students being sent home and parents needing to pick up students from event site

**Parents/Guardians**

* Signed Parental/Guardian permission slip & waiver, with contact information, which includes:
	+ Release for all program activities, including description of activities
	+ Medical release granting permission to treat minors
	+ Heath insurance information and health background, such as allergies and dietary needs
	+ Documented medications that need to be taken, and the medicine should be in original container. If nurse is provided at the location, medication should be administered by site nurse. *For International travel all area vaccines should be administered prior travel*
	+ Hold harmless agreement
* Agree to any associated costs, such as Rotary International travel or Youth Exchange
* Permission for Rotary to publish and/or use photographs/video taken of the students during the event

**Rotary**

* Student to chaperone ratio is minimum10:1
* If both genders are present at event, both gender chaperones will be present
* All chaperones must complete Rotary Youth Protection Certification or if Rotary spouse LifeScan
* Chaperones should avoid physical contact with students or have one-to-one contact, unless in an open public environment
* 50% of the chaperones, with minimum of 2, must be 21 or over
* A Rotarian must be present at all times and accept responsibility for the event
* Any event further than 150 miles requires a separate travel insurance policy (CSI provides)
* No more than 10 students can be transported unless driver has a commercial class A or B license
* Rotarians will be responsible for signing all contracts, event location, transportation etc.