



Processing Youth Service Volunteers

Who is a volunteer?

Anyone who is 18 years of age or older going to have regular contact with the student as part of Rotary District 7430 RYLA (Camp Neidig), Youth Exchange, Interact or serving as a Club Youth Protection Officer.

A volunteer must complete the Youth Service Volunteer application including 3 references, complete the PA background checks and complete the ESSEX/OneSource background check as well as complete D-7430 Youth Protection Awareness training.

The Process

1. Once a volunteer has been identified, an email is sent to them explaining what they need to do to be background checked (vetted) and approved as a volunteer, along with the application and the ESSEX/OneSource background check forms. The volunteer must also present required PA Background Check certifications (if they do not already have, it is applied for separately by the volunteer.)
2. Once the application notice is received, the volunteer will also be emailed instructions and a link to D-7430 (NAYEN's) Youth Protection Awareness Training and Test. Once the online training and test are successfully completed, the online system will notify the D-7430 Youth Protection Administrator that the volunteer has completed training.
3. Once they complete the application/background check forms they must return it to District Admin for processing.
4. District Admin will submit the ESSEX/OneSource background checks.
5. Camp Neidig volunteers will need to attend D-7430 Youth Service Volunteer Training held prior to camp and attendance must be verified and documented.
6. Once all is completed the volunteer will be approved and may participate in D-7430 Youth Programs with its participating students. Volunteers must be approved before any contact with youth. It may take a few weeks for background checks to return so plan appropriately.
7. Deadline to submit applications and background checks for Camp Neidig is May 1st.
8. District Admin will keep records of all applications including approval and expiration dates of applications and clearances.

Youth Exchange Volunteers as Youth Service Volunteers

If a volunteer is currently approved through the Youth Exchange Volunteer Process, they will not need to complete another application or background check if it all is current and if there is proof of attending Youth Protection Training.

Volunteer Renewal Process

1. After one year the ESSEX/One Source clearance expire. Notices are sent via email to the volunteer to renew ESSEX/One Source check.
2. PA background checks are good for 5 years, any expired PA Background Check certifications need to be resubmitted to District Admin, in order to stay compliant.
3. Volunteer Application, references and training certification need to be renewed every 3 years, as long as the volunteer is continuing to participate in D-7430 Youth Programs.

Club Compliance Agreement

Once a Club has a volunteer that has completed the process, a **Club Compliance Agreement** will be emailed to the Club President and volunteer (serving as the Youth Protection Officer) to be signed and returned to District Admin. A **Club Compliance Agreement** will need to be completed annually.