

# Club Youth Services Certification Application



***The Club President, Club Youth Services Chair (YS Chair) and Club Youth Protection Officer (YPO) all need to acknowledge that they have read the Club Youth Services Certification Application and that they will ensure that their Club is in compliance with District and Rotary International Youth Protection Policies.***

***This acknowledgement process is easy.***

***(1) The Club President will receive an email prior to the start of his/her year asking them to designate a Club Youth Protection Officer and Club Youth Services Chair.***

***(2) All three individuals (the President, YPO and YS Chair) will receive an email with a link to a site where they can review this document and click to acknowledge that they have both read and will comply with it, District, and Rotary International policies.***

Youth Services certification supports student safety by establishing minimum requirements for participating Rotary District 5020 Clubs. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCOP), Sections 2.100 and 41.060 and the Rotary Youth Protection Guide. The Rotary District 5020 Youth Protection Policy and Procedures delineates our policy. Prior to completing this application, please review these documents, available on the RI and District 5020 Web sites at [www.rotary.org](http://www.rotary.org) and [www.rotarydistrict5020.org](http://www.rotarydistrict5020.org).

The following checklist represents the minimum requirements for Clubs to participate in Rotary District 5020 Youth Programs.

### **Important!**

*If your club is unable to comply with any of the certification requirements listed below, please place an asterisk (\*) next to the item and provide a written description of the specific circumstances that prohibit your club from meeting the requirement, along with a written description of the alternate procedures your club has developed to maintain the intent of the guideline. Those documents should be emailed to the District Youth Protection Officer*

#### **PROGRAM ADMINISTRATION**

- Read the District 5020 Youth Protection Policy and Procedures
- Read the Rotary Youth Protection Guide and Rotary Code of Policies 2.100 and 41.060.

#### **YOUTH SERVICES ADVISOR ORIENTATION AND TRAINING**

- Orientation and Training of Volunteers:
  - Club has three or more members screened and trained on responding to problems or concerns that may arise including responding to and reporting allegations of abuse or harassment.

#### **SCREENING AND SELECTION**

- Club has adopted the Statement of Conduct for Working with Youth (RCP 2.100.1).
- Club has adopted RI's zero-tolerance policy against abuse and harassment.

- Screening and Selection of Youth Services Volunteers:
  - Volunteers are screened by means of:
    - Youth Services Volunteer Affidavit (YSVA), that includes authorization for reference check and background check
    - Interviews to determine suitability of volunteer to work with youth
    - Reference checks
    - Criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students

#### **INCIDENT HANDLING**

- Club has procedures which address the following: Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.
- Club will terminate the membership of any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment.
- Any non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context.
- Club will not grant membership to a person who is known to have engaged in sexual abuse or harassment.
- Club understands guidelines for reporting problems and incidents that may arise during Rotary Youth Program operation, these guidelines include:
  - Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities; Club has identified appropriate law enforcement office to which all allegations of abuse or harassment must be reported.
  - Immediately report all cases where you are unsure if an incident is a crime, to your local child protective agency; Club has identified appropriate child protection agency to which all allegations of abuse or harassment must be reported.
  - All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to the **District Youth Protection Officer, District Youth Exchange Officer** or **District Governor** within 24 hours
  - Established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.
- Club has guidelines for the safety and support of students after an allegation of abuse or harassment; these guidelines include:
  - Procedure for removal of student from all contact with alleged offender and from host family, if needed, including criteria for moving a student and temporary housing available in advance
  - Identified appropriate support services for students who report abuse or harassment, including an independent, non-Rotarian counselor.

#### **YOUTH EXCHANGE SUPPORT AND COMMUNICATION** *(Only required for Clubs involved in Rotary Youth Exchange)*

- Club prohibits youth exchanges arranged outside of district structure (e.g., “backdoor” exchanges).
- Screening and Selection of Youth Exchange Students:
  - Students are screened by means of:
    - Written application that includes program rules and requirements and compliance statement (signed by both student and parents or legal guardians)
    - Interviews of both students and parents or legal guardians
- Parents of outbound students are not required to host incoming students in either the long-term or short-term programs. However, parents of outbound students may be asked to assist in finding suitable host families.
  - Students are required to carry travel insurance in accordance with RCP 41.080.
  - Club Selection process for all participants is conducted in a similarly thorough manner for both long-term and short-term programs
- Screening and Selection of Youth Exchange Host Families:
  - Host families are conscientiously screened and selected by means of:

- Written application that includes programs rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents (18 and older) who live in the home.
  - Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students.
  - Announced and unannounced home visits prior to and during the exchange
  - Reference checks performed and documented by Certified Rotarians. The references cannot be family members and no more than one reference can be a Rotarian.
  - Criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students.
- Long-term exchanges must have more than one host family during their exchange, three successive host families is preferable.
- Club ensures that club Youth Exchange committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities attend the appropriate District Training.
- Rotarian Counselors:
  - Clubs must select a Rotarian counselor for each inbound and outbound student in all exchange programs.
  - All Club Counselors have been trained in responding to any problems or concerns which may arise during the exchange, including the prevention of physical, sexual and emotional abuse (Youth Protection Awareness training) and on Rotary and District policies and procedures
  - Club Rotarian counselor is not a member of their students' host family.
  - Club Counselors are required to maintain regular contact with students (at least twice per month), with Host Families (at least monthly) and serve as a liaison between students and Rotary club, natural family, host family, and community at large.
- Emergency Contacts:
  - Ensure Outbound students are provided information on the following contacts before their departure:
    - District 5020 Youth Exchange chair and governor
    - Sponsoring club president
    - Sponsoring club's Rotarian counselor
    - Two non-Rotarian resource persons, one male and one female
  - Ensure Inbound students are provided information on the following contacts before arrival:
    - Hosting club's Rotarian counselor
    - Hosting district's Youth Exchange chair and governor
    - Hosting club's president
    - Two non-Rotarian resource persons, one male and one female
    - Local medical, dental, and mental health care professionals
    - Local law enforcement agencies
    - Local social service resources, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies.

*If you have any questions regarding this Certification process, please contact:*

**Karl Williams**, District 5020 Youth Protection Officer at:

[truth@prodigy.net](mailto:truth@prodigy.net)