**RYLA District 6420 Code of Conduct for Adult Volunteers**

*Please return signed with application!*

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 other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and emotional abuse.

1. Adult Volunteers are to respect organizers, facilitators, speakers, and fellow students in the spirit of leadership and cooperation.
2. Rotary International and District 6420 do not tolerate any form of abuse or harassment. Rotary Code of Policies 2.120 requires that a club must terminate the membership of any individual who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. No person who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment shall be permitted to volunteer in Rotary youth activities. All volunteers must adhere to the District Youth Protection Policy.
3. Adult volunteers **who attend camp overnight** and **are over the age of 18** must undergo a **Background Check prior to attending camp** every year prior to the beginning of camp.

 \*Please note that a Background Check is not required for RYLA volunteers attending during the day only.\*

 **Background Check process:**

* First, email the following information to the District 6420 Background Check Coordinator,

 Gary Francque at: garyfrancque@gmail.com

* Submit full name (first name, middle name, last name)
* Submit date of birth
* Submit email address
* Next, the background company (Incheck) will send the adult volunteer applicant an automated

 email that provides easy to understand instructions to follow on how to proceed.

1. All attire must be respectful and reflective of your role as an adult volunteer.
2. Under no circumstances should student participants/youth counselors leave camp alone with adult volunteers without prior authorization from a RYLA official.
3. No tobacco products, drugs, or alcohol are allowed on campus premises.
4. Adult volunteers should let us know if there are any medical issues that we should be aware of prior to camp in case of an emergency.
5. Adult volunteers should not discuss his or her religious or political beliefs while at camp. In doing so, it could offend another individual and may take away from the total RYLA experience.
6. No male adult volunteers, students, or camp counselors are allowed in the female’s cabins, and no female adult volunteers, students, or camp counselors are allowed in the male’s cabins at any time except in the event of a medical emergency.
7. Adult volunteers, in conjunction with our camp counselors, are the “eyes and ears” throughout camp. You must report any misconduct that you see or hear to a RYLA official immediately! If the misconduct happens in front of you, you must ask the perpetrator to stop the unintended action and then report it.
8. The Conference Officials have the discretion to terminate an adult volunteer’s stay at any time should the need arise if any of the Code of Conduct rules are broken.
9. Please note that any type of sexual harassment including verbal or lewd comments or jokes, obscene gestures, inappropriate pictures, verbal threats, touching or grabbing another person during camp, visual ogling or whistling, or violating someone’s personal space will not be tolerated. These rules apply to all participants at camp including youth, RYLA volunteers, and NIU staff. **If you are being harassed in any way, report the problem immediately to a RYLA representative that you trust so that the correct action can be taken!**

By signing below, I agree to the terms of this contract and shall abide by the rules as stated above. I understand that not abiding by the rules set in place for the safety of all participants at camp will be means for immediate removal from camp. These rules are in place to provide a safe learning environment for all who participate.

Adult Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_