**RYLA District 6420 Code of Conduct for Camp Counselors**

*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. Camp counselors are to respect organizers, facilitators, speakers, and fellow students in the spirit of leadership and cooperation.
2. Camp counselors will undergo a training session provided by the District Youth Protection Officer in conjunction with the RYLA District 6420 Coordinator discussing their role at camp including the Code of Conduct at camp and what is, and is not, appropriate conduct at camp including: sexual harassment, sexual misconduct, policies and procedures, and internet safety prior to camp.

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.

1. Camp counselors **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.

 **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 a future leader and camp counselor. It should be respectful of others around you and non-promiscuous. We retain the right to determine the inappropriateness of any outfit, and you will be asked to change immediately.
2. Camp counselors are permitted to have his or her vehicle at camp, but under no circumstances should any other camp youth or camp counselor be allowed to leave camp with a counselor to do errands such as pick up prizes, or any other task, without direct permission from a RYLA official due to liability issues in case of an accident.
3. Any camp counselor requiring the use of ANY medication must have disclosed this need on the medical history & information form prior to attending the conference.
4. No tobacco products, drugs, or alcohol are allowed on campus premises.
5. Camp counselors 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. Camp counselors should have their required tasks done prior to all scheduled events so that rooms are set up appropriately and any issues can be addressed ahead of time.
7. Camp counselors must remain on campus and at the scheduled location at all times throughout the entire conference unless working on a future event on the agenda except in the event of a medical emergency.
8. No male students, camp counselors, or adult volunteers are allowed in the female’s cabins, and no female students, camp counselors, or adult volunteers are allowed in the male’s cabins at any time.
9. It is best practice to travel in groups of 3+ people so as not to be alone with a student unsupervised.
10. Students and camp counselors agree to honor all “lights out” policies. Students and camp counselors will remain entirely in their rooms with the lights off during “lights out”. Please remind campers to be courteous of others trying to sleep.
11. Camp counselors are the “eyes and ears” throughout camp. You must report any misconduct that you see or hear to a RYLA official immediately! (A RYLA official would be Dave Diamond or a Rotary adult volunteer that is there all weekend.) **Dave Diamond will point out these RYLA officials to students during Orientation on Friday.** If the misconduct happens in front of you, you must ask the perpetrator to stop the unintended action and then report it.
12. At no time should there be PDA (Public Display of Affection) during camp including kissing, holding hands, eye-googling, whistling, or touching other campers or camp counselors at any time during camp.
13. The Conference Officials have the discretion to terminate a Camp Counselor’s stay at any time, should the need arise, if any of the Code of Conduct rules are broken.
14. 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.

Camp Counselor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer completed training seminar on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is approved for RYLA Camp.

RYLA District Youth Protection Officer/Trainer Signature Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_