

District 6420 RYLA Code of Conduct for Adult Volunteers

*******Please Note: This form will be signed electronically when adult volunteers sign up for volunteering @ camp using the Google Form...this is a paper copy for reference only to review prior to signing the electronic document online and for reference for the REQUIRED background check and REQUIRED Youth Protection Course.*******

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. RYLA adult volunteers must comply with the District 6420 Youth Protection Policy. **Adult Volunteers who attend camp overnight and are over the age of 18 must undergo a Background Check every year prior to the beginning of camp and must also complete Rotary International's Protecting Youth Program Participants online course.**

HOW TO COMPLETE YOUR BACKGROUND CHECK:

- A. Contact your Rotary Club's President who will need to interview you. The Rotary Club President will explore your background and experience working with youth and ascertain that you have not admitted to, been convicted of, or are otherwise known to have engaged in sexual abuse or harassment of youth.
- B. The Club President will confirm your identity by viewing an official photo ID of you, such as a Driver's License or other official form of identification such as a military ID card or passport.
- C. Your Rotary Club President will email the following information to the District 6420 Background Check Coordinator based on review of your photo ID. **A) Your FULL Name (first, middle, last), B) Date of Birth, and C) your email address.**

NOTE: The email sent to the Background Check Coordinator containing your name, date of birth & email must NOT come from you. This MUST come from the Rotary Club President. If you are not a current Rotarian, please contact the Background Check Coordinator for next steps.

DISTRICT 6420 BACKGROUND CHECK COORDINATOR: GARY FRANCQUE
EMAIL: garyfrancque@gmail.com CELL: 309.207.0913

- D. Next, the background check service (InCheck) will send the adult volunteer applicant an automated email that provides easy to understand instructions regarding how to proceed. Once the background check is complete, the District 6420 Background Check Coordinator will notify the Club President of the outcome.

HOW TO COMPLETE THE REQUIRED ONLINE YOUTH PROTECTION TRAINING COURSE:

- A. Go to my.rotary.org
- B. Sign in or create a new account, go to the "Learning Center", click on "Club Leadership", and then select the course called "Protecting Youth Program Participants"
- C. Upon completion of the course, print off the Certificate of Completion and give it to your Club President (Rotarians only) or email certificate to:

DISTRICT 6420 YOUTH PROTECTION OFFICER: GINGER THOMPSON
EMAIL: ginger.thompson@harlem122.org CELL: 815.703.5810

***** BOTH THE BACKGROUND CHECK & ONLINE TRAINING*****

***** MUST BE COMPLETED TO VOLUNTEER AT RYLA CAMP*****

3. All attire must be respectful and reflective of your role as an adult volunteer.
4. Under no circumstances should student participants/youth leaders leave camp alone with adult volunteers without prior authorization from a RYLA official.
5. NO tobacco products, drugs, or alcohol are allowed on campus premises.

6. 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.
7. Adult volunteers should not discuss his or her religious or political beliefs while at camp. In doing so, if could offend another individual and may take away from the total RYLA experience.
8. No male 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.
9. 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 misconduct happens in front of you, you must ask the perpetrator to stop the unintended action and then report it.
10. 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.
11. 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 LOMC 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 (PRINTED): _____

ADULT VOLUNTEER SIGNATURE: _____

DATE: _____