



ROTARY DISTRICT 5180

YOUTH PROTECTION POLICY

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STATEMENT OF CONDUCT

Rotary District 5180 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses and partners, and other volunteers to safeguard to the best of their ability the welfare and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

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YOUTH PROTECTION POLICY

Rotary International has a long and successful history of providing service to **youth**.¹ Each year more than 250,000 young people participate in Rotary International youth programs such as Interact, Rotary Youth Exchange (“RYE”), and Rotary Youth Leadership Awakenings (“RYLA”). In addition, many club and district mentoring programs, immunization efforts, job training programs, literacy projects, and other initiatives are designed specifically to help youth..

In recent years, allegations of sexual abuse and harassment have increased in all programs involving youth. Any organization that works with youth is vulnerable, and frequently child sex offenders seek out teaching, coaching and other positions that offer them easier access to children and teenagers.

Rotary International takes youth protection very seriously. As the subject of sexual abuse has been more widely discussed, Rotarians involved in youth programs have addressed this issue by developing abuse prevention procedures at the District and Regional levels. Rotarians contribute to creating safe environments that stop abuse before it happens and respond appropriately in the unfortunate situations when it occurs.

District 5180 has developed its Youth Protection Policy to protect our youth to the best of its abilities. The policy is also designed to protect Rotarians and Rotary Clubs from being negligent and promotes the Rotary youth programs as caring and responsible programs.

The District Policy requires that all adults in a supervisory or one-to-one relationship with a youth complete and sign the Youth Volunteer Declaration and submit Applications for Background Checks.

Rotary Clubs with youth programs are also required to be certified which means that the Club President, Club President Elect, Counselors, Mentors and Youth Advisors in various capacities read and understand the District 5180 Youth Protection Policy and that they also submit Applications for Background Checks and sign the Youth Volunteer Declaration. Club certification must be renewed annually.

Each page, provision and part of this document, including Addendum A, is intended to be part of the District 5180 Youth Protection Policy.

¹ See definition of “youth.”

MISSION STATEMENT

Rotary International District 5180 is committed to creating and maintaining the safest possible environment for all of our youth, whether RYE students, RYLA campers, Interact students or other youth involved in Rotary activities..

The District does this by:

Recognizing that all youth have the right to freedom from abuse.

Ensuring that all District staff and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of youth in their care.

Responding swiftly and appropriately to all suspicions or allegations of abuse and by providing adults and youth with the opportunity to voice any concern they may have.

Appointing a District 5180 Youth Protection Officer who will act as the main point of contact for parents, youth, host families, and outside agencies.

Ensuring that access to confidential information is restricted.

Reviewing the effectiveness of the District Youth Protection Policy and activities periodically.

The District Youth Protection Officer for the current Rotary year² is:

PDG Barry Kalar
1601 Norfolk Avenue
West Sacramento, CA 95691
Email: chiefbk@wavecable.com
Cell: (916) 834-3744

² The Youth Protection Officer may change from Rotary year to Rotary year. Be sure to check with the current District Governor.

GUIDELINES FOR SAFEGUARDING

THE WELFARE OF YOUTH

A. Sexual Abuse

Either boys or girls can be considered to be sexually abused if exposed to:

- Sexual intercourse, masturbation, oral sex or fondling
- The viewing of pornographic books or videos
- Taking part in the making of videos or pornographic photos

What to look for:

- Pain, itching, bruising or bleeding in genital areas
- Stomach pains
- Discomfort when walking
- Unexplained sources of money
- Inappropriate drawings, language or behavior
- Aggressive or withdrawn behavior or fear of a particular person
- Reluctance to discuss changes in behavior or attitude

B. Physical Abuse

Physical abuse may involve hitting, shaking, squeezing, biting or burning. In certain situations, abuse may occur when the nature and intensity of training exceeds the capacity of the youth's body.

What to look for:

- Unexplained or untreated injuries
- Injuries on unlikely parts of the body
- Cigarette burns, bite or belt marks, scalds
- Fear of host parents being contacted, going home or receiving medical advice
- Flinching when touched
- Reluctance to discuss injuries
- Covering arms or legs

C. Neglect

Where adults:

- Fail to meet a youth's basic physical needs, e.g. food, warmth and clothing
- Constantly leaves a youth alone or unsupervised
- Fails or refuses to give a youth love, appropriate affection or attention.

Neglect may also occur during organized activities if youths are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk of being injured.

What to look for:

- Poor personal hygiene
- Constantly hungry
- Inappropriate clothing or dress
- Constantly tired
- Lonely, no friends

- Noticeable loss of weight
- Disheveled appearance

D. Emotional Abuse

This form of abuse includes:

- Persistent lack of love or affection
- Frequent shouting
- Taunting
- Over-protection which can lead to poor social skills.

Emotional abuse may include situations where host parents, coaches or organizers subject youths to criticism, bullying or unrealistic pressure to perform to high expectations.

What to look for:

- Over-reaction to mistakes
- Sudden speech disorders
- Extremes of emotions
- Self-mutilation
- Sudden weight loss or gain

E. What To Do If a Youth Tells You About Abuse

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the youth feels safe and knows that he/she is not to blame.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the youth said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns. Few things are worse than allowing child abuse to continue.

F. Youth Protection Code for Volunteers

Do:

- Treat all youth with respect and be aware of their reactions to your tone of voice and manner.
- Remember that it is okay to touch youth in a way that is not intrusive or disturbing to him/her or to observers.
- Make sure that any allegations are recorded and acted upon, according to District 5180 Youth Protection Policy.

Do Not:

- Engage in rough physical games including horseplay.
- Use physical force in any way, especially as a form of punishment.
- Touch a youth in an intrusive or sexual manner.
- Make sexually suggestive comments to a youth even as a joke.

Try to Avoid:

- Spending too much time alone with a youth. Such situations may lead to misunderstandings.

DEFINITIONS

To heighten their awareness of the problem, all Rotarians working with youth should fully understand what constitutes abuse and harassment.

Emotional or verbal abuse: Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a youth in his or her care. Examples include rejecting the youth, preventing him or her from developing normal social relationships, and making derogatory statements about the youth's race, religion, or personal appearance.

Physical abuse: Mistreatment of a youth by use of physical contact intended to cause pain, injury, or other physical suffering or harm.

Prohibited Person: For the purpose of this policy, a prohibited person is anyone who has been convicted of any offense which resulted in harm to an individual, including but not limited to assault, sexual assault, sexual harassment or neglect; has been convicted of any offense, which in the opinion of the Youth Protection Officer suggests an unacceptable risk of harm to a person in the care of that individual; is a person subject to a court order or decree prohibiting that person from being in contact with another individual or being at a specific location.

Neglect: Failure to provide (for no apparent financial reason) adequate food, clothing, shelter, or medical care necessary for a youth's well-being.

Sexual abuse: Engaging in implicit or explicit sexual acts with a youth or forcing or encouraging a youth to engage in implicit or explicit sexual acts alone or with another person of any age of the same or opposite sex. Among the examples of sexual abuse are non-touching offenses, such as indecent exposure or showing a youth sexual or pornographic material.

Sexual harassment: Sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or groom their victims. Some examples of sexual harassment include:

- Sexual epithets, jokes, written or spoken references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess
- Verbal abuse of a sexual nature
- Display of sexually suggestive objects, pictures, or drawings
- Sexual leering or whistling, any inappropriate physical contact such as brushing against or touching, obscene language or gestures, and suggestive or insulting comments

Youth: children, young people, and students; all youth involved with RYE (regardless of whether they are of the age of majority), RYLA, Interact, or any other Rotary program involving youth such as scouting, mentoring, fundraising, or other youth activities

Volunteer: Any adult involved with Rotary youth activities who has direct, one to one, interactions with students, either supervised or unsupervised. This includes, but is not limited to, club and district youth committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners who host students for activities or outings or who might drive students to events or functions, host parents, and other adult residents of the host home (including siblings

and other family members).

Youth Protection Officer: The Rotarian appointed by the District Governor to act as the point of contact for Youth Exchange Officers, Parents, Host Parents, Students, Counselors, Camp Directors, and Mentors involved in Rotary youth programs.

Local Coordinator: Is the Club Counselor.

Regional Coordinator: Is the District Youth Exchange Officer (YEO).

YOUTH PROTECTION OFFICER

District 5180 will appoint a Youth Protection Officer to act as a point of contact for Youth Exchange Officers, Parents, Host Parents, Youth, Students, Counselors, Camp Directors, Campers, and Mentors involved in all Rotary youth programs. These programs will include Rotary Youth Exchange, Interact, RYLA and other youth-related projects.

The principal task of the Youth Protection Officer is to help a vulnerable youth get the support and protection he/she needs and deserves, and to act as a link to law enforcement and the professional caring agencies. The Youth Protection Officer's name and contact information should be given to all of the volunteers and youth identified in the above paragraph.

If a complaint about abuse is made by an exchange student or any other student in one of the District's Youth Programs the Youth Protection Officer will inform the appropriate authorities as identified in the District 5180 Youth Exchange Abuse and Harassment Prevention Policy.

The Youth Protection Officer will monitor and control background checks for all adults identified in the first paragraph and confirm that all Rotary Clubs in District 5180 involved in Rotary Youth Activities have been certified in compliance with the District 5180 Youth Protection Policy. He/she will also maintain records of all allegations made and ensure that appropriate training is made available to Rotarian Counselors for RYLA, RYE, Interact and other Youth Programs as may be required.

The Youth Protection Officer may be appointed by the District Governor to serve in increments of three years and will need the annual approval of subsequent District Governors.

YOUTH VOLUNTEER DECLARATION

I understand the nature of my role and responsibilities as a member of the Rotary International District 5180 Youth Activity Program. I confirm that I have received, read and understand the **Youth Protection Policy, the Youth Protection Policy Mission Statement** and the **Guidelines for Safeguarding the Welfare of Youth**.

I accept my responsibility to care for the youth with whom I come in contact.

I confirm that there is no reason whatsoever why I should not have access, unsupervised or otherwise, to youth while serving as a member of the Rotary International District 5180 Youth Activity Program. I have declared all my previous criminal convictions to this organization. There are no criminal convictions, civil findings or injunctions relative to this application. I grant permission for Rotary International District 5180 to investigate my suitability to serve as a member of the Youth Program by doing background checks and will submit an Application for a Rotary Volunteer Background Check, if required.

NAME:

ADDRESS:

ROTARY CLUB:

YOUTH PROGRAM:

SIGNATURE:

DATE:

IMPLEMENTATION

All volunteers in Rotary District 5180, Rotarians and Non-Rotarians, who will be interacting with youth on a one to one scheduled or intermittent basis must sign the Youth Volunteer Declaration and have a background check conducted through the Youth Protection Officer. An application for this background check is included in this Policy Manual.

The following Rotarians, by virtue of their positions, who have active youth activities are required to complete both of the requirements listed above:

Rotary Club Counselors, Rotary Club Mentors, Youth Committee Members, Interact Advisors/Counselors, RYLA Advisors/Counselors, Other Advisors/Counselors to Youth, i.e. Scouts, Mentors, etc.

The following Non-Rotarians, by virtue of their positions, are required to complete both of the above:

- RYE Host Parents and Adults who reside in the home
- Any adult who will have a one to one scheduled involvement with a youth in a Rotary activity. (Example: a sleep-over, a field trip or a camp-out.)
- A non-Rotarian Advisor or Counselor at a RYLA event who may have a one to one involvement with a youth
- A non-Rotarian Advisor or Counselor at an Interact event who may have a one to one involvement with a youth

By signing the **Youth Volunteer Declaration**, the Volunteer is confirming that he or she has read the Rotary District 5180 **Youth Protection Policy**, its **Mission Statement** and its **Guidelines for Safeguarding the Welfare of Youth**.

INDIVIDUAL RESPONSIBILITIES

A. Youth Exchange Officer (YEO or RYE Chair)

- The YEO is appointed by the District Governor and coordinates and promotes Youth Exchange activities within the District and communicates with Rotary International, the District Governor and the clubs.
- The YEO is responsible for appointing an Inbound Coordinator and an Outbound Coordinator whose duties are outlined below. The YEO will appoint other committee members as required.
- Other duties of the YEO are listed in the Youth Exchange Handbook, the Youth Protection Policy and as required by the District Governor.

B. Youth Exchange Inbound Coordinator

Send a packet containing the following completed items to the Host Club Chairperson for each of the inbound students:

- o Guarantee Forms
- o Host Family Application
- o Host Parent Declaration for each host parent
- o Information for Host Families
- o RI Host Parent Primer
- o Important Information form (with District information completed)
- ◇ Flow Chart (with District information completed)

For Inbound Students:

- o Provide a copy of the Youth Protection Policy.
- o Provide a copy of the District Contact Information.
- o At the first orientation meeting, provide a copy of the Flow Chart and explain the District support system.
- o If notified of an allegation of abuse, follow the Guidelines for Safeguarding the Welfare of Youth.

C. Youth Exchange Outbound Coordinator

For Outbound Students:

- o Give each student the Youth Protection Policy and information for Outbound Students.
- o Give the student the important information form with the District and Club information completed.
- o Maintain consistent contact with the student throughout the year, keeping in mind the Guidelines of what to look for regarding all types of abuse.

INDIVIDUAL RESPONSIBILITIES

A. Youth Protection Officer

- Explain to youth what to do in the event of sexual abuse.
- If an allegation of abuse is reported:
 - o Contact appropriate authorities, the District Governor, the YEO, the RYLA Camp Director, the Interact Advisor and the Club Youth Chair.
 - o Insure that the youth's Home Country Contact is notified.
 - o Serve as point of contact between Rotary, youth, Host Families and local authorities.
 - o Advocate for the victim
 - o Manage the District's response to all parties.

B. Interact Advisor

- Attend Board meetings
- Provide counsel to Interactors
- Act as liaison between the Rotary Club, the Interactors and the Faculty Advisor.
- Oversee the Interact Club's elections.
- Introduce Interactors to Rotaract, RYLA, RYE and other youth programs.
- Stay in touch with graduating Interactors if possible to encourage further Rotary Involvement
- Review the Youth Protection Policy and comply with its requirements.
- Attend the Abuse and Harassment Prevention Training Program.

C. RYLA Camp Director/Administrator

- Chair the district and club RYLA committee.
- Prepare and implement the Program agenda.
- Supervise the logistics and oversee the accommodations and catering.
- Review the Youth Protection Policy and comply with its' requirements.
- Attend the Abuse and Harassment Prevention Training Program

D. RYLA Counselors and Activities Leaders

- Assist the Camp Director/Administrator.
- Assure the well-being of the youth attendees.
- Lead small groups of youth attendees.
- Conduct recreational, team-building and social activities.
- Review the Youth Protection Policy and comply with its requirements.
- Attend the Abuse and harassment Prevention Training Program.

INFORMATION

FOR THE RYE HOST CLUB CHAIRPERSON

The Host Club Chairperson is responsible for overseeing the activities and safety of the Youth Exchange Student (“student”) for the year. Please read the entire Youth Protection Policy.

Each student, whether inbound or outbound, must have a Club Counselor. As Host Club Chairperson, you can serve as counselor or you can appoint another club member. This counselor must be the same sex as the student and must be willing and able to make monthly contact. The counselor cannot serve as host parent. Your biggest responsibility in the safety of the student is to find good host families. Rotary International provides a standard Host Family Application form that you should have every potential host family complete.

Each potential host parent must complete the Youth Volunteer Declaration, stating that there is no reason why he/she should not be considered as a host parent and giving District 5180 permission to further investigate his/her suitability through background checks. If the family is not personally known to you, ask for formal proof of identity such as a driver’s license or a passport.

Always conduct an in-home interview with potential host families, with at least one additional Rotary Club member interviewing. Discuss the expectations the host family would have of the student and of the Rotary Club and what the Rotary Club expects of the host family. It is important for the host siblings to be there as well, since the hosting situation won’t work if the siblings are against it. During the home interview, check the home with these expectations:

- The student can share a bedroom with a same-sex sibling.
- The student must have his/her own bed and study area.
- Access to night-time bathroom facilities may not be via an adult’s bedroom.
- Access to a bedroom or other room used by adults or people of the opposite sex may not be via the student’s bedroom.
- Privacy for washing, dressing and undressing must be provided.

If at all possible, have all the host families and placement dates in place before the student leaves his/her home country and provide names and addresses of all host families to the exchange student in advance.

Hold initial host family orientation for host parents and siblings before the student arrives. Give each family a copy of the student’s application because it contains information about the student’s likes and dislikes, abilities, and interests and will give some clues about cultural that cultural differences. Make host families aware that cultural differences make universal definitions of abuse, sexual abuse, and harassment difficult to establish. District 5180 will always adhere to local norms and will respect the individual student’s additional cultural differences.

Discuss the Rotary Rules, especially about travel, romantic relationships, and attending the District Conference. The host family should know what the Rotary club expects of the student. Also assure the parents that exchange students are told that host family rules that apply to their own children must apply to the exchange student as well.

Give each host family:

- District 5180 Youth Protection Policy Mission Statement
- Guidelines for Safeguarding the Welfare of Youth
- Exchange Student Protection Code
- Rotary International Primer for Host Families
- Flow Chart for District Support Systems
- Rotary District 5180 Rotary Youth Exchange Program

The Flow Chart for District 5180 Support System will be provided by the Inbound Coordinator. It will clearly list the people, contact information and position that the host family can contact if a problem arises. The student will have this list as well. It is crucial that the host family knows and trusts that you, as Host Club Chairperson, will handle a problem as soon as you are alerted, by either the host family or the exchange student. Make certain that, if you do get a call, you take care of the situation.

Throughout the year, drop in on the host family once or twice during the student's stay and see how things are doing. Each time you contact the host family or student, record the contact on our YEAH web site. You should also discuss problems with the host family at a time when the student is away from home, and discuss problems with the student away from the host family.

WHAT TO DO IF A STUDENT TELLS YOU ABOUT ABUSE

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the student feels safe and knows that he/she is not to blame for the inappropriate behavior by another person.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don't worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

District 5180 hopes that with careful selection of the host families and frequent contact with the student you can be confident of a safe and meaningful exchange year for the young people who come to your club.

INFORMATION FOR THE RYE HOST CLUB COUNSELOR

As Host Counselor, you have the most direct contact with the Youth Exchange Student (“student”). Study the Guidelines for Safeguarding the Welfare of Youth, copy the Guidelines and provide copies to the student and people who come into contact with the student. Attend a class on Sexual Abuse and Harassment Prevention.

It is important to build trust between yourself and the student and to get to know him/her so that you can recognize a change as soon as possible. Make sure that the student attends the weekly Rotary Club meeting as often as possible, even if you have to drive him/her back and forth yourself. Keep track of special school or sports events in which the student is involved and try to attend as many as possible. Drop in on the student and the host family at least monthly. You are required to input a monthly report into the YEAH database.

Remind the student of District 5180’s commitment to the students:

- The District is committed to insuring the safety of every student.
- The District will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force of any kind is never an appropriate form of discipline.

No student will be sent home because of allegations of abuse, unless the student wishes it or his/her safety is in question. Let the student know that you are there for him/her and that he/she can talk to you about any concern at any time.

WHAT TO DO IF A STUDENT TELLS YOU ABOUT ABUSE

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the student feels safe and knows that he/she is not to blame.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don’t worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

INFORMATION FOR THE RYE HOST FAMILY

District 5180 thanks you for hosting our Youth Exchange Student (“student”). We want you to have a rewarding experience and wish to provide you with all the help we can give. As explained in the first page, we have put in place a youth protection policy designed to help everyone involved in the program to assure the safety of the student. We are including here some information just for you, as host family. **The Mission Statement** explains our commitment to the safety of the student. We are providing a **Flow Chart for District 5180 Support System** so that you and your student know who to contact for help and how to reach him/her. **The Guidelines for Safeguarding the Welfare of Youth** provides information about different kinds of abuse, what to look for and what to do.

WHAT TO DO IF A STUDENT TELLS YOU ABOUT ABUSE

- Most importantly, listen attentively and let him/her know it was right to tell someone about his/her worries.
- Stay calm and make sure that the student feels safe and knows that he/she is not to blame.
- Explain that you have to tell someone else about the abuse.
- Only ask questions that establish what was done and who did it. Do not jump to conclusions or promise to take a specific action until the situation is thoroughly investigated.
- Make detailed notes of what the student said and the date and time of your conversation.
- Contact the District 5180 Youth Protection Officer immediately.
- Don’t worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue.

With all of us working together, we can keep our student safe and make this a meaningful and happy exchange experience for all of us.

INFORMATION FOR THE INBOUND EXCHANGE STUDENT

Your safety is the first priority of all of us involved in the District 5180 Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully the **Guidelines for Safeguarding the Welfare of Youth**. This will help you understand some of the dangers concerning abuse and what you can do to avoid them. **The Important Information** form is found in your orientation handbook and should be completed and retained for future reference. Your personal Identification Card has important contact information and should be carried at all times. **The Exchange Student's Bill of Rights** should reassure you about trusting your own feelings. You know what feels right and wrong to you and your Bill of Rights supports your right to protect yourself. Your **Personal Safety Code** will help you know how to conduct yourself safely under certain circumstances. District 5180 makes the following commitment to our Youth Exchange Students:

- The District is committed to ensuring the safety of every student.
- The District will take any allegations or reports of abuse of any kind seriously.
- Students should continue reporting their concerns until someone listens seriously.
- Physical force of any kind is never an appropriate form of discipline.
- No student will be sent home because of an allegation of abuse, unless they wish it or their safety is in question. In addition, please learn **The Three "R's" of Youth Protection**:
- **Recognize** that anyone could be a sexual abuser and be aware of situations that could lead to abuse.
- **Resist** advances made by a sexual abuser to avoid being abused.
- **Report** any situation where you feel uncomfortable to either your host parents or other trusted adults. You will be given a **District 5180 Support System Flow Chart**. This will contain all the names and contact information of Youth Exchange officers in the district and will include your Host Club Counselor, the District Chairperson, the District Governor and the District Youth Protection Officer. They are all ready to help you if you need them. It is also important for you to have the name and contact information for your sponsoring Rotary District Counselor and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing. Before you leave home, **set up a "secret message" with your parents** to be used in an extreme emergency if you feel you are unable to talk freely with them.

INFORMATION FOR THE OUTBOUND EXCHANGE STUDENT

Your safety is the first priority of all of us involved in the Rotary International Youth Exchange Program. We hope the following information will help you keep yourself safe. Please read carefully the Guidelines for Safeguarding the Welfare of Youth. This will help you understand some of the dangers concerning abuse and what you can do to avoid them. The **Important Information** form has important contact information and should be carried at all times. Before you leave for your exchange year, try to fill in all of the blanks. Your Host Club Counselor in your hosting district should be able to help you complete the form. Be sure to take it with you. **The Exchange Student's Bill of Rights** should reassure you about trusting your own feelings. You know what feels right and wrong to you and your Bill of Rights supports your right to protect yourself. Your **Personal Safety Code** will help you know how to conduct yourself safely under certain circumstances. In addition, please learn **The Three "R's" of Youth Protection:**

- **Recognize** that anyone could be a sexual abuser and be aware of situations that could lead to abuse.
- **Resist** advances made by a sexual abuser to avoid being abused.
- **Report** any situation where you feel uncomfortable to either your host parents or other trusted adults. It is important for you to have the name and contact information for your sponsoring Rotary District Counselor and the sponsoring Rotary District Chairperson. Send monthly reports home to these contacts so that they can know how you are doing. Before you leave home, **set up a "secret Message" with your parents** to be used in an extreme emergency if you feel you are unable to talk freely with them.

AWARENESS AND PREVENTION

The statement of conduct provides the basic principle for Rotarians to follow when working with youth in any capacity. An abuse prevention program with specific plans and procedures will help to ensure that Rotarians and other volunteers exemplify this conduct. In addition, such a proactive approach will further demonstrate Rotary International's commitment to youth, help to prevent specific incidents of abuse or mitigate their negative effects, protect the long-term viability of youth programs, and strengthen the trust of participants and their parents.

Too many instances of abuse and harassment of youth are ignored because adults fail to recognize or admit that it is occurring. An effective youth protection policy depends on the adults involved being both aware of the possibility of abuse and vigilant in guarding against it.

Keep these points in mind:

- Youth often fail to report sexual abuse because they fear that disclosure will bring consequences even worse than being victimized again.
- Child abuse is generally underreported because offenders are able to convince their victims that it is their own fault.
- In many cases, victims of child sexual abuse do not report the abuse until they are adults.
- Only about 1 percent to 4 percent of sexual abuse allegations prove to be false.
- Children tend to minimize and deny abuse, not exaggerate or over-report such incidents.
- Child sex offenders seek opportunities for access to children and teenagers through youth organizations that lack strong screening and protection practices.

Common misconceptions:

- Sexual abuse is about sexuality. In fact, most sexual abuse and harassment is about power and control.
- Only girls are at risk. Although the majority of victims are girls, boys are also at risk. Some studies have shown that as many as one in six boys under age 16 have experienced unwanted direct sexual contact with an older person.
- Only men are abusers.
- Girls are only at risk from men, and boys are only at risk from women.
- Sexual abuse is always overt.
- Most abusers are unknown to their victims. Most abusers are known and trusted by their victims.

Please send completed Checklist and accompanying materials to the current District Youth Protection Officer, and retain a signed copy for your club records.

SEXUAL ABUSE/HARASSMENT REPORT FORM

DATE: TIME: LOCATION OF REPORT:

LOCATION OF INCIDENT:

DATE & TIME OF INCIDENT:

WHO WAS INVOLVED:

WHAT HAPPENED:

DATE & TIME REPORTED TO LAW ENFORCEMENT:

DATE & TIME REPORTED TO YPO

D5180 Club 2017-2018 Certification Checklist



Youth protection certification supports youth safety by establishing minimum requirements for participating Rotary International districts. Minimum requirements set by Rotary International are currently described in the Rotary Code of Policies (RCP), Sections 2.130 and 41.080 (January 2018) and in the *Sample District Abuse and Harassment Prevention Policy* (June 2005) with appendices. Before completing this application, please review these documents, available on the RI Web site at www.rotary.org.

INSTRUCTIONS:

To apply for certification, complete the checklist on the following pages and submit to the D5180 Youth Protection Officer Barry Kalar chiefbk@wavecable.com.

Checklist

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the Sample District Abuse and Harassment Prevention Policy with appendices.

For each statement below with which your Club complies, place a check mark in the leftmost box.

If your club is unable to comply with any certification requirements, please place an asterisk () next to the item and provide a written description on a separate sheet of paper 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.*

PROGRAM ADMINISTRATION

- Read the District 5180 Youth Protection Policy.
- Club prohibits youth exchanges arranged outside of district structure (e.g., “backdoor” exchanges).

SCREENING AND SELECTION

- Club Selection process for all participants is conducted in a similarly thorough manner for both long-term and short-term programs.
- Club has read and adopted the Statement of Conduct for Working with Youth (RCP 2.110.1).
- Screening and Selection of Students:
 - Students are screened by means of:
 - Written application that includes program rules and requirements and signed compliance statement
 - Interviews of students and parents or legal guardians at both club and district level

- Parents of outbound students are not required to host incoming students in either the long-term or short-term programs but may be asked to help find host families. Clubs may choose to withhold sponsorship, if families choose not to find three host families.
 - Students are required to carry travel insurance in accordance with RCP 41.080.
 - Screening and Selection of Host Families:
 - Host families are screened 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 of 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 (Done in partnership with the District RYE Committee)
 - Criminal background check (done through the District Youth Protection Officer). Current cost is \$5.50 per applicant. May be paid for by club or by applicant.
 - Long-term exchangees have more than one host family during their exchange
 - Screening and Selection of Youth Exchange Volunteers:
 - Volunteers are screened by means of:
 - Signed Youth Volunteer Application that includes authorization of reference check and criminal 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 Youth Exchange students: criminal background check is based on government data at a level deemed appropriate by the district. Current cost is \$5.50. May be paid for by club or by Applicant.
 - Rotarian counselor must not be a member of students' host families and must be same sex as student.

ORIENTATION AND TRAINING

- Orientation and Training of Students:
 - Outbound Students:
 - Outbound students in both long-term and short-term programs and parents or guardians are required to attend orientation prior to students' departure.
 - Content of orientation includes information on program's rules, procedures, and expectations and provides abuse and harassment prevention and awareness training.
 - Inbound Students:
 - Inbound students in both long-term and short-term programs must attend orientation shortly after arrival to host country.
 - Content of orientation includes contact information for counselor so that students may report problems, including reports of abuse or harassment, and information on local laws and customs that may apply to young people.
- Orientation and Training of Host Families:

- ❑ Host families must receive training that includes information on program administration and rules, and abuse and harassment awareness and prevention.
- ❑ Subsequent host families for long-term exchangees must receive training before student is placed in their home.
- ❑ Orientation and Training of Volunteers:
 - ❑ Club ensures that club Youth Exchange committee members, Rotarian counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities attend District Orientation.
 - ❑ Club counselors receive District training on responding to problems or concerns that may arise during the exchange, including responding to and reporting allegations of abuse or harassment.

STUDENT SUPPORT AND COMMUNICATION

- ❑ Rotarian Counselors:
 - ❑ Clubs must select a Rotarian counselor for every inbound student in all exchange programs. May not be a host family member and must be the same sex as student.
 - ❑ Club Counselors are required to maintain regular contact with students 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 5180 Youth Exchange Chair, District Governor and District Youth Protection Officer
 - ❑ Sponsoring club president
 - ❑ Sponsoring club's Rotarian counselor
 - ❑ Two non-Rotarian resource persons, one male and one female
 - ❑ Inbound students must be provided information on the following contacts before or upon arrival to host country:
 - ❑ Hosting club's Rotarian counselor
 - ❑ Hosting district's Youth Exchange Chair, District Governor and District Youth Protection Officer
 - ❑ 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, where available, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies

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.
 - ❑ Any Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.

- ❑ 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 has adopted Rotary International’s zero-tolerance policy on abuse and harassment.
- ❑ Club understands guidelines for reporting problems and incidents that may arise during exchanges; these guidelines include:
 - ❑ All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to District Youth Exchange Chairman, the District Governor or the District Youth Protection Officer within 24 hours.
 - ❑ Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities; district has identified appropriate law enforcement office to which all allegations of abuse or harassment must be reported.
 - ❑ 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.

If you have questions or concerns regarding this Application, please feel free to contact:

<p>Barry Kalar D5180 Youth Protection Officer 2018-2018 chiefbk@wavecable.com (916) 834-3744</p>	<p>Sandra Sava D5180 District Governor 2017-2018 gorotary5180@gmail.com (916) 947-1958</p>
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IMPORTANT INFORMATION

Sending (Sponsoring) Rotary District #5180 USA District Governor:

Telephone# Counselor:

Telephone# Youth Protection Officer:

Telephone# Doctor:

Telephone# Dentist:

My Passport number is:

In an emergency I can telephone for: Police: Fire: Ambulance:

These are local numbers to your host club. You will need to ask for this information.

To telephone home, I need to dial the following numbers: (International Country Code, Local Area City Code, & Your Home Number)

PERSONAL SAFETY CODE

- If you have a problem or are worried about something, always tell someone you trust about it, such as your host parent, host club counselor or host club chairperson. Don't suffer in silence!
- Always pack your own suitcase and never carry items abroad for others.
- When you go out, plan what you would do and where you would go if you got lost or had a problem – a shop, restaurant, police station or library.
- Before you leave your home country, make sure that you have your Important Information form, supplied to you by your Host Club Chairperson.
- Always tell someone where you are going and when you will be home. Be sure to call your host parents if your plans change while you are away from home.
- If you are out at night in a city, stay in places with streetlights. Wherever you are, make sure that you don't get separated from your friends.
- If you need to use a public toilet, go with a friend.
- If you do get lost or separated, follow your plan – or go to a shop or place where you will be seen by lots of people to ask directions.
- If someone you don't know talks to you in a way that makes you feel uncomfortable, walk away.
- Keep your host family's address and telephone number with you at all times.
- Always keep enough money with you to make a telephone call.
- Always arrange for someone to pick you up. Don't go home alone.
- Make sure you know who is coming to pick you up. Never get into a car with someone you don't know.
- If you are on a bus or train and someone makes you feel uncomfortable, move to a seat near the driver.
- Dress and behave sensibly and responsibly.
- Be sensitive to local codes and customs.
- Think things through carefully before you act and do not take unnecessary risks.
- Do not participate in extreme sports, including but not limited to hang gliding, rock climbing, and bungee jumping without written permission from your parents, your host parents and the host district YEO.

ROTARY YOUTH EXCHANGE (RYE) PROTECTION POLICY

FLOW CHART³

Host Parents:

Telephone

Club Counselor:

Telephone#

Club Chair::

Telephone#

Jeannine Sparks

DISTRICT INBOUND COORDINATOR

(916) 686-6371

TELEPHONE #

Vicki Bencken

DISTRICT OUTBOUND COORDINATOR

(916) 801-0852

TELEPHONE #

Dean Henricks

DISTRICT CO-CHAIRPERSON

(916) 769-4682

TELEPHONE #

Barry Kalar

YOUTH PROTECTION OFFICER

(916) 834-3744

TELEPHONE #

1-877-RYE-5180

24 HOUR TELEPHONE #

In situations requiring immediate attention, initial contact with the Youth Protection Officer can be made by any one on this list.

Note: The student and club information will be filled in for each club.

³ The Flow Chart staff identified above may change from Rotary year to Rotary year. Be sure to check with the current District Governor.

ROTARY YOUTH EXCHANGE (RYE) STUDENT'S BILL OF RIGHTS

WHEN FEELING THREATENED, YOU HAVE THE RIGHT TO

- TRUST YOUR INSTINCTS OR FEELINGS
- EXPECT PRIVACY
- SAY "NO" TO UNWANTED TOUCHING OR AFFECTION
- SAY "NO" TO AN ADULT'S INAPPROPRIATE DEMANDS OR REQUESTS.
- WITHHOLD INFORMATION THAT COULD JEOPARDIZE YOUR SAFETY.
- REFUSE GIFTS.
- BE RUDE OR UNHELPFUL IF THE SITUATION WARRANTS.
- RUN, SCREAM AND MAKE A SCENE
- PHYSICALLY FIGHT OFF UNWANTED ADVANCES.
- ASK FOR HELP
- REPORT ANY SITUATION IN WHICH YOU FEEL THREATENED TO YOUR HOST CLUB COUNSELOR IMMEDIATELY.

SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

[For use by all adults to whom a youth reports an incident of abuse or harassment]

A. Introduction

The most powerful force in the promotion of national and international understanding and peace is exposure to different cultures. Youth programs and student exchanges provide thousands of youth with the opportunity to meet people from different communities and lands and to experience their cultures.

An exchange student will spend a year, or perhaps just an extended period of time, living with a host family in a country other than their own. Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every student with whom they come into contact.

Youth participating in District 5180 youth programs spend time at camps and in other programs often with adults who are expected to use their best efforts to safeguard the welfare of and prevent the physical, sexual or emotional abuse or harassment of every youth with whom they come into contact.

District 5180 is committed to protecting the safety and well-being of youth and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines: **The safety and well-being of youth should always be the first priority.**

Whether the alleged conduct amounts to sexual abuse or sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the youth, all allegations should be immediately reported to the District 5180 Youth Protection Officer.

B. Allegation Reporting Guidelines

Any adult to whom a youth reports an incident of sexual abuse or harassment is responsible for following these Allegation Reporting Guidelines:

1. Obtain Report from Student

- **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.
- **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other students.
- **Get the facts, but don't interrogate.** Ask the youth questions that establish what was done and who did it. Reassure the youth that he/she did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to present the youth's story to the proper authorities.
- **Be non-judgmental and reassure the youth.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the youth. Assure the youth that the situation was not their fault and that they were brave and mature to come to you.

- **Record.** Keep a written record of the conversation with the youth as soon after the report as you can, including the date and time of the conversation. Use the youth's words and record only what has been told to you.

2. Protect the Youth

Ensure the safety and well-being of the youth. Remove the youth from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the youth's own safety and is not a punishment.

3. Report to Appropriate Authorities

Immediately report all cases of sexual abuse or harassment of youth to the District 5180 Youth Protection Officer. Since District 5180 is a large district with local law enforcement agencies for different locations, initial contact will be made with the District Youth Protection Officer who will be responsible for notifying the local law enforcement agency.

For Rotary Youth Exchange, this contact information will be given to each youth, host family and counselor at the beginning of the exchange year. In most situations, the first Rotary contact is the District Youth Protection Officer who has responsibility for seeking the advice of and interacting with appropriate agencies and the District Governor.. If the allegation involves the conduct of the District Youth Protection Officer, the District Governor and District Youth Exchange Chair should be contacted. All allegations from Exchange Students must be reported to Rotary International and (in the case of Inbound Youth Exchange Students to the WESSEX Responsible Officer) within 72 hours (within 24 hours in the case of serious incidents). The person responsible for doing so is the District Youth Exchange Chair.

- District 5180 will cooperate with police or legal investigations.
- District 5180 has researched local, state and national laws related to sexual abuse and harassment prevention to ensure that all legal requirements of which all adult volunteers participating in the program must be aware.

4. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

District 5180 maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures: If an incident occurs, only the District Governor, District Chair of RYE, the RYLA Camp Director, the Interact Advisor and the District Youth Protection Officer should be notified of the details of the situation.

5. Do Not Challenge the Alleged Offender

The adult to whom the youth reports an incident must not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of non-criminal harassment, the District Governor, the RYE Chair, the RYLA Camp Director, and the Youth Protection Officer are responsible for Investigation and will be in contact with the alleged offender after the youth has been moved to a safe environment.

6. Follow Up

After reporting allegations to the District Governor, Rotarian Advisor, Counselor, Interact Advisor, Youth Chair, RYLA Camp Director, RYE Chair, or Youth Protection Officer, follow up to make sure steps are being taken to address the situation. Specifically, District 5180 will conduct an independent and thorough investigation into any claims of sexual abuse or harassment once the local authorities have finished determining what if any action needs to be done by the District. Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth in Rotary programs until the matter is resolved.

7. Post Report Procedures For Use by Rotarian Advisors, Counselors, Interact Chairs, Youth Chairs, RYLA Camp Directors and RYE Chairs

The youth's Rotarian Advisor, Counselor, Interact Chair, Youth Chair, RYLA Camp Director, RYE Chair and Youth Protection Officer are responsible for ensuring that the following steps are taken immediately following an abuse allegation:

- The adult to whom the youth reports the abuse should follow the **Allegation Reporting Guidelines**.
- Confirm that the youth has been removed from the situation immediately and all contact with alleged abuser or harasser.
- Contact the Youth Protection Officer immediately (if not already done). If law enforcement agencies will not investigate, the Youth Protection Officer should coordinate an independent investigation into the allegations.
- Ensure the youth receives immediate support services.
- Offer the youth an independent, non-Rotarian Counselor to represent the interests of the youth. If one has not been identified, ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the Youth Program.
- Contact the sponsoring YEO who will contact the exchange student's parents or legal guardian. If away from home, provide the exchange student with the option of either staying in the country or returning home.
- Remove alleged abuser or harasser from all contact with the specific youth and other youth while investigations are conducted.
- Cooperate with the police or legal investigation.
- The youth's Rotarian Advisor or Counselor should inform the RYLA Camp Director, RYE Chair, Youth Protection Officer and District Governor of the allegation. If the complaint is from an exchange student, either the District Governor or the RYE Chair must inform Rotary International of the allegation with 72 hours and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

8. Responding to the Needs of the Youth

There will need to be a cohesive and managed team approach to supporting the youth after an allegation report. The youth is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding people and/or members of the host family or club. After a report of harassment or abuse, youth may or may not want to remain in the Youth Program or on their exchange. If they do, they may or may not want to continue their relationship with the involved adults or hosting Rotary club depending on the circumstances. In some cases, an exchange student may wish to remain in the country but change to a different host club. If the student chooses to be relocated to a different club or host family, the YEO is to be notified and they will arrange to have the student placed in the home of a new host family.

It may be difficult for the involved adults, club members and host families to understand how the youth is feeling, but it would be helpful for the youth to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the youth of their support at all times.

9. Appropriate Response for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of abuse or harassment, the most important concern is the safety of the youth. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments made against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

SEXUAL ABUSE/HARASSMENT CONTACT DATA

YOUTH'S NAME:

HOST FAMILY:

ADDRESS:

TELEPHONE:

COUNSELOR:

ADDRESS:

TELEPHONE:

YOUTH PROTECTION OFFICER (YPO): PDG Barry Kalar ADDRESS: 1601 Norfolk Avenue, West Sacramento, CA 95691; TELEPHONE: Cell: (916) 834-3744, chiefbk@wavecable.com (2017-2018)

YOUTH EXCHANGE OFFICER: (YEO): Dean Henricks (Co-Chair) ADDRESS: 6420 Teal Way, Carmichael, CA 95608; TELEPHONE: Res: (916) 967-4635, Cell: (916) 769-4682; dean.rye5180@gmail.com (2017-2018)

INTERACT CHAIR: Judy Foote ADDRESS: 555 Shaw River Drive, Sacramento, CA 95831; TELEPHONE: Res: (916) 421-5381, Cell: (916) 531-1765; judy.foote@att.net (2017-2018)

RYLA DIRECTOR: Angela Spease: 9487 Misty River Way, Elk Grove, CA 95624; TELEPHONE: Res: (916) 670-1082, Cell: (916) 897-4100; angela.spease@gmail.com (2017-2020)

DISTRICT GOVERNOR: Sandra Sava ADDRESS: 4050 Warren Avenue, Sacramento, CA 95822; TELEPHONE: Cell: (916) 947-1958, Office: (916) 920-5983; gorotary5180@gmail.com (2017-2018)

Host Family Application Information
Youth Volunteer Application Information

This information is now processed through online application.

The forms can be found at the following web locations.

Host Family: <http://yehub.net/W18-hfapp>

Volunteer: <http://yehub.net/W18-volapp>

Addendum A

Chaperone Guidelines – RI District 5180

All adults supervising our youth attending District 5180 sponsored events are the “first line” in promoting and protecting the health, safety, and well-being of our youth. It is every chaperone’s duty to be a reliable, sober, safe, and positive role model at all times. To ensure that end, District 5180 has adopted the following guidelines governing chaperones on all District sponsored youth related events;

DEFINITIONS: As used herein, the following definitions shall apply:

“CHAPERONE” means any person over the age of eighteen (18), not the natural or host parent or legal guardian of any involved youth, who agrees at or in advance of any EVENT to be primarily responsible for the supervision of one or more youth at any District sponsored events.

“DISTRICT SPONSORED EVENTS” (hereafter “EVENT”) means any formal event planned and/or promoted by any Rotary Club and/or District committee, including, but not limited to, ROTARACT, RYE, ROTEX, INTERACT, REGL, and/or RYLA.

“DAY EVENT” means any D5180 EVENT expected to last less than 24-hours.

“MULTIPLE DAY EVENT” means any EVENT expected to last longer than 24 hours.

GUIDELINES:

Guidelines noted below as “SHALL” are, whenever possible, required to be followed:

- Prior to or at the commencement of any EVENT, the person(s) in charge SHALL identify the CHAPERONE(S) for that EVENT, and shall, whenever possible, provide the CHAPERONES with a copy of these Guidelines, and obtain the assurance from the CHAPERONE(S) to strive to abide by these Guidelines.
- CHAPERONES SHALL NOT drink any alcoholic beverages, or use any other substances reasonably likely to result in their mental and/or physical impairment (i.e. marijuana, opioids, etc.), while at any EVENT.
- CHAPERONES SHALL adhere to a “zero tolerance” policy prohibiting the use of violence, inappropriate displays of affection, and/or improper physical contact directed by or against all youth in attendance at any EVENT.
- At DAY EVENTS, CHAPERONES SHALL be at least 18 years of age and have completed a current RI background check.
- At MULTIPLE DAY EVENTS, CHAPERONES SHALL be at least 25 years of age and have completed a current RI background check.

- There SHALL be at least one CHAPERONE at any EVENT for the full duration. While “shifts” of CHAPERONES are allowed, at least one CHAPERONE SHALL be present at all times.

Those guidelines noted below as “SHOULD” are, whenever possible, highly recommended to be followed:

- If youth of both genders are participating, at least 1 CHAPERONE of each gender SHOULD be provided.
- There SHOULD be a minimum of 1 CHAPERONE for every 10 youth.
- All MULTIPLE DAY EVENTS SHOULD have a youth curfew of no later than 1:00 a.m. All CHAPERONES are to actively enforce this requirement.
- CHAPERONES SHOULD have an advance safety/emergency plan in place and hold a safety review meeting with all participants as soon as possible following the start of the event. Contact numbers and any special medical needs information of all participants should be carried and maintained by the CHAPERONE for the duration of the event, and kept in a location easily accessible to all other CHAPERONES. The completed sign-in sheet should be accessible to all CHAPERONES and used to take “roll” as needed.
- At least one CHAPERONE participating in the EVENT should have a current CPR certificate and access to a basic first aid kit.
- CHAPERONES SHOULD promote a positive atmosphere of fun and camaraderie among the students, and ensure the students have basic necessities like water and restroom breaks.
- CHAPERONES SHOULD ensure that they leave the facility/premises as clean (or cleaner) than upon arrival.
- CHAPERONES SHOULD help students work through problems that arise and facilitate solutions; all CHAPERONES are responsible for assisting any and all students in a group.
- CHAPERONES are responsible for youth whereabouts at all times, and supervision of youth is required throughout the entire event, whether structured sessions, or “free time” activities.
- CHAPERONES SHOULD monitor noise levels and especially from 10:00 p.m. until 7:00 a.m. Screaming, yelling and other loud sounds and noises contrary to the setting should not be tolerated.
- Students SHOULD not be allowed to miss scheduled activities, break curfew, sleep late

or violate any other guidelines established by the event coordinator.

- One adult CHAPERONE and one exchange student SHOULD NOT share a room unless that adult is the parent/guardian of the exchange student.
- Roll SHOULD be taken at night. It is the responsibility of the CHAPERONES to insure that the students are safely in their rooms before the curfew.
- Students SHOULD NOT be allowed to change rooms or sleeping areas without prior approval of the event coordinator.
- Individual male students SHOULD NOT be alone in individual female student's rooms, nor vice versa.
- CHAPERONES are discouraged from entering rooms of individual youth of the opposite gender.
- CHAPERONES SHOULD NOT be left alone with an individual youth.
- Housing varies from event to event. Students are typically pre-assigned beds/rooms. CHAPERONES SHOULD supervise all aspects of hosting the event including discipline, curfew, cleanup, and other established guidelines.
- Verbal abuse, physical abuse and/or committing criminal acts are grounds for immediate termination of any CHAPERONE or other Rotary youth volunteer, among other possible disciplinary actions.
- Willful violations of any of these guidelines may result in a group or individual being subject to disciplinary action, including, but not limited to, being asked to leave or being sent home from the event, at his/her own expense.
- All participants SHOULD abide by the Rotary District Youth Manual Statement of Core Values.
- CHAPERONES SHOULD ensure the students' safety by enforcing rules and policies set forth by District 5180 in its General Policies document found on its Web site at <http://rotary5180.org>.

District 5180 Youth Protection Policy has set the above expectations to provide a framework of appropriate behavior for all attendees. Your Rotary Club may choose to have additional guidelines and expectations.

Thank you for your time and efforts in supporting our youth programs and students!