**D7040 CLUB CERTIFICATION APPLICATION TO WORK WITH VULNERABLE PERSONS**

D7040 has established a club certification process for all clubs that plan to work with vulnerable persons beginning with the 2015-2016 Rotary year. The D7040 Vulnerable Person Programs includes all Rotary’s Youth Programs (except Rotaract), and all programs where populations include the economically disadvantaged, racial and ethnic minorities, the elderly, the homeless, and those with chronic health conditions, including severe mental illness. This program expands upon the club certification process currently in place for Youth Exchange, and supports vulnerable person protection by establishing minimum requirements for participating Rotary Clubs. Clubs are prohibited from being responsible for a vulnerable persons program without district certification. Failure to comply with these procedures will likely invalidate your club’s insurance coverage.

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INSTRUCTIONS:

To apply, clubs must either complete the D7040 Youth Exchange Club Certification Checklist (for that program only) or the following checklist for all other Vulnerable Persons Programs. **(Note: Club certification for Youth Exchange does not apply to any other vulnerable persons program.)** Submit this completed document to the D7040 Youth Service Chair / Youth Protection Officer (charged with implementing, certifying and monitoring this District’s vulnerable persons program), postmarked no later than July 1 for the new Rotary Year, or 2 months prior to initiating a vulnerable persons program. An annual update will be required for continued program participation in subsequent years.

**CERTIFICATION CHECKLIST**

The following checklist represents the minimum requirements for club certification to work with vulnerable persons. For each statement below with which your club complies, place a check mark in the leftmost box. When a box is not checked, attach a statement explaining your procedures for the applicable item. Include any references for your non-conforming position.

[] A copy of this application completed and signed by your 2016-17 club president and 2016-17 club program chair(s).

PROGRAM ADMINISTRATION

[] Club complies with D7040 Youth Protection Policies.

[] Club will retain all documents as required, including volunteer affidavits, host family applications, reference checks, criminal background checks as required, and make them available for compliance audits or other legal entities.

[] Club complies with Rotary International’s guidelines for use of Rotary Marks as detailed in the *Manual of Procedure*, in promotional materials, including any web sites.

HOST FAMILIES

[ ] Not applicable, no host families for overnight accommodations are used (skip to Incident Handling below).

[] They are screened by means of:

Completed Volunteer Application and copies of the program’s rules and requirements, including a criminal background check for the responsible adult that will be the supervisor at all times during the host period.

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[] Emergency Contact information provided to program’s vulnerable persons must include the following:

 a – Sponsoring club president

 b – Sponsoring club program chair

 c – Sponsoring club program committee (as appropriate)

 d – Local law enforcement agencies

 e – Local emergency medical facility

INCIDENT HANDLING

[] Comply with following District 7040 Vulnerable Persons Procedures

1. Any adult involved in a Rotary vulnerable persons program against whom an allegation of sexual abuse or harassment is made must be removed from all contact with vulnerable persons until the matter is resolved. This may include removing a youth from the host family and placing in temporary housing. (Temporary/emergency housing must always be available and prescreened).

2 - 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.

3 – 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 vulnerable persons in a Rotary context.

4 – Report all serious incidents such as accidents, deaths, crimes, etc., and any allegations of abuse or harassment to the District Youth Protection Officer and District Governor within 24 hours

5 – Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities.

We the 2016-17 Club President and the 2016-17 Club Vulnerable Program Chair(s) of the Rotary Club of Cornwall, being the parties responsible for vulnerable person activities in the club certify that each of the above marked statements is true and correct as of July 1, \_\_\_\_\_\_\_\_\_\_\_\_ (specify year).

Club President:

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 Print name Sign Date

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club’s Vulnerable Program Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

 Print name Sign Date

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Attach additional pages as needed** for other vulnerable persons program(s).

Email all pages as a scanned document to PDG **Claude LaLiberté**

Upon review, Club Certification or the need for additional information will be emailed to the Club President with copies to the program chair(s).