

Youth/Vulnerable Persons Protection Policy and Procedures

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Youth/Vulnerable Persons Protection Policy and Procedures

– Updated 2025

1. Introduction

The purpose of this document is to provide specific policies and procedures that apply to the membership of Rotary District 7040 (hereinafter referred to as “District 7040”) and anyone else acting on behalf of District 7040, when interacting with youth and vulnerable persons in connection with District authorized activities. Policies and procedures are written in accordance with the Rotary International (RI) Youth Protection Guide, Rotary International Code of Policies, and encompass local laws and regulations. This policy applies to all District 7040 activities that involve youth and other vulnerable persons.

The Rotary Youth Exchange program has additional RI certification requirements for both clubs and volunteers, which are **highlighted in purple throughout the document**. Volunteers with significant involvement in Rotary Youth Exchange must follow the specific volunteer screening and training procedures established by the District Youth Exchange program. The District uses a Rotary database through NAYEN (North American Youth Exchange Network) as well as the YEAH (Youth Exchange Administrative Hub).

In protecting youth and vulnerable persons, there is no one process that guarantees safety. It's the combination of prevention and awareness measures that minimizes risk.

2. Statement of Conduct for Working with Youth

District 7040 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 psychological abuse. (*this is the RI Statement of Conduct)

3. Policy

Officers and members of District 7040 will make every reasonable effort to ensure that no Rotarian, volunteer or participant is subjected to physical, sexual, or emotional abuse in the context of Rotary activities. Harassment or abuse by members or those associated with authorized District 7040 activities will not be tolerated in any form. The District will treat all allegations seriously, and make the protection of youth and all people at risk a fundamental concern, and assist with any investigation initiated as a result of any allegation associated with Rotary activity.

4. Definitions

Casual Contact – Persons having casual contact (**infrequent and supervised**) are volunteers not directly responsible for the youth/vulnerable persons but who may have brief contact with

youth/vulnerable persons during club or District sponsored events such as speaking engagements, fundraisers, or social gatherings. Casual contact must be infrequent so that a regular pattern is not developed. Further, casual contact must take place in a group setting in a public place and there must be no one-to-one contact between the adult and the youth/vulnerable person. There must be no reasonably foreseeable risk of abuse or harassment, verbal or otherwise. As a general rule, “casual contact” means an activity lasting less than half a day and/or less than 3 contacts total throughout the year. Persons having this type of casual contact with youth/vulnerable persons are not required to be formally screened yet must be aware of the RI and District policies on youth protection and harassment prevention.

Continued Contact - Persons having continued contact (**significant and unsupervised**) are volunteers with ongoing and direct contact with youth/vulnerable persons programming and may involve instances of one-on-one interaction. This may include screened volunteers assigned to support Rotary functions such as Youth Exchange Officer, Counselor, Host Families, persons assigned to transport students to and from Rotary meetings and events on a continuing basis; or where a youth/vulnerable person will be in the custody of a screened volunteer for 24 hours or more.

Consent — An informed, knowing, and voluntary decision to engage in an activity or behavior.

Emotional, psychological, or verbal abuse — The use of fear, humiliation, or verbal assault to control the behavior of another. Examples include rejecting the person, preventing them from developing normal social relationships, and making derogatory statements based on characteristics that include age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

Physical abuse — Physical contact intended to cause pain, injury, or other physical suffering or harm.

Sexual abuse – This refers to engaging in or arranging implicit or explicit sexual acts, performed alone or with another person of any age or gender, through force or coercion, or with anyone who can’t consent. This includes non-touching offenses, such as indecent exposure or showing a youth/vulnerable person sexual or pornographic material. This includes any sexual offense that would be criminal.

Sexual harassment – This refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that is unwanted or directed at someone who is unwilling or unable to consent. Some examples of sexual harassment include, but are not limited to:

- Sexual jokes, written or spoken references to sexual conduct, talking about one’s sex life in the presence of a young person or other vulnerable person, and comments about an individual’s sexual activity, deficiencies, or prowess;
- References to a youth/vulnerable person’s body or physical maturity in a sexual way;
- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects, pictures, media or drawings;
- Sexual leering or whistling, any inappropriate physical contact such as “brushing” or touching, obscene language or gestures, and suggestive or insulting comments.

Volunteer — Any adult involved in Rotary activities who interacts directly with youth/vulnerable persons, whether supervised or unsupervised. For Rotary’s youth programs, volunteers include:

- Club and District Youth Exchange officers and committee members
- Program counselors or advisers
- Rotary and Rotaract members and non-members and their spouses and partners who have contact with participants during activities or outings or who transport participants to events
- Rotary Youth Exchange host parents and other adult residents of host homes, including host siblings and other family members
- Youth programs alumni who assist in the administration of a youth program

Vulnerable person – a person who, because of their age, disability, or other circumstances, are unable to fully look after themselves and are more vulnerable to being harmed by someone in a position of authority or trust. All youth are considered vulnerable persons.

Youth – For the purpose of this policy, any minor (less than 18 years of age) participating in any Rotary program, activity, fundraiser or event.

Additional definitions may be referenced in the RI Youth Protection Guide.

5. Liability Insurance

District 7040 and clubs within District 7040 carry liability insurance with appropriate coverage and policy limits. This policy protects the organization from third-party claims and lawsuits alleging negligence by the organization, its employees, or its volunteers.

6. Club Compliance

The District Governor is responsible for supervision and control of all activities in the District, including those associated with Rotary Youth Exchange. District 7040 will monitor all participating clubs and ensure that they comply with youth/vulnerable persons protection and Rotary Youth Exchange certification requirements.

All clubs that participate in programs and activities with youth/vulnerable persons must annually provide the District with a **signed compliance statement (see Appendix A)**, submitted to the District Youth Protection Officer for review and approval. The statement confirms that:

- Volunteers with **supervised and infrequent contact** will be familiar with RI and District policies and uidelines on youth/vulnerable persons.
- Volunteers with **unsupervised and/or significant contact** will be prohibited from contact with program participants until a written application, interview, reference check, and Vulnerable Sector Check or Criminal (FBI) background check have been conducted and clearance has been issued.
- The club will retain all necessary documents as required and make them available for compliance audits or other legal entities.

A club that does not participate in any programs with youth/vulnerable persons must still annually submit the same compliance statement, confirming non-participation, and signed by the club president to the District Youth Protection Officer.

Club compliance statements should ideally be signed and sent in the first three months of each new Rotary year.

7. Volunteer Selection & Screening

All Rotary member and non-member volunteers who are interested in working with youth/vulnerable person program participants must meet RI and District eligibility requirements. RI prohibits the membership and participation of any Rotarian or non-Rotary volunteer who has admitted to, been convicted of, or otherwise been known to have engaged in sexual abuse or sexual harassment or other act that violates the accepted standard of behavior in the community.

CASUAL CONTACT POLICY (supervised and infrequent)

All Volunteers who will be involved with youth/vulnerable persons, in all programs, but whose activities fit the definition of casual contact are not required to submit a volunteer application form or undergo reference and vulnerable sector background checks. Casual contact volunteers must always be familiar and comply with the RI and District policies and guidelines. Casual contact volunteers are encouraged to complete the on-line RI “Protecting Youth Program Participants” and “Preventing Harassment and Abuse” courses available through MyRotary. Volunteers can create a MyRotary account, regardless of Rotarian status. Activities may include, but are not limited to: school mentoring programs, roadside cleanups, pancake breakfasts, tree planting events, or assisting with Adventure Programs.

CONTINUED CONTACT POLICY (unsupervised and/or significant)

Volunteers with significant involvement in **Rotary Youth Exchange** must follow the specific volunteer screening and training procedures established by the District Youth Exchange program. Details on procedures are sent by a Youth Exchange officer once a volunteer application is received.

All volunteers who will have **unsupervised and/or significant/continued contact** with youth/vulnerable persons outside of the Youth Exchange Program must meet the following requirements:

1. Complete the on-line RI “Protecting Youth Program Participants” and “Preventing Harassment and Abuse” courses available through MyRotary.
2. Complete a volunteer application form at the club level. A new form is required every 3 years, or if volunteer information changes. **(See Appendix E for Sample Volunteer Application Form, Fillable PDF form also available on District website)**
3. Undergo a Vulnerable Sector background check (Canada) or a Criminal (FBI) Background check – with fingerprints and National Sex Offender Registry Search included (USA). **(See Appendix C for details to facilitate this process)**

The requirements for updating Vulnerable Sector / Criminal (FBI) Background checks are:

- required **every 3 years** for all volunteers (all programing, including Youth Exchange volunteers and host family members who are 18 or older) in **Canadian clubs**
 - required **every 3 years** for non-Youth Exchange volunteers in **USA clubs**
 - required **annually** for Youth Exchange volunteers in **USA clubs**
4. **Be interviewed**, preferably in person, either at the club or District level.
 5. Provide a **list of personal references** with contact information - Personal references will be reviewed by Youth Exchange Administrative Hub (YEAH) Administrators for Youth Exchange volunteers, and by the Club YPO for all other Rotary youth program volunteers. It is recommended that references include no family members and no more than one Rotarian.
 6. **Comply with RI and District guidelines** for Rotary Youth Programs.

HOST FAMILIES in Youth Exchange

Youth Exchange host families must also meet these volunteer selection and screening requirements:

- **Undergo a comprehensive interview** that determines their suitability, demonstrating:
 - Commitment to the safety and security of students
 - Appropriate motives for hosting a student that are consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the student
 - Ability to provide appropriate supervision and parental responsibility that ensures the student's well-being
 - Complete a written application
- **Undergo home visits** with and without notice, both before and during the placement; home visits must be conducted annually, even for repeat host families

Note: All adult residents of the host home must meet all selection and screening guidelines. This includes adult children of the host family and other members of the extended family or household staff who are fulltime or part-time residents of the home.

8. Allegation Reporting and Follow-through

District 7040 takes all allegations of abuse or harassment seriously and will handle them in accordance with the **Abuse and Harassment Allegation Reporting Guidelines**. (see **Appendix E**) Any allegation of harassment involving youth must be reported to Rotary International at youthprotection@rotaryinternational.org within 72 hours.

The District will cooperate with all law enforcement agencies, child protective services, and legal investigations and will not interfere with official investigations when conducting its own independent review.

District 7040 may appoint a Youth Protection Officer or District review committee to evaluate and review files, policies, and allegations regularly.

9. Record Keeping

Districts will maintain confidential records of individuals prohibited from contact with youth/vulnerable persons and make sure that these prohibitions are implemented consistently throughout the District from year to year. For those who are involved in Rotary Youth Exchange, records will be retained in the Youth Exchange Administrative Hub (YEAH) system.

People who are prohibited from working with youth/vulnerable persons also may not serve as District Interact chair, Interact club adviser, District RYLA chair, District Youth Exchange chair, District youth protection officer, or in any other locally appointed club or District role in which they might have contact with youth.

If a person is accused of sexual abuse or harassment and law enforcement's investigation is inconclusive, or if law enforcement declines to investigate, additional safeguards are necessary to protect any youth/vulnerable person program participants with whom the accused might have future contact, as well as the accused. A person who has been cleared of charges may apply to continue as a youth program volunteer. Such reinstatement is not a right, and reinstatement to a former position is not guaranteed.

10. Training

District 7040 and member clubs may provide further youth protection training and information on youth programs through training sessions, provision of documents, and online learning sessions.

The District Youth Exchange program must provide youth protection training and information to all students and volunteers. The District Youth Exchange Chair and/or the District Youth Protection Officer will conduct the training sessions. The District will:

- Adapt Rotary's Youth Protection Guide to reflect District guidelines, information on local customs and culture, and legal requirements
- Develop a schedule that specifies who will be trained, how often, and in what formats
- Conduct specialized training for those involved in Youth Exchange:
 - District governor
 - District Youth Exchange officer and committee members
 - Club Youth Exchange officer and committee members
 - Rotary counselors
 - Other Rotary members and non-members who participate in Youth Exchange activities, such as local tours or District events
 - Host families
 - Students (outbound and inbound)
- Maintain records of participation

11. Travel by Youth

Youth travel outside of the local community must comply with youth protection policies.

For all youth travel sponsored by District 7040 or its clubs, the following will be done before departure:

- Obtain written permission from the parents or legal guardians of program participants
- Give parents and legal guardians details about the travel, including locations, accommodations, itineraries, and the organizer’s contact information
- When traveling more than 150 miles, or 240 kilometers, from their residence, verify that program participants have adequate insurance, including benefits for medical services, emergency medical evacuation, repatriation of remains, and legal liability
- All adults who supervise youth at overnight Rotary events, or transport students one-on-one to and from events, must be screened and vetted volunteers.

For the travel of Youth Exchange students outside their host communities, either with their host families or to attend Rotary events, District 7040 shall obtain written permission from the students’ parents or legal guardians.

For all other Youth Exchange student travel that is not customarily a part of the exchange program, organizers must:

- Receive authorization from District 7040 in advance
- Obtain written permission from the parents or legal guardians for travel outside of the local host community as defined in the District 7040 Youth Exchange Travel Policy
- Provide parents or legal guardians details about the trip, including locations, accommodations, itineraries, and the organizer’s contact information

12. District 7040 Youth Exchange Administration

The District 7040 Youth Exchange program, in collaboration with participating clubs, must develop and have a copy of its own administration program that is developed in accordance with RI practices and procedures. Refer to the **RI Youth Exchange Handbook** and the **District 7040 Youth Exchange website** for complete information, administrative procedures, and policies.

13. RI Statements on Enhancing Belonging and Engagement

At Rotary, we believe that creating a culture of belonging is essential to who we are. Our strength comes from the connections we build, the respect we show, and the opportunities we create so that everyone can thrive. Belonging, engagement, and accessibility are at the heart of how we grow together and create lasting change.

Everyone is welcome in Rotary. Rotary and Rotaract members are continually taking action to make their clubs and communities more diverse, equitable, and inclusive. This will cultivate a more meaningful and representative experience in which people from underrepresented groups have greater opportunities to participate as members and leaders.

The primary goal of Rotary Youth Exchange is providing young people with opportunities to experience a cultural exchange and to develop as leaders who promote peace and justice around the world. To achieve this, everyone involved in an exchange — including students and volunteers — must be open-minded, tolerant, and supportive of one another. [Access the guide](#) to learn more about how to support LGBTQ+ exchange students, and how Rotary’s Diversity, Equity, and Inclusion statement applies to Rotary Youth Exchange.

APPENDIX A: Club Compliance Statement for Youth/Vulnerable Person Activities

This form relates to Section 6 of D7040's Youth/Vulnerable Persons Protection Policy. The full policy can be reviewed at <https://rotary7040.com/sitepage/youth-protection-policy>.

All D7040 Clubs must annually submit this form, ideally in the first 3 months of each Rotary year, or 2 months prior to initiating a youth/vulnerable persons program. Failure to submit the form and comply with the policy and procedures will likely invalidate a club's insurance coverage.

When available, please ideally complete this form via the online Google Form on the District website. Alternatively, you can email a scanned copy of the document to Youth Protection Officer, Julie Cugalj at Julie.cugalj@gmail.com.

For each statement below that is accurate for your club, place a check mark in the leftmost box.

PROGRAM ADMINISTRATION

- Club DOES NOT engage in ANY volunteer activities involving youth/vulnerable persons. (If checked, SKIP to end of document to sign and date.)

OR

- Club engages in various activities involving youth/vulnerable persons and FULLY COMPLIES with D7040 Youth/Vulnerable Persons Protection Policies and Procedures.
 - Our club has **casual contact** (infrequent and supervised) volunteers **Approx #:** ____ AND/OR
 - Our club has **continued contact** (significant and unsupervised) volunteers and all volunteers have been interviewed and have submitted vulnerable sector / criminal background checks, as per the 1-3 year timeline requirement outlined in the policy. **Approx #** ____
- Club is additionally certified to participate in the D7040 Youth Exchange Program. All completed forms have been approved and the club complies with Youth Exchange specific procedures.
- Club will retain all documents as required, including volunteer affidavits, host family applications, reference checks, vulnerable sector background checks as required, and make them available for compliance audits or other legal entities.

HOST FAMILIES

- Club engages host families for overnight accommodations within the Youth Exchange Program and complies with all procedures.
- Club engages host families for overnight accommodations for programs outside of Youth Exchange and complies with all procedures.
- Not applicable, no host families for overnight accommodations are used.

INCIDENT HANDLING

- Club complies with the following District 7040 Youth/Vulnerable Persons Procedures, which include but are not limited to:
 - 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 youth/vulnerable persons until the matter is resolved.
 - 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 and prohibited from working with youth/vulnerable persons in any Rotary context.
 - 3 - 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.
 - 4 - Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities. **All allegations of abuse or harassment shall be reported to RI within 72 hours of learning of the incident.** Failure to report incidents to RI within 72 hours may result in suspension of the District's Rotary Youth Exchange certification.

We the Club President and the Club Vulnerable Program Chair(s) of the Rotary Club of _____, being the parties responsible for youth/vulnerable person activities in the club certify that each of the above marked statements is true and correct as of the signed date below.

Club President:

_____/_____/_____
Print name Sign Date

Phone: _____
Email: _____

Club's Vulnerable Program Chair / Youth Services Chair

_____/_____/_____
Print name Sign Date

Phone: _____
Email: _____

A list of clubs who have returned the form will be posted on the District website.

APPENDIX B: Club Checklist for Youth/Vulnerable Persons Protection Process

This checklist may be used annually as an approximate guide for clubs prior to submitting the Club Compliance Statement:

- March/April: Appoint Club Youth Services Chair and/or Youth Protection lead. If a new member is in this position, ensure that the member has read the full District Youth/Vulnerable Persons Protection Policy and completed the “Protecting Youth Program Participants” and “Preventing Harassment and Abuse” online courses in MyRotary.
- March/April: President-Elect must verify that they have read the full District Youth/Vulnerable Persons Protection Policy and completed the “Protecting Youth Program Participants” and “Preventing Harassment and Abuse” online courses in MyRotary.
- February-April: President-Elect attends President-Elect Learning Seminar hosted by the District.

- June: Review list of current membership and volunteers. Determine who requires an updated volunteer form and Vulnerable Sector / Criminal (FBI) background check based on the guidelines in the policy. Have discussed at the club level previously if any required fees will be covered by the club or if it is to be paid directly by the volunteer/member.
- June: Request updated documentation from individual volunteers and membership accordingly, with deadline. ****Note that continued contact volunteers involved in Youth Exchange will follow the screening and training procedures determined by the District Youth Exchange Program. All other continued contact volunteers will follow the procedures outlined in this policy.**
- July: Organize and review updated information and documents. Share documents, as necessary, with either District Youth Protection Officer and/or District Youth Exchange Officer.
- July: Submit, ideally online, the Club Compliance Statement, available as a fillable Google Form, from the District 7040 website, if not already done so.
- June - August: Offer club training on Youth Protection to members and volunteers. Ensure that all continued contact members/volunteers have completed the “Protecting Youth Program Participants” and “Preventing Harassment and Abuse” online courses for that year offered in MyRotary. This may a good activity to do as a group either in a club or meeting. It is strongly recommended that casual contact members and volunteers complete these courses too. The District Youth Protection Officer is also available to assist with training.

- Ongoing: it is recommended that any NEW member to the club submit a Vulnerable Sector / FBI Background check as part of their onboarding process. This will facilitate all members eventually having checks as the norm.
- Ongoing: Share any concerns and report and incidents immediately to the District Youth Protection Officer and DG. RI must be notified of incidents within 72 hours. For cases of harassment and abuse, local law enforcement must also be notified.

APPENDIX C: Process for Obtaining Vulnerable Sector / Criminal (FBI) Background Checks

CANADA: Vulnerable Sector Check (VSC)	USA: Criminal (FBI) Background Check (may be referred to as “FBI Identity History Check”)
<ol style="list-style-type: none"> 1. Obtain from the Club Youth Protection Officer (YPO) or the District YPO a basic letter on letterhead stating that you are required to have a Vulnerable Sector Check (VSC) – ensure that the letter states your name, DOB, and a short description of your activities/interactions with vulnerable persons. 2. Determine prior to applying if your club has any policy for covering fees or if the cost is absorbed by the volunteer/member. 3. Apply for a VSC, usually issued by local police departments (either online or in person depending on regions) – provide the letter proving it is for volunteer purposes at time of application. NOTE: There is often a fee for this service if not waived due to voluntary nature of service. 4. Provide a copy of the VSC report to your Club YPO once received. Wait times will vary from region to region – ask upon application. If involved with Youth Exchange, your Club YPO will ensure the report is shared and uploaded to the Youth Exchange database. 5. Take note of the date you received the report. Set a reminder in your calendar to reapply in 3 years minus a few months to ensure you are always kept in good standing and able to remain active in your activities and duties. NOTE: All continued contact members/volunteers and host family members, both within and outside of Youth Exchange, must provide an updated VSC and updated Volunteer Form every 3 years, pending no changes. 	<ol style="list-style-type: none"> 1. Obtain from the Club Youth Protection Officer (YPO) or the District YPO a basic letter on letterhead stating that you are required to have a Criminal (FBI) Background Check, which must include a search of the National Sex Offender Registry– ensure that the letter states your name, DOB, and a short description of your activities/interactions with vulnerable persons. 2. Determine prior to applying if your club has any policy for covering fees or if the cost is absorbed by the volunteer/member. 3. Go to the FBI website to find an FBI-approved provider, such as <u>National Background Check to complete your application and fingerprints</u>. You can also apply directly from the <u>FBI website</u> – details for online and mail in procedures are outlined. 4. Apply for a Criminal (FBI) Background Check, including a search of the National Sex Offender Registry. NOTE: There is often a fee for this service if not waived due to voluntary nature of service. 5. Complete and submit the required fingerprinting procedures, based on how you applied. 6. Provide a copy of the report to your Club YPO once received. Wait times will vary from region to region. If involved with Youth Exchange, your Club YPO will ensure the report is shared and uploaded to the Youth Exchange database. 7. Take note of the date you received the report. Set a reminder in your calendar to reapply - <ul style="list-style-type: none"> • Annually for Youth Exchange • Every 3 years outside of Youth Exchange

APPENDIX D: Abuse and Harassment Allegations

Reporting Guidelines

Any adult to whom the youth alleges physical or sexual abuse will:

1. Ensure that the youth has been removed from, and has no contact with, the alleged offender. If the youth is staying with a host family and the alleged offender is in the host family household, then the adult to whom the youth discloses abuse will first attempt to place the youth with another host family who previously hosted the youth or was slated to host the youth in the future. If this option is not available then the youth will be placed on an emergency basis with the student's RYE Counselor or Youth Exchange Officer.
2. Notify the local law enforcement agency, the Club Youth Services Chair and the District Youth Protection Officer.
3. 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. Do not interrogate the youth but use the youth's words and record only what has been told to you.

The **District Youth Protection Officer** will:

1. Notify the Crisis Management Team and the District Governor. Where the incident involves a youth exchange student, notify the District Youth Exchange Chair.
2. Notify the youth's parents or legal guardians.
3. Ensure the youth receives immediate support services, including medical, counseling, and advocacy services.

The **Crisis Management Team** will:

1. Recommend any limitations on the accused person in regard to interaction with youth for consideration by the District Governor.
2. At the conclusion of any investigation, the team will convene and review the entire incident in regard to the extent that district policies were followed and any lessons learned. Based on their review, the team will recommend any necessary changes to the District Policy, screening process, or training.

The **District Governor** will:

1. Direct the person accused of abuse to have no further contact with the youth.
2. Prohibit a non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth from working with youth in any Rotary context.
3. Notify Rotary International of any potential criminal investigation and serious incidents.
4. Notify the insurance carrier.

The **Parent Club** of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in abuse of a youth shall terminate the membership of the Rotarian.

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 youth and the accused during the investigation.

How to submit a youth protection report

The safety and well-being of young people and youth program participants are Rotary's highest priority and Rotary takes all youth protection concerns seriously.

Should you have questions or concerns about making a report, we encourage you to refer to the Frequently Asked Questions section on Rotary.org (<https://my.rotary.org/en/youth-protection>), and you can always contact Rotary via phone or email if you need advice or assistance (see below for more information).

Online

[Submit a report online](#) in your native language, with the option to report anonymously.

Call

Call +1 866-976-8279 between 08:00-16:00 Chicago time (UTC-5 or UTC-6) and ask to speak to Rotary's Youth Protection staff. Staff members are experienced and trained in receiving reports of abuse or misconduct that involves youth, and each situation will be handled with care and confidentiality. If you call outside of normal business hours, you can leave a message.

Email

Email your questions, concerns, or reports to YOUTHPROTECTION@ROTARY.ORG, which will be carefully and confidentially handled by our experienced Youth Protection staff.

APPENDIX E: Sample Volunteer Application Form Template

(*For use in all programs EXCLUDING the Youth Exchange Program*)

****Please submit this using the fillable PDF version available on the District website or by the club****

Personal Information

First Name _____ Middle Initial _____ Last Name _____

Date of Birth _____ (DD/MM/YYYY) Gender: ___ Male ___ Female ___ Other

Address _____ Apt/Unit # _____

City _____ Province/State _____ Postal /Zip Code _____

How long at this address? _____ years. (If less than 5 years, list previous address(es) on separate sheet)

Home Phone # _____ Work Phone # _____ Cell Phone # _____

E-mail Address _____ Spoken Language(s) ___ English ___ French Other: _____

Employment Status (optional)

Current Employer _____

Address _____ Apt/Unit # _____

City _____ Province/State _____ Postal /Zip Code _____

Position or Title _____ How long with this company? _____ years

Supervisor name _____ Supervisor phone #: _____

Volunteer History with Youth

Rotarian? Y / N If yes, which club? _____ Year joined: _____

Describe any current and/or previous experience with youth:

Additional Volunteer organization other than Rotary

Organization _____ Phone number _____

Address _____ Apt/Unit # _____

City _____ Province/State _____ Postal /Zip Code _____

Position or Title _____ Dates held: _____

Personal References

Please list two personal references, including their addresses and phone numbers: (may not be a relative and no more than one former or current Rotarian)

1. Name _____ Relationship to you _____

Phone # _____ Circle: Cell / Home / Work E-mail _____

Address _____

2. Name _____ Relationship to you _____

Phone _____ Circle: Cell / Home / Work E-mail _____

Address _____

Criminal History

Have you ever been convicted of any crime? YES / NO

Have you ever been subject to any court order (including civil, family, and criminal courts) involving sexual, physical, or verbal abuse, including but not limited to domestic violence or criminal harassment injunction? YES / NO

If yes to either question, please explain indicating date(s) of incident(s) and the location in which each occurred (attach a separate sheet(s) if necessary).

Consent & Release Agreement

I certify that all the statements in this application and in any attachments are true and correct to the best of my knowledge. I also certify that I have not withheld any information which would affect this application unfavorably if disclosed. I understand that any omission of facts or misrepresentation could result in my elimination from consideration or removal as a Rotary volunteer.

I hereby give my permission for District 7040 to investigate, verify and obtain information given in this application, including searches of law enforcement and published records (including driving records and criminal background checks) from the proper authorities and submit the documents to the club Youth Services Chair along with this application.

In consideration of my acceptance and participation in the Rotary Youth Programs, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, directors, committee members and employees of the participating Rotary Clubs and Districts, and Rotary International (Indemnites), from any or all liability for any loss, property, damage, personal injury or death, including any such liability which may arise out of the negligence of any of the indemnites, which may be suffered or claimed by me as a result of an investigation of my background in connection with this application.

I agree to confirm to the rules, regulations, and policies of Rotary International, and Rotary District 7040 Youth / Vulnerable Persons Protection Policy.

Name (Please print): _____ Signature: _____

Electronic Signature (for online processing):

Date _____

For Club/District Use Only:

A new application is required whenever the above information changes or after 3 years. If there are no changes in 2nd or 3rd year, sign below.

Year 2, if no change Signature: _____ Date: _____

Year 3, if no change Signature: _____ Date: _____

Date _____ Current employer Reference # 1 checked by

Date _____ Personal Reference # 1 checked by _____

Date _____ Reference # 2 checked by _____

APPENDIX F: Sample Letter to Submit with VSC / Criminal (FBI) Background Check



[today's DATE]

To whom it may concern,

Rotary International District 7040 requires a Vulnerable Sector Check (Canada wording) / Criminal (FBI) Background Check (USA wording) for Volunteers for [your name and DOB here] who is going to be volunteering and interacting with vulnerable persons and youth during this 2025-2026 Rotary year.

[add additional description of duties if desired]

Thank you for your cooperation.

Yours in Rotary,

A handwritten signature in black ink that reads "Julie Cugalj".

Julie Cugalj,
District 7040 Youth Protection Officer
Area Governor, Rotary District 7040 2019-2021, 2024-2025