

**Rotary Volunteer Information and Declaration Form  
(This form is mandatory for Volunteers  
Responsible Adults are exempt - refer definitions)**

Volunteer Dec  
V8A March 2019

This form also meet the requirements of Student Exchange in Victoria)

**Personal Details**

Name			DOB / /	Email
Phone	Work	Home	Mobile	
Address			Period at this address (years)	
Occupation			Employer	

**Program involvement**

Which Youth programs will you be involved with, and what will your role or roles be?	
Past involvement with youth	

**Personal References (Only one referee may be a Rotarian and none may be family members)**

1	Name			Email	
	Phone	Work	Home	Mobile	
2	Name			Email	
	Phone	Work	Home	Mobile	
3	Name			Email	
	Phone	Work	Home	Mobile	

**Police Check and Criminal History**

Working with Children Card Number		Expiry Date	
Have you ever been charged with or been found guilty of charges involving sexual, physical, or verbal abuse, including but not limited to domestic violence or intervention orders. If yes, please explain. Also indicate date(s) of incident(s) and the Country and State in which each occurred (attach a separate sheet, if needed). Charges that resulted in a diversion should be recorded, as should the final outcome of any intervention order applications that might have been made against you.			Yes ( ) No ( )
<p><i>I certify the following:</i></p> <ul style="list-style-type: none"> <li>All statements and information given on this form are true and correct.</li> <li>I have read and understood the attached Code of Conduct and accept my obligations under the Code</li> <li>I have contacted my referees and all are happy for *Rotary to contact them</li> <li>I give my full permission for any of the referees listed above to be contacted by *Rotary to confirm my suitability as a Youth Program Volunteer.</li> <li>I agree to abide unreservedly by *Rotary's decision as to my suitability as a Youth Program Volunteer in *Rotary programs.</li> <li>I acknowledge that (copies of) this form and the results of *Rotary's enquires will be held by the manager of any program for which I volunteer and by the District.</li> </ul> <p>*For these purposes Rotary means the Rotary Club or District for which this form is submitted, and any other Club or District that conducts a Youth Program for which I volunteer either now or in the future.</p> <p><b>I have read and understood the above declaration and sign this form voluntarily.</b></p>			
Applicant	Name	Signature	Date
Rotary Witness	Name	Signature	Date

**Note:** This form meets the requirements of the Victorian Regulation and Qualification Authority (VRQA) in relation to student exchange in Victoria, and those of Rotary's insurers. It is an update/replacement for the document called a Form 3

## Definitions

### Volunteer

A Volunteer is any adult involved with **Rotary Youth Program** activities that has direct interactions either supervised or unsupervised with youths/students.

Volunteers include among others:

Club and district Youth Exchange officers and committee members, Rotarian Counsellors, Rotarians and non-Rotarians, their spouses and partners who host youth/students for activities or outings, or who might drive youth /students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

This person will have been police checked or formally reference checked in accordance with the State or Territory legislation.

### Responsible Adult

A responsible adult is any adult who, in a family or group situation for a short period of time, is responsible for caring for a youth/student. This person shall be in a position to offer the youth/student an educational, cultural, or recreational experience.

This person will not have been police checked or formally reference checked, because either there was insufficient time to do so before the experience, or the experience is such that there is virtually no opportunity for misconduct to occur.

**(Any police check required by State or Territory legislation should be carried out)**

The youth/student's host family and/or club counsellor needs to be satisfied, in the same way a conscientious parent would be satisfied, that this person is suitable for their own underage son or daughter to stay with for a short period of time.

### Record of Referee contact by Club Authorised Officer

1 Name Referee		Contact Date
Comments		

<b>2 Name Referee</b>		<b>Contact Date</b>
<b>Comments</b>		

<b>3 Name Referee</b>		<b>Contact Date</b>
<b>Comments</b>		

Name of Authorised Club Officer \_\_\_\_\_ Position \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Authorised Club Officer

Phone \_\_\_\_\_

I \_\_\_\_\_ President, Rotary Club of \_\_\_\_\_

verify that \_\_\_\_\_ has satisfactorily completed this Declaration, Referees have been contacted and Working With Children card is current. The club finds the applicant to be a suitable Volunteer.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

**NOTES:**

## **Background Checks and Criminal Record Checks**

Background Checks and Criminal Record Checks Background checks play a critical part in any youth protection policy because they deter potential offenders and deny known offenders access to the program.

Although many offenders have no criminal record and diligently avoid being caught by law enforcement, background checks may dissuade them from volunteering in a Youth Program.

Many youth-serving organizations require a criminal background check for all adult volunteers who work with youth, even for programs that don't involve unsupervised access to youth.

## **Reference Checks**

Reference Checks Simply requesting references in the application is not sufficient.

Contact each reference by phone or in person, and ask a standard set of questions, such as:

- How long have you known this individual?
- In what capacity?
- Do you think this person is well qualified to work with youth?
- Would you have any reservations about recommending this person to serve in a Rotary Youth Program?

Record the date of the interview and responses to each question and keep this information with the volunteer's application.