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**Rotary Youth Exchange - Club Compliance Certification**

The Rotary Club of (Club), in District 5050 is committed to creating and maintaining a safe environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners and any other volunteer to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of young people with whom they come in contact.

As a condition of participation in the Rotary Youth Exchange Program, the Club certifies that it will adhere to the Rotary Youth Exchange Youth Protection Policy (“RYE YPP”) as well as the District’s separate Youth Protection Policy (“YPP”). This includes adhering to the procedures and practices listed below for the entire time that the Club is actively hosting a Rotary Youth Exchange Student. This Certification must be executed annually, prior to the arrival of the youth exchange student.

**Pre-arrival of Long Term Exchange Program students**

* Complete the Inbound Student’s Guarantee form annually by May 1st. This requires the signature of the Club President, YEO, Counselor, School Principal (or designee) and the name and contact information for the first host family.
* Recruit suitable host families and screen them using the process provided in the YEAH system through the use of host family applications, reference checks, , host family interviews and home visitation. At least two host families are required, three preferred. The first host family must be fully identified and vetted prior to May 31st.
* All US clubs must comply with the Department of State Exchange Visitor Program regulations (22 CFR 62 - Exchange Visitor Program). It is the law!
* Arrange for criminal background checks of all host family members who are 18 years or older as prescribed in the District 5050 Youth Protection Policy and the RYE YPP. Evidence of an acceptable background check must be uploaded to the subject’s record in YEAH. Background checks are good for one year in the US, two years in Canada.
* Arrange for criminal background checks of all volunteers involved in the program, as prescribed in the District 5050 Youth Protection Policy and the RYE YPP. Evidence of an acceptable background check must be uploaded to the subject’s record in YEAH. Background checks are good for one year in the US, two years in Canada.

This requirement includes the Counselor,,Youth Exchange Officer, Chair of the Club’s RYE or Youth Services Committee, and all individuals (Rotarians and non-Rotarians) who have more than casual contact with an RYE student (as the term “casual contact” is defined in the RYE YPP)

* Attend required District run Counselor and Youth Exchange Officer training sessions.
* Ensure that the student and his or her family is timely contacted to help them prepare for the student’s arrival in District 5050.
* Assign a Counselor to the student and ensure that the counselor has regular, documented contact with the student.
* Ensure that all required reports are made timely and documented in YEAH

First Week

* Ensure that the student is welcomed upon arrival.
* Provide emergency contact information to the student including: District Hotlines for Inbound students, Host Club Rotary Counselor, Host Club Youth Exchange Officer, Host Club RYE or Youth Services Committee Chair, Host Club President, District Chair and Inbound Coordinator.
* Ensure that the student's visa and documents (e.g.: DS- 2019 for US Inbound students) and return plane ticket are correct.
* Ensure that the student has a visitor visa that will allow her/him to travel to the non-hosting country in D. 5050 (e.g, if a student is hosted in the U. S., s/he must have a Canadian visitor visa that will permit her/him to travel to Canada for Rotary and other events/purposes).
* Open required bank accounts (personal and emergency). Ensure that the student's $500.00 emergency fund is secured..
* Ensure that the student has Medical Insurance in accordance with the RI requirements.
* Arrange for the student’s classes and payment of any school related fees.

Ongoing

* Ensure that the student attends mandatory District functions for exchange students such as Orientations and the District Conference. Arrange for transportation to/from Rotary events
* Ensure that host families are fully vetted and approved prior to the student moving in. Report the move within 24 hours on the YEAH system.
* Stay in touch with host families to identify and respond to issues and problems and to keep them apprised of scheduled meetings/events.
* Ensure that a second in-person visit is performed with all host family members present within 60 days of move-in.
* Ensure that the student regularly attends and participates in local Rotary meetings.
* Ensure that the Counselor regularly meets with the student and reports through the YEAH system.

Post Exchange

• Conduct a post-exchange evaluation.

Signatures

We, the President and Youth Exchange Officer for the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Club ID#\_\_\_\_\_\_ \_ , being the persons responsible for youth exchange activities in our Club, certify that our Club will adhere to the above outlined policies and procedures if our Club elects to be involved in the Rotary Youth Exchange in the Rotary Year 20\_\_\_/20\_\_\_.

*President*

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(Print Name) (Signature) (Date)

President Contact Telephone Number:

President email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Youth Exchange Officer*

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(Print Name)

(Signature)

(Date)