

Rotary Club of Coronado District 5340 Youth Protection Policy Requirements and Responsibilities

Background

District 5340 has developed a Youth Protection (YP) Policy (Attachment A) that meets the requirements of Rotary International (RI) to ensure that every Rotary Activity conducted or sponsored by or within District 5340 will take place in an environment that creates and maintains the safest possible environment for all participants, both youth and adults.

With the implementation of this policy, Club officers and directors will be required to perform due diligence in the selection and supervision of volunteers participating in District-sponsored youth service programs. Furthermore, it is the duty of each Rotarian, Rotarian spouse or partner, or other volunteer working with Youth in any Activity to safeguard, to the best of his/her ability, a welcoming environment, free of any forms of abuse or harassment.

Application of the Policy

The District YP Policy will apply to all Rotary Club of Coronado Activities with Rotarians working on committees that have direct or regular interaction with youth, in order to provide abuse and harassment prevention training to all youth service program volunteers participating in these programs and committees. Committees working directly with Youth include RYLA, International Youth Exchange, and Interact/Mideract programs. Since Youth engaged in these Committees are also encouraged and invited to participate in many Rotary Club of Coronado community service activities (e.g. Beach Clean Up) and fundraising events, it is important that all members are aware of the YP Policy. Individuals directly working with youth, particularly in circumstances which may result in one-on-one interaction (driving in a car, interviews, etc) will be required to submit a District 5340 Youth Volunteer Affidavit.

Key Definitions

The following constitute Abuse and Harassment (see District 5340 Policy for complete details):

1. Emotional or verbal abuse: Incidents in which an adult uses fear, humiliation or makes derogatory statements regarding the youth's race, religion, or appearance.
2. Physical abuse: Mistreatment of a youth by use of physical contact intended to cause pain, injury or physical suffering or harm.
3. Neglect: Failure to provide adequate food, shelter, clothing or medical attention.
4. Sexual abuse: Engaging in implicit or explicit sexual acts with a young person or encouraging or forcing a young person into such acts with another. Sexual abuse includes non-touching offenses, such as indecent exposure or showing a young person materials of a sexual or pornographic nature.
5. Sexual harassment: By definition includes any sexual advances, verbal or physical conduct of a sexual nature, jokes with a sexual context, any inappropriate physical contact such as brushing by another or touching another; obscene language or gestures; verbal abuse; or suggestive or insulting comments.

Club Responsibility

1. The District 5340 YP Policy is motivated primarily by the desire to protect Youth who participate in Rotary Activities. In order to implement for the Rotary Club of Coronado, Club officers and directors will provide oversight in the selection, evaluation and screening of Volunteers who choose to participate in Rotary Activities involving Youth. The level of evaluation and screening of interested Volunteers who choose to participate in Youth-related Rotary Activities will depend upon the nature and duration of direct and indirect contact between the Rotarian and Youth.
2. The majority of Rotarians will be classified as "Attendees" for purposes of the District YP Policy, which means they will have casual or inadvertent contact, whether direct or indirect, where contact will occur such as at a Rotary Club meeting. However, all Attendees will, to the best of their ability, safeguard the welfare of and prevent Abuse and Harassment of Youth with whom they come into contact and must be informed of the YP Policy.
3. Supervisors are defined as any Volunteer who is responsible for supervising Youth as they participate in a Rotary Activity and may be the only Volunteer present among other Rotarians/Volunteers classified as "Attendees".

Examples of Volunteers who are considered Supervisors include RYLA Facilitators, Rotary Club RYLA Chairs, Interact Chairs and Four-Way Speech Contest Chairs; Model UN Advisors, Volunteers attending the Interact Symposium, Rotary-Interact Liaisons, drivers or passengers in vehicles transporting Youth unless another Supervisor or Coordinator is present, and participants in Rotary Youth Exchange (YE) programs who are not providing housing for Youth. Supervisors are required to ensure all Volunteers on his/her committee receive appropriate training and screening.

Note: Rotary Club of Coronado Youth Exchange Committee will assist and cooperate with the District leadership to monitor the YE Program to ensure compliance with the YP Policy. There are other requirements specific to Youth Exchange

4. Coordinators are defined as any Volunteer who is individually or jointly responsible for planning and executing a Rotary Activity where Youth are involved, or any Volunteer who has assumed overall responsibility for the well-being of Youth participating in a Rotary Activity. At the Club level, Coordinators include the Club Youth Protection Officer, Youth Exchange Committee Chair, RYLA Committee Members, and Volunteers planning Rotary Club activities involving Youth.
5. Duties and Responsibilities: Attendees are not required to submit a District 5340 Youth Volunteer Affidavit. Supervisors and Coordinators are required to undergo personal interviews as appropriate to the volunteer activities. Both are also required to submit a District 5340 Youth Volunteer Affidavit. A background check will be conducted by an independent investigator prior to the Volunteer assuming the duties and responsibilities of a Supervisor or Coordinator. Should the investigator make an initial determination that a Volunteer should not be approved; the investigator will contact the Volunteer directly and give the Volunteer an opportunity to appeal the initial determination. Following an appeal and the review of relevant information, the final determination of approval or disapproval will be conveyed to the Volunteer and the District and Club Youth Protection Officers by the Club YP, Club President, or other Rotarian specifically tasked by the President.

6. Supervisors and Coordinators will also participate in Abuse and Harassment prevention training that is appropriate for the duties and responsibilities of the position; training may be provided by the District or Club. Each must also comply with RI and District 5340 guidelines for working with Youth in Rotary Activities.
7. District Compliance: District 5340 will maintain a list of each individual who has submitted a Youth Affidavit form. Each individual who has passed the background check will be identified on the District 5340 website with a red triangle beside his/her name.

Club Compliance

1. Rotary Club of Coronado will monitor and ensure that all Volunteers working with Youth as outlined above will be in compliance with RI guidelines for Abuse and Harassment prevention as follows:

a. A Rotarian will be appointed as the Club YP Officer who will receive training provided by District 5340.

b. The Club YP Officer will recommend a training program (see Training below), suitable for Volunteers in general and developed by District 5340, to his/her Rotary Club at a time that will enable the majority of Rotarians and other interested Volunteers to participate in the training program. District 5340 may revoke the Rotary Club's certification to participate in Rotary Activities involving Youth if the Club is without an active member serving as YP Officer. Should a YP Officer cease to be an active member of the Club, a new YP member shall be appointed as soon as possible.

c. The Rotary Club is required to submit a District 5340 Affidavit of Club Compliance for review and certification. Club is deemed in compliance from effective date until it is revoked in writing by either the District 5340 or the Rotary Club. (Note: As of August 2009, Rotary Club of Coronado is in compliance.)

Training and Implementation

1. The Club must ensure that all Rotarians are aware of this policy and be given an opportunity to participate in Volunteer training if desired. The Volunteer training may be conducted in a training session sponsored by the District or the Rotary Club or upon individual study of the following materials in the Training Kit:

*Coronado Rotary Club Youth Protection Policy

*District 5340 Youth Protection Policy (Dated 4-14-07 or most recent edition)

*Appendix A: District 5340 Youth Volunteer Affidavit

*Appendix B: District 5340 Abuse and Harassment Allegation Reporting Guidelines

*District 5340 Incident Report Form

2. In order to ensure all prospective members are aware of the YP Policy, the following statement will be added to Rotary Club of Coronado's Prospective Member Information Booklet (July 2008), page 3, What is required to be a member of the Rotary Club of Coronado:

* If you express an interest in working with Youth, a background check will be required per District 5340 Youth Protection Policy.

3. In order to comply with District 5340 requirements, Rotary Club of Coronado with the assistance of the YP Officer and support of the Board of Directors, will develop a training program to accommodate the frequency, method and scope of training, to meet the District 5340 Training Requirements for different categories of volunteers to ensure those identified as Attendees, participate in Abuse and Harassment Training & Key Definitions that is appropriate for Rotarians and other Volunteers in general:

- * Include training in Rotary 102 for new members including background check information;
- * Incorporate into Club Announcements quarterly and reference in Club Newsletter where complete information is available on District 5340 Website.
- * Ensure all Committee Chairs receive training and submit completed Youth Volunteer Affidavit forms including Youth Exchange, RYLA, Model Nations, Interact and Mideract.
- * Each Committee Chair is then required to ensure all Supervisors and Coordinators ensure committee members submit completed District 5340 Youth Volunteer Affidavit forms.
- * Establish guidelines to ensure requisite training is received.
- * Maintain records of compliance.

Youth Exchange

Volunteers: As referenced above, all Rotarians involved in the Youth Exchange (YE) program as Coordinators or Supervisors will complete the District 5340 Youth Volunteer Affidavit form in order to obtain the required background check, as outlined above if the YE Volunteer will have direct, unsupervised contact with Students. This background check will include both a criminal record check and a reference check. Each YE Volunteer will undergo a personal interview by the YPO or Rotarian designated by Club President; participate in Abuse and Harassment prevention training provided by District 5340 with the assistance of the District Youth Protection Officer; and participate in training that is specific to the Youth Exchange event in which the YE Volunteer will participate; understand and comply with RI and District 5340 guidelines for working with Students in YE.

RI Policy prohibits any YE Volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in any form of Abuse and Harassment from working with Students.

Host Family Selection and Screening: Host families must meet the following selection and screening requirements in addition to those listed above for YE volunteers:

1. Undergo an in-home interview by trained YE Volunteers and/or Club Youth Protection Officer to determine their suitability for hosting students and demonstrate the following:
 - * Commitment to the safety and security of YE Students;
 - * Motivation for hosting a Student consistent with Rotary ideals of international understanding and cultural exchange;
 - * Financial ability to provide adequate room and board for the Student;
 - * Provide private bedroom or shared room with same sex host-sibling in similar age group for the Student with bed, dresser and closet;
 - * Ability to provide appropriate supervision and parental responsibility that ensures the Student's well being, including ensuring Student meets all school-related academic and discipline requirements, if applicable;

*And consideration of providing, though not mandated, Student with a cell phone on their family plan while he/she is living with the family on a year-long exchange plan.

2. Host families under consideration must complete the Rotary District 5340 Youth Exchange Host Family Application Form.
3. Home visits must be conducted for each family and should include announced and unannounced visits, both before and during the placement. Home visits must be conducted annually, even for repeat host families.
4. All adult residents of the host home must meet the selection of screening guidelines, including adult children of the host family as well as other members of the extended family who are permanent or part-time residents of the home.

Rotarian YE Counselor Selection and Screening: Rotarian counselors must meet the criteria for all YE Volunteers, as well as the following:

1. Counselors must not be a member of the Student's host family;
2. And counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of Abuse and Harassment as outlined in Appendix B (District 5340 Abuse and Harassment Allegation Reporting Guidelines) and complete and submit in a timely manner the District 5340 Incident Report Form to District 5340 YE Chair and/or Youth Protection Officer.

Student Selection and Screening: All students interested in participating in YE programs must:

1. Complete a written application and be interviewed by a YE Counselor/Volunteer to determine suitability for participation in the YE programs;
2. And attend and participate in all District orientation and training sessions.

Parent or Legal Guardian of Student Selection and Screening: All parents or legal guardians of Students interested in participating in Youth Exchange must be interviewed to determine the Student's suitability for participation in YE programs. The parent/guardian normally meets with the Student and Counselor during the initial stages of the Student selection and screening.

Rotary Club of Coronado YE Counselor will also provide participating YE students with:

1. Recommendation that all inbound Students maintain insurance levels as identified by the District Youth Exchange Chair;
2. Provide each year-long exchange student with a "welcome" kit to include at a minimum the local Coronado phone book, local services such as but not limited to rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, recreational facility options, and other community services;
3. Complete a student data request form for all participating Students and return it to RI one month before the exchange begins;
4. Provide a 24-hour emergency contact phone number to Students;
5. Follow all additional RI guidelines for YR as identified on the website;
6. And provide District 5340 with a monthly report from inbound and outbound Students ONLY IF requested.

YE Club Compliance

Rotary Club of Coronado must provide District 5340 with copies of all brochures, applications, and other promotional materials or websites as well as any Club Abuse and Harassment prevention training program materials not directly provided by District 5340 or RI as well as phone numbers and websites provided to Students, if different than those provided by District 5340. In addition, Rotary Club of Coronado is required to:

1. Complete and return a signed compliance statement that the Club is operating its program in accordance with District and RI policies;
2. Ensure host families are screened appropriately and that announced and unannounced interviews are part of that process;
3. Conduct follow-up evaluations of both Students and host families;
4. Follow the District 5340 Abuse and Harassment Allegation Reporting Guidelines;
5. Prohibit direct placement of Students Outside of the District 5340 YE program structure (so called back door exchanges);
6. Have in place procedures for removal of a Student from host family, including availability of pre-screened temporary host families in advance, and criteria for moving a Student;
7. Ensure all hosting is voluntary. Parents of outbound Students and Rotary Club members are not required to host Students;
8. Ensure long-term exchange Students have a minimum of two host families;
9. Provide "welcome packets" as identified above for each student;
10. And compliance with all other stipulations as outlined above under Youth Exchange.

Rotary District 5340 Youth Exchange Contact Information:

District 5340 Youth Exchange

c/o District 5340 Office

2245 San Diego Avenue, STE 221

San Diego, CA 92110

Website for YE: <http://www.rotary5340.org/youth/index.html>

E-mail:

Phone: 619-299-5341

Fax: 619-299-3826

Rotary International Youth Exchange Contact Information:

Youth Exchange Section – PD110

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698

E-mail: youth@exchange@rotary.org

Appendix Listing:

Appendix A: District 5340 Youth Volunteer Affidavit

Appendix B: District 5340 Abuse and Harassment Allegation Reporting Guidelines
and District 5340 Incident Report Form

Appendix C: District 5340 Affidavit of Club Compliance

Appendix D: District 5340 Youth Exchange Host Family Application Form

APPENDIX A: DISTRICT 5340 YOUTH VOLUNTEER AFFIDAVIT

Principal Youth Activity(s): Youth Exchange
 Interact RYLA Rotaract
 Model UN 4-Way Speech Scouting
 Other: _____

For District 5340 Use Only	
Date Received: _____	<input type="checkbox"/> Rotarian <input type="checkbox"/> Non-Rotarian
Date Reviewed: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Category if Approved: <input type="checkbox"/> Supervisor <input type="checkbox"/> Coordinator	

District 5340 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of each Rotarian, Rotarian spouse or partner, or other volunteer to safeguard, to the best of their ability, the welfare of and to prevent physical, sexual, or emotional harm to children and young people with whom they come into contact.

This information will be provided to an outside agency which District 5340 has engaged to conduct background checks.

PERSONAL INFORMATION

Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ ZIP Code: _____
 Home Phone: _____ Mobile Phone: _____
 Work Phone: _____ Email: _____
 Date of Birth: _____ Years in California: _____ Rotarian: No _____ Yes _____
 Club Name: _____ Years in Rotary: _____ Years in District 5340: _____

CERTIFICATION AND CONSENT

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I agree that this information may be used to determine my eligibility for a volunteer position. I agree that District 5340 may, in its sole discretion, decline to accept my application for a volunteer position with or without cause. I agree that District 5340 will deny a volunteer position to anyone who has admitted to, been convicted of, or otherwise been found to have engaged in any form of abuse, harassment, or violence against another person. I agree to conform to the rules, regulations, and policies of Rotary International, District 5340, and District 5340 youth programs. I agree that my volunteer position may be modified or terminated, with or without notice or cause, at the option of District 5340.

I agree that District 5340 may verify information given in this affidavit by any means District 5340 determines is reasonable, including fingerprint verification of law enforcement databases, searches of law enforcement and published records (including driving records and criminal record checks), and contact with former employers and references. I agree that this information may be verified again at any time while I am serving as a volunteer.

(By submission of your Affidavit to the District 5340 Youth Protection Officer and agreeing to have an independent background investigation conducted on behalf of District 5340 and RI, you are not giving up your right to privacy. The records that will be searched are only those records that are available to the general public. Records that are protected by federal, state, and local privacy laws are not accessible without your signature on a U.S. Government Privacy Act form authorizing the release of that private information. This Affidavit is not such a form and the U.S. Government Privacy Act form is not a requirement of this Policy.)

WAIVER

In consideration of District 5340 reviewing my eligibility for a volunteer position, I, to the full extent permitted by law, hereby release from liability and promise to hold harmless under any and all possible claims or causes of action (1) any and all persons or entities who shall furnish the above-mentioned information to District 5340, its officers, agents, or employees, and (2) Rotary International, District 5340, District 5340 youth programs, District 5340 Rotary Clubs and their members, officers, agents, directors, committee members, and employees for any statements, acts or omissions in the course of obtaining the above-mentioned information.

I acknowledge and agree that I have read and understand this affidavit, certification, consent, and waiver and that I sign this document voluntarily.

Date: _____ Signature of Applicant: _____
 Print Applicant's Name: _____

Please Provide the Additional Information Requested on Page 2

APPENDIX A: DISTRICT 5340 YOUTH VOLUNTEER AFFIDAVIT

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 Interact RYLA Rotaract
 Model UN 4-Way Speech Scouting
 Other: _____

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Date Reviewed: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Category if Approved: <input type="checkbox"/> Supervisor <input type="checkbox"/> Coordinator	

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This information will be provided to an outside agency which District 5340 has engaged to conduct background checks.

PERSONAL INFORMATION

Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ ZIP Code: _____
 Home Phone: _____ Mobile Phone: _____
 Work Phone: _____ Email: _____
 Date of Birth: _____ Years in California: _____ Rotarian: No _____ Yes _____
 Club Name: _____ Years in Rotary: _____ Years in District 5340: _____

CERTIFICATION AND CONSENT

I certify that all of the statements in this affidavit, and in any attachments hereto, are true and correct to the best of my knowledge and that I have not withheld any information that would affect this affidavit unfavorably. I agree that this information may be used to determine my eligibility for a volunteer position. I agree that District 5340 may, in its sole discretion, decline to accept my application for a volunteer position with or without cause. I agree that District 5340 will deny a volunteer position to anyone who has admitted to, been convicted of, or otherwise been found to have engaged in any form of abuse, harassment, or violence against another person. I agree to conform to the rules, regulations, and policies of Rotary International, District 5340, and District 5340 youth programs. I agree that my volunteer position may be modified or terminated, with or without notice or cause, at the option of District 5340.

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(By submission of your Affidavit to the District 5340 Youth Protection Officer and agreeing to have an independent background investigation conducted on behalf of District 5340 and RI, you are not giving up your right to privacy. The records that will be searched are only those records that are available to the general public. Records that are protected by federal, state, and local privacy laws are not accessible without your signature on a U.S. Government Privacy Act form authorizing the release of that private information. This Affidavit is not such a form and the U.S. Government Privacy Act form is not a requirement of this Policy.)

WAIVER

In consideration of District 5340 reviewing my eligibility for a volunteer position, I, to the full extent permitted by law, hereby release from liability and promise to hold harmless under any and all possible claims or causes of action (1) any and all persons or entities who shall furnish the above-mentioned information to District 5340, its officers, agents, or employees, and (2) Rotary International, District 5340, District 5340 youth programs, District 5340 Rotary Clubs and their members, officers, agents, directors, committee members, and employees for any statements, acts or omissions in the course of obtaining the above-mentioned information.

I acknowledge and agree that I have read and understand this affidavit, certification, consent, and waiver and that I sign this document voluntarily.

Date: _____ Signature of Applicant: _____
 Print Applicant's Name: _____

Please Provide the Additional Information Requested on Page 2

Page 2 – Additional Information
(Attach additional sheet(s) as necessary)

EMPLOYMENT

Employer: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Years with Employer: _____ Position: _____
Phone: _____ Name of Supervisor: _____

PERSONAL REFERENCES (Not relatives)

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Phone: _____ Relationship: _____

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Phone: _____ Relationship: _____

QUALIFICATIONS AND TRAINING (Relevant to the volunteer position sought)

CRIMINAL HISTORY

1. Have you ever been summoned, cited, arrested, indicted, charged, or tried for or have you ever been convicted of, pleaded guilty to, or pleaded no contest to any felony or misdemeanor (including intoxication or reckless driving violations, but excluding minor traffic infractions)? Yes _____ No _____
 2. Have you ever been requested to appear before any prosecuting attorney or investigative agency in any matter, military or civil? Yes _____ No _____
 3. Have you ever been a party to a court proceeding involving sexual, physical, psychological or verbal abuse, domestic violence, civil harassment, or moral turpitude? Yes _____ No _____
- If yes to any of the above, please describe each event in full by indicating date, nature of event or proceeding, your involvement, location (country, state, province, county, etc.), and disposition (judgment, order, other result).

APPENDIX B: DISTRICT 5340 ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

District 5340 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of each Rotarian, Rotarian spouse or partner, or other volunteer to safeguard, to the best of their ability, the welfare of and to prevent physical, sexual, or emotional harm to children and young people with whom they come into contact. 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 participants and students should always be the first priority.**

DEFINITIONS

Abuse and Harassment. These terms include the following:

Emotional or verbal abuse. Incidents in which an adult uses fear, humiliation, or verbal assaults to control the behavior of a young person in his or her care. Examples include rejecting the young person, 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 young person by use of physical contact intended to cause pain, injury, or other physical suffering or harm.

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 young person or forcing or encouraging a young person to engage in implicit or explicit sexual acts alone or with another person of any age, of the same or opposite sex. Sexual abuse includes non-touching offenses, such as indecent exposure or showing a young person 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 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, talking about one's sex life in the presence of a young person, and comments about an individual's sexual activity, deficiency, 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 or touching.
- Obscene language or gestures.
- Suggestive or insulting comments.

General Youth Exchange Terms. All terms that are related to Youth Exchange programs will have the meaning that those terms are generally understood to have in the context of Youth Exchange.

Policy. The District 5340 Policy on Abuse and Harassment Prevention.

Rotary Activity. Any activity or program of Rotary International, any Rotary District, or any Rotary Club; any activity or program wherein an individual is participating in his or her capacity as a Rotarian.

Student. Any individual who is participating in Youth Exchange, regardless of whether he or she is of legal age of majority.

Volunteer. Any adult involved in a Rotary Activity who has direct or indirect interactions, either supervised or unsupervised, with Youth. The term Volunteer includes Rotarians, Rotarian spouses and partners, and non-Rotarians.

Youth. Any young person, regardless of whether he or she is of legal age of majority.

IS IT ABUSE AND HARASSMENT?

Whether the alleged conduct amounts to a form of Abuse and Harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the Youth or Student, all allegations should be immediately reported to appropriate law enforcement authorities.

ALLEGATION REPORTING GUIDELINES

For use by all Volunteers to whom a Youth participant or Student reports an alleged incident of Abuse and Harassment. Any adult to whom a Youth or Student reports an incident of Abuse and Harassment is responsible for following these Allegation Reporting Guidelines.

1. **Report from Youth Participant or Student**

- a. **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report Abuse and Harassment. It is appropriate to listen and be encouraging. Do not express shock, horror, or disbelief.
- b. **Protect confidentiality to the extent possible.** Explain that you will have to tell someone about the Abuse and Harassment to make it stop and to ensure that it doesn't happen to others.
- c. **Get the facts, but don't interrogate.** Ask questions that establish what was done and who did it. Reassure the Youth or Student that s/he did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the story to the proper authorities.
- d. **Be non-judgmental and reassure.** 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 or Student. Assure them that they were brave and mature to come to you.
- e. **Record.** Keep a written record of the conversations as soon after the report as you can, including the date and time of the conversation. Use the Youth's or Student's words, and record only what has been told to you. If possible, use the Incident Report Form included with these Guidelines.

2. **Protect the Youth Participant or Student**

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

3. **Report to Appropriate Law Enforcement Authorities and to Rotary**

Immediately report all cases of Abuse and Harassment to the appropriate law enforcement authorities first and then to the club and district leadership for evaluation. In District 5340, the appropriate law enforcement office is the local office of Child Protective Services. In most Youth Exchange situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of a Rotarian towards a Student, the District Youth Exchange Chair should be contacted. All allegations must be reported to RI within 72 hours and the person responsible for doing so is the District Administrator. District 5340 will cooperate fully with police or other legal investigations.

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 5340 will maintain, to the extent possible within the requirements of the Policy, the privacy of any accused person by following and enforcing appropriate procedures.

5. **Do Not Challenge the Alleged Offender**

The adult to whom the youth participant or student reports must not contact the alleged offender. In cases of Abuse and Harassment, interrogation must be left entirely to law enforcement authorities. District 5340 will conduct its own independent evaluation, but only to the extent necessary to accomplish the goals of the Policy. *In Youth Exchange cases of non-criminal Abuse and Harassment, the District Governor, the District Youth Protection Officer, and the District Youth Exchange Chair (in cases involving a Student) are responsible for evaluating the situation, and will be in contact with the alleged offender after the Youth or Student has been moved to a safe environment.*

6. **Follow-Up**

After reporting allegations to the appropriate authorities and to Rotary, follow up to make sure steps are being taken to address the situation. Specifically, District 5340 will conduct an independent and thorough evaluation of any claims of Abuse and Harassment. Any adult against whom an allegation of Abuse and Harassment is made will be removed from all contact with Youth or Students until the matter is resolved.

POST REPORT PROCEDURES

For Use by Rotarian Counselors and District Youth Exchange Chairs in all cases where the victim is a Student. Where the victim is a Youth, similar procedures should be followed in all cases by an appropriate adult.

The student's Rotarian counselor and the District Youth Exchange Chair are responsible for ensuring that the following steps are taken immediately following notice of an Abuse and Harassment allegation.

1. The adult to whom the Student reports the Abuse and Harassment should follow the *Allegation Reporting Guidelines*.
2. Confirm that the Student has been removed from the situation immediately and all contact with alleged abuser or harasser has stopped.
3. Contact appropriate law enforcement agency immediately (if not already done). If law enforcement agencies will not investigate, the district leadership or District Youth Exchange Chair should coordinate an independent evaluation of the allegations.
4. Ensure the Student receives immediate support services.
5. Offer the Student an independent, non-Rotarian counselor to represent the interests of the Student. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the District or Club Youth Exchange program.
6. Contact the Student's parents or legal guardian. If away from home, provide the Student with the option of either staying in country or returning home.
7. Remove the alleged abuser or harasser from all contact with all Youth or Students while investigations are conducted.
8. Cooperate with the police or other legal investigation.
9. The student's Rotarian Counselor should inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor, the District Administrator, or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, the outcome of all investigations, and resulting actions.

POST ALLEGATION REPORT GUIDELINES

Responding to the Needs of the Youth or Student

There will need to be a cohesive and managed team approach to supporting the Youth or Student after an allegation is reported. The Youth or Student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding other Youth or Students, the host family, or Volunteers. It may be difficult for Volunteers to understand how the Youth or Student is feeling, but it would be helpful for the Youth or Student to know that the Volunteers remain a support for them. Volunteers may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However, Volunteers need to do whatever is necessary to reassure the Youth or Student of their support at all times.

Appropriate Response for Addressing Issues Within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians

When addressing an allegation of Abuse and Harassment, the most important concern is the safety of the Youth or Student. Volunteers should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any police or criminal investigations. Volunteer 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 Volunteers by the alleged abuser.

DISTRICT 5340 INCIDENT REPORT FORM
(Attach additional sheet(s) if necessary)

CONTACT INFORMATION FOR ALLEGED VICTIM

Name: _____

Address: _____

Current age: _____ Date of birth: _____ Male Female

Phone number: (_____) _____ - _____ Email: _____

Association with Rotary: Youth Exchange RYLA Interact Other: _____

Name of parent or guardian: _____

Address if different: _____

Phone number: (_____) _____ - _____

Association with Rotary, if any: _____

INCIDENT DESCRIPTION

Incident Date(s): _____

Age of alleged victim at the time of the incident: _____

Location(s) where incident took place: _____

Circumstances and nature of alleged misconduct including the frequency and duration: _____

SIGNATURE OF ALLEGED VICTIM: _____ Date: _____

CALIFORNIA STATEWIDE CHILD ABUSE HOTLINE: 1(800) 344-6000

CONTACT INFORMATION FOR THE PERSON WHO ALLEGEDLY COMMITTED THE MISCONDUCT:

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____
Association with Rotary: _____

CONTACT INFORMATION OF WITNESSES OR INDIVIDUALS PRESENT DURING THE INCIDENT:

Name: _____
Address: _____
Phone number: (_____) _____ - _____ Email: _____

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____

CONTACT INFORMATION OF ANY INDIVIDUAL(S) THAT THE INCIDENT WAS REPORTED TO:

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____

Name: _____
Address: _____
Current age: _____ Date of birth: _____ Male Female
Phone number: (_____) _____ - _____ Email: _____

PLEASE SUBMIT ANY OTHER INFORMATION THAT YOU FEEL IS NECESSARY.

CALIFORNIA STATEWIDE CHILD ABUSE HOTLINE: 1 (800) 344-6000

APPENDIX C: DISTRICT 5340 AFFIDAVIT OF CLUB COMPLIANCE

The Rotary Club of _____ hereby affirms that:

- ❖ It will follow the policies and procedures laid down by Rotary International, RI District 5340, the District Youth Committee, and the District Review Committee when working with any Youth Exchange activity, youth event, or youth program.
- ❖ This undertaking is a requirement for its participation in the Youth Exchange program or any other Rotary affiliated youth event, activity, or program, whether organized and/or sponsored by Rotary International, District 5340, a Rotary Club, or a non-Rotarian. Should the Rotary Club cease to be in compliance with said policies and procedures, then the permission of District 5340 to participate in all such events, activities, and programs is immediately withdrawn and the Rotary Club will immediately cease all participation.
- ❖ Should permission be withdrawn because of non-compliance, any participant or student involved with or being hosted by said Rotary Club will, in the sole discretion of District 5340, either be referred or transferred to another Rotary Club that is in compliance or be sent home with the appropriate notice and explanations to the sponsoring parties, including any sponsoring Rotary District. If there are costs involved with these events that are not normally associated with the relationship, these costs will be borne by the defaulting Rotary Club.

This affidavit is signed at _____, California, on _____, 20____
and is effective from that date until it is revoked in writing by either District 5340 or the Rotary Club.

President or President-Elect

Secretary

Club Youth Protection Officer

APPENDIX D: ROTARY DISTRICT 5340 YOUTH EXCHANGE HOST FAMILY APPLICATION FORM



**Rotary District 5340 Youth Exchange
Host Family Application Form**

The Rotary District 5340 Youth Exchange Program appreciates your interest in hosting an exchange student, and we are confident that this will be a truly rewarding experience for you. The US State Department and the Department of Homeland Security require that we obtain the information below from all potential host families. We assure you that the information that we receive will be treated confidentially, and we thank you for your assistance and understanding. ***Please attach additional sheets if necessary to complete this form.***

Identification of Host Parents

Full Name of Host Father (HF)		Full Name of Host Mother (HM)	
HF Social Security No.	HF Driver's License No.	HM Social Security No.	HM Driver's License No.
HF Employer		HM Employer	
HF Occupation/Position		HM Occupation/Position	
HF E-mail Address		HM E-mail Address	
HF Business Phone No.	HF Cell Phone No.	HM Business Phone No.	HM Cell Phone No.
HF Date of Birth	HF Country of Birth	HM Date of Birth	HM Country of Birth
Residence Street Address			
City	State	Zip Code	Home Phone No.

Identification of Other Family Members and Residents

Names of all children, and any other persons living in your home	Sex	Age	Relationship	Lives at Home?

Information Concerning the Host Family

Family's religious background or affiliation		
Indicate foreign language background, if any, for family members		
Please list your hobbies and special interests		
Please list the hobbies and special interests of your children		
Organizations and clubs to which family members belong		
Please indicate in the boxes to the right if you have any pets in your home:	Cats: <input type="checkbox"/>	Dogs: <input type="checkbox"/> Other (describe):
Have any family members lived or traveled abroad? If so, please indicate who, when, and where.		

Information Concerning the Student

Name and address of school that student will attend					
Please indicate which program you are applying to host for:			Please indicate any preference in timing:		
Short term (2-6 weeks)	Academic year (3-4 months)	Fall	Winter	Spring	Summer
Please indicate any preference in gender:			Please indicate any preference concerning smoking:		
Female	Male	Either	Will receive smoker	Prefer "non", but will accept smoker	Will not receive smoker
Will student share a bedroom? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom?					
Do you have neighbors or friends with secondary school-aged children?					

Personal References (Please no relatives and, if applicable, only one Rotarian)

Name of Individual #1	Relationship to you
Home Address	City, State, and Zip Code
Home Phone No.	Business Phone No.
E-mail Address	

Name of Individual #2		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	
Name of Individual #3		Relationship to you	
Home Address		City, State, and Zip Code	
Home Phone No.	Business Phone No.	E-mail Address	

General Information

Indicate briefly your main reasons for wishing to participate in this type of program:

Please describe other hosting experiences you have had:

How did you learn about Rotary and hosting exchange students?

If you have any additional comments you would like to include, please use the space provided below, or attach additional sheets:

Do you know of any other families that may wish to host students? If so, please provide their contact information below:

Waiver/Consent/Release

I certify that all of the statements in this application, and in any attachments hereto, are true and correct to the best of my knowledge. I also certify that I have not withheld any information that would affect this affidavit unfavorably, if disclosed. I understand that any omission of facts or misrepresentation will result in my elimination from consideration for any volunteer position with the Rotary District 5340 Youth Exchange Program or its affiliates. I further certify that I understand that District 5340 Youth Exchange Program's intent is to deny a position to anyone convicted of a crime of violence or a crime against another person.

I hereby give my permission for District 5340 to investigate, verify, and obtain information given in this affidavit, including searches of law enforcement and published records (including driving records and criminal background checks), contact with employers, and reference interviews. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the District 5340 Youth Exchange program. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and that there is a procedure available for clarification, if I dispute the record as received.

I specifically acknowledge that the District 5340 Youth Exchange program or its affiliates will inquire about, and I authorize them to verify, my employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive any right to assert that such an investigation or request constitutes an invasion of my privacy. I recognize that such inquiries are in the interest of all persons involved the District 5340 Youth Exchange program and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Exchange program, I, to the full extent permitted by law, hereby release and agree to save, hold harmless and indemnify, all members, officers, directors, committee members and employees of the participating Rotary Clubs and Districts, and of Rotary International ("Indemnitees"), 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 Indemnitees, which may be suffered or claimed by me as a result of an investigation of my background in connection with this affidavit.

I further agree to conform to the rules, regulations, and policies of Rotary International, the District 5340 Youth Exchange program and its affiliates, and understand that my service can be modified or terminated, with or without notice or cause, at any time, at the option of either the District 5340 Youth Exchange program or its affiliates, or at my option. I understand and agree that the District 5340 Youth Exchange program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

If accepted as a host family, I/we agree to treat the student as our own son/daughter, and to provide appropriate supervision to him/her.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE AFFIDAVIT, WAIVER, CONSENT AND RELEASE, AND THAT I SIGN THIS FORM VOLUNTARILY.

Signature of Host Father		Signature of Host Mother	
Please Print Name of Host Father	Date Signed	Please Print Name of Host Mother	Date Signed