

Rotary District 5150 Club Youth Services Certification Application



Youth Services certification supports student safety by establishing minimum requirements for participating Rotary District 5150 Clubs. Minimum requirements set by Rotary International are described in the Rotary Code of Policies (RCP), Sections 2.110 and 41.080 (February 2006) and in the Rotary District 5150 Abuse and Harassment Prevention Policy (February 2006) with appendices. Before completing this application, please review these documents, available on the RI and District 5150 Web sites at www.rotary.org and www.rotary5150.org.

INSTRUCTIONS:

To apply for certification, complete the checklist on the following pages and submit to the Rotary District 5150 Abuse Prevention Coordinator, PO Box 1332 Menlo Park, CA. 94026.

Certification Checklist

The following checklist represents the minimum requirements for certification as outlined in the Rotary Code of Policies and the District 5150 Abuse and Harassment Prevention Policy with appendices.

For each statement below with which your club complies, place a check mark in the leftmost box.

If your club is unable to comply with any certification requirements, please place an asterisk () next to the item and provide a written description on a separate sheet of paper of the specific circumstances that prohibit your club from meeting the requirement, along with a written description of the alternate procedures your club has developed to maintain the intent of the guideline.*

PROGRAM ADMINISTRATION

- Read the District 5150 Abuse and Harassment Prevention policy
- Read Rotary Code of Policies 2.110 and 41.080. (Both on District web site).

YOUTH SERVICES ADVISOR ORIENTATION AND TRAINING

- Orientation and Training of Volunteers:
 - Club has two or more members (Youth counselors – one male and one female) screened and trained on responding to problems or concerns that may arise, including responding to and reporting allegations of abuse or harassment.

SCREENING AND SELECTION

- Club has adopted the Statement of Conduct for Working with Youth (RCP 2.110.1).
- Screening and Selection of Youth Services Volunteers:
 - Volunteers are screened by means of:

Club: _____

- ❑ Signed Youth Volunteer Affidavit, that includes authorization of reference check and criminal background check
- ❑ Interviews to determine suitability of volunteer to work with youth
- ❑ Live Scan criminal background check for all adult participants in the program who have direct and/or unsupervised contact with one or more students

INCIDENT HANDLING

- ❑ Club has procedures which address the following:
 - ❑ Any adult involved in a Rotary youth program against whom an allegation of sexual abuse or harassment is made, must be removed from all contact with youth until the matter is resolved.
 - ❑ 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.
 - ❑ Any non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or harassment, must be prohibited from working with youth in a Rotary context.
- ❑ Club has adopted Rotary International's zero-tolerance policy on abuse and harassment.
- ❑ Club understands guidelines for reporting problems and incidents that may arise during exchanges. These guidelines include
 - ❑ All serious incidents such as accidents, deaths, early returns, crimes, etc. and any allegations of abuse or harassment shall be reported to the District Youth Exchange Officer, the District Abuse Prevention Coordinator, or District Governor, within 24 hours.
 - ❑ Immediately report all cases of sexual abuse or harassment to the appropriate law enforcement authorities, Club has identified the appropriate law enforcement office to which all allegations of abuse or harassment must be reported.
 - ❑ Established reporting hierarchy so that only those required by the guidelines are informed of the allegation in order to protect the privacy of both the victim and accused during investigation.
- ❑ Club has guidelines for the safety and support of students after an allegation of abuse or harassment. These guidelines include
 - ❑ Procedure for removal of student from all contact with alleged offender and from host family, if needed, including criteria for moving a student and temporary housing available in advance.
 - ❑ Identified appropriate support services for students who report abuse or harassment, including an independent, non-Rotarian counselor.

YOUTH EXCHANGE SUPPORT AND COMMUNICATION

- ❑ Club prohibits youth exchanges arranged outside of district structure (e.g., "backdoor" exchanges).
- ❑ Screening and Selection of Youth Exchange Students:
 - ❑ Students are screened by means of:
 - ❑ Written application that includes program rules and requirements and signed compliance statement
 - ❑ Interviews of students and parents or legal guardians
 - ❑ Parents of outbound students are not required to host incoming students in either the long-term or short-term programs.
 - ❑ Students are required to carry travel insurance in accordance with RCP 41.080.
 - ❑ Club Selection process for all participants is conducted in a similarly thorough manner for both long-term and short-term programs

Club: _____

- ❑ Screening and Selection of Youth Exchange Host Families:
 - ❑ Host families are screened by means of:
 - ❑ Written application that includes program rules and requirements, signed compliance statement, and authorization of reference check and criminal background check for all adult residents of home.
 - ❑ Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students.
 - ❑ Announced and unannounced home visits prior to and during the exchange
 - ❑ Reference checks
 - ❑ Live Scan criminal background check for all adult participants in the program who have direct unsupervised contact with one or more students.
 - ❑ Long-term exchanges have more than one host family during their exchange.
- ❑ Club ensures that club Youth Exchange committee members, Rotary counselors, and other Rotarians and non-Rotarians who are volunteers for Youth Exchange activities attend the appropriate District Orientation.
- ❑ Rotarian Counselors:
 - ❑ Clubs must select a Rotary counselor for every inbound and outbound student in all exchange programs.
 - ❑ Club Rotary counselor is not a member of their student's host family.
 - ❑ Club counselors are required to maintain regular contact with students and serve as a liaison between students and Rotary club, natural family, host family, and community at large.
- ❑ Emergency Contacts:
 - ❑ Ensure Outbound students are provided information on the following contacts before their departure:
 - ❑ District 5150 Youth Exchange chair and governor
 - ❑ Sponsoring club president
 - ❑ Sponsoring club's Rotary counselor
 - ❑ Two non-Rotary resource persons, one male and one female
 - ❑ Ensure Inbound students are provided information on the following contacts before or upon arrival to host country:
 - ❑ Hosting club's Rotary counselor
 - ❑ Hosting district's Youth Exchange chair and governor
 - ❑ Hosting club's president
 - ❑ Two non-Rotary resource persons, one male and one female
 - ❑ Local medical, dental, and mental health care professionals
 - ❑ Local law enforcement agencies
 - ❑ Local social service resources, including suicide prevention hotlines, rape crisis hotlines, and local child protection agencies

If you have questions or concerns regarding this application, please feel free to contact:

Mark Flegel , Youth Exchange Chair Assistant District Abuse Prevention Coordinator MarkFlegel@aol.com 650-444-2289	Craig Courtin District Abuse Prevention Coordinator ccourtin@fostercity.org 650-286-3315
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Club: _____

2010-2011 Club President and Youth Services Chair, complete this box only

We the 2010-2011 Club President and 2010-2011 Youth Services Chair for the Rotary Club of _____, being the parties responsible for Youth Services activities for our club, certify that each of the above marked statements is true and correct as of Date: _____.

Club President:

_____/_____/_____
Print name Sign name Date
Address: _____

Phone: _____
Email: _____

Youth Services Chair:

_____/_____/_____
Print name Sign name Date
Address: _____

Phone: _____
Email: _____

Youth Protection officer

_____/_____/_____
Print name Sign name Date
Address: _____

Phone: _____
Email: _____

Be sure to include a list with the names of committee members involved in youth programs along with the names of the two club youth counselors.

Please send completed application to the address at right, postmarked no later than September 15, 2010

Rotary District 5150
Attn: DAPC
PO Box 1332
Menlo Park, CA 94026