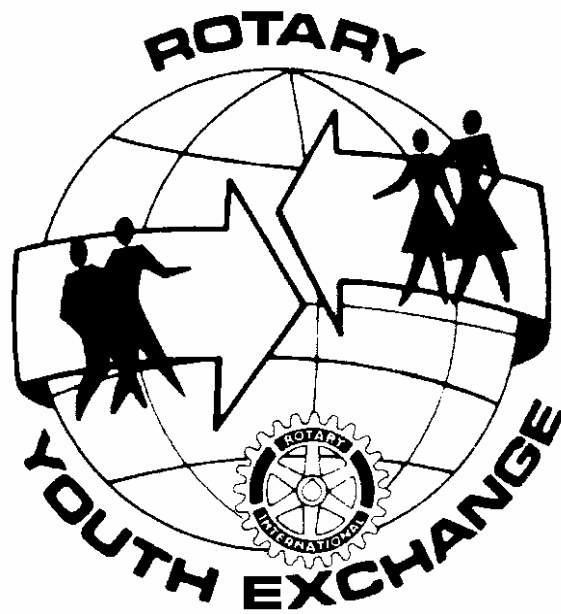


STUDENT PROTECTION



DISTRICT 5100



**Rotary International District 5100
Youth Exchange Committee (2006-2007)
Located in Northern Oregon and Southern Washington, USA**
www.youthexchange5100.org

"Service Above Self"

Student protection is a high priority in District 5100. District 5100 maintains a District Youth Protection Policy and Procedures which serves as an umbrella document for all Youth Service Programs within District 5100.

As a youth service program, the D5100 YEC maintains specific policies and procedures to implement the District Youth Protection Policy and Procedures.

These documents are located in the Student Protection Section of the Youth Exchange Manual.

DISTRICT 5100 YOUTH PROTECTION POLICY FREQUENTLY ASKED QUESTIONS

- 1) Why do I need a background check?
Rotary International requires all volunteers that wish to participate in youth service programs (i.e Youth Exchange) have background checks effective June 1, 2006
- 2) Who needs to have a background check?
Any adult involved with Youth Service programs who have regular interaction with students, either supervised or unsupervised.
- 3) What forms do I complete?
Youth Service Program Youth Volunteer Affidavit Form.
- 4) Is District 5100 paying the cost of the background checks?
District 5100 is paying the processing fees for youth exchange host families only. Clubs sponsoring other Youth Service programs shall either pay the processing fee or require the member to submit payment with the Youth Services Affidavit.
- 5) Who processes my background check?
Advance Reporting has been contracted by District 5100 to process the background checks.
- 6) Where will the results of background checks be stored?
Advance Reporting will store the results of the background checks.
- 7) Who has access to the results of my background check?
The District's Youth Protection Officer and Advance Reporting
- 8) How often do I need a background check?
Every three years.
- 9) I'm hosting a youth exchange student and I have an 18 year old daughter that is attending a local college. Does she need a background check?
Yes.
- 10) Our family invites the Youth Exchange student to spend one weekend on the coast, do we need background checks?
Yes.
- 11) How do I get started?
Complete and sign the Volunteer Affidavit Form and fax to (503)-513-9213.
- 12) Do you have additional questions?
Please send your questions to Salvatore (Sam) Mangone via email youthprotectionpolicy@yahoo.com



Youth Exchange Protection Policy & Procedures 2006

Mission Statement

District 5100 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact. Rotarians, non-Rotarians and volunteers who serve the youth in the District must adhere to the following core values:

- **INTEGRITY:** We are committed to honest, respectful, ethical relations with our participants, citizens, and fellow business partners and customers.
- **RESPECT:** We believe in a healthy volunteer environment based on teamwork, encouragement, trust, concern and honest and responsible communication among all Rotarians, Volunteers and Students.
- **QUALITY:** We constantly strive for excellence and continuous improvement in our Rotary practices and results.
- **COMMUNICATION:** We clearly state our needs and expectations of others, and we clearly express our thoughts and ideas.
- **COMMITMENT:** We demonstrate persistence, determination and tenacity in achieving both our individual and organizational goals.

I. Policy

A. Volunteer Selection and Screening

All Volunteers interested in participating in the District 5100 Youth Exchange Program shall meet, understand and comply with this policy for working with Youth Exchange Program Students.

B. Training

District 5100 shall provide abuse and harassment prevention training to all Youth Exchange Program Volunteers and Students. Training sessions shall be provided in accordance with established training policies and guidelines.

C. Allegation Reporting

District 5100 is committed to protecting the safety and well being of all Youth Exchange Program Students, and shall not tolerate their abuse or harassment. All allegations of abuse or harassment shall be taken seriously.

D. Investigation

District 5100 shall investigate each allegation of abuse and harassment thoroughly and in timely fashion. District 5100 shall cooperate with all law enforcement, child protective services, and legal investigation and shall only conduct its own independent investigation such that it does not interfere with other investigations.

E. Club Compliance

All Rotary Clubs within District 5100 that participate in Youth Exchange Program shall follow the District policies and procedures.

II. Procedures

A. Definitions

ROTARY INTERNATIONAL:

Rotary International is the association of Rotary clubs throughout the world. Rotary is an organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. (Manual of Procedure, 2004, Pg. 49)

DISTRICT 5100:

Rotary District 5100 is a geographical area in which Rotary clubs are combined for RI administrative purposes. The activities and organization of a Rotary district shall exist solely to help the individual Rotary club advance the Object of Rotary. (Manual of Procedure, 2004, Pg. 21)

ROTARY CLUB:

A Rotary club is organized and exists in accordance with the RI constitution and bylaws. (Manual of Procedure, 2004, Pg. 3)

VOLUNTEER:

Any adult involved with Rotary Youth Exchange Program who have regular interaction with students, either supervised or unsupervised. This includes, but is not limited to, club and district Youth Exchange officers and committee members, Rotarian counselors, Rotarians and non-Rotarians, their spouses and partners. For the purposes of this policy the definition of Volunteer shall not include adults who will have only casual or occasional group interaction with Students; and friends and acquaintance of host families who may provide occasional rides to and from events or school.

STUDENT:

Any youth involved with Rotary Youth Exchange Program regardless of legal age of the majority in the state which has jurisdiction.

SEXUAL ABUSE:

Sexual abuse refers to engaging in implicit sexual acts with a youth, or forcing or encouraging a youth to engage in implicit or explicit sexual acts, alone with another person of any age of the same sex or the opposite sex.

In addition, sexual abuse may include, but is not limited to non-touching offenses, indecent exposure or exposing a youth to sexual or pornographic material.

SEXUAL HARASSMENT:

Sexual harassment refers to sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature.

YOUTH SERVICE PROGRAMS:

All programs serving youth including but not limited to Youth Exchange, RYLA, Interact and any other programs serving youth sponsored by District 5100 and/or its clubs.

YOUTH PROTECTIVE OFFICER:

The District Governor of District 5100 shall appoint a Rotarian to serve as the District Youth Protective Officer. The Youth Protective Officer (YPO) is responsible for coordinating background checks on Rotarians and Volunteers involved with Youth Exchange Program or Youth Service Programs. This person is responsible for coordinating compliance with this District Youth Protection Policy and Procedures.

B. District 5100 Compliance

1. District 5100 or its designated agency shall maintain all records of criminal background checks, waivers, and screening for Volunteers working with Youth Exchange Program in perpetuity.
2. District 5100 or its designated agency shall provide secure storage the personal information of all Volunteers.
3. All program Volunteers will be provided a list of local assistance services in the district (ex-rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.)
4. District 5100 shall ensure youth reporting child abuse or harassment shall receive appropriate support and counsel.
5. District 5100 shall report all criminal allegations to RI within 72 hours of notice of such allegation.
6. The District Governor-Elect shall evaluate and review this policy and accompanying procedure annually by July 1.
7. District 5100 shall provide inbound and outbound exchange students with accident insurance in compliance with Rotary International Youth Exchange requirements.
 - a. Inbound exchange students shall reimburse the District Youth Exchange Committee (YEC) for the cost of insurance. The District YEC chairman may waive the inbound insurance requirement provided that the student shows evidence that he or she obtained acceptable insurance coverage in their home country.
 - b. Club sponsoring outbound exchange students shall reimburse the District YEC for the cost of insurance.

C. Club Compliance

1. All District 5100 Rotary Clubs shall submit a report annually to the District Youth Protective Officer identifying all Youth Service Programs including the Youth Exchange Program that the Club sponsored during the previous year and those planned for the forthcoming Rotary year. This report shall be submitted prior to July 1 of each year.
2. Clubs are to certify compliance with this District Youth Protection Policy and Procedures:

All District 5100 Rotary Club Presidents shall certify to the District that their Club is in compliance with all the requirements identified in this Policy and Procedure. The certification must accompany the annual Youth Service Programs report required in subsection 1 of this section, submitted prior to July 1 of each year to the District Youth Protective Officer.

D. Volunteer Screening and Selection

1. Volunteers required to submit application:
 - a. The following Volunteers shall complete an application to participate in Rotary Youth Exchange Program:
 - (1) All adult residents of a host family home;
 - (2) Club and District Youth Exchange Program Chairpersons and committee persons;
 - (3) Youth Exchange Program Counselors;
 - (4) The Youth Protective Officer;
 - (5) Various other Rotarians and Non-Rotarians that regularly host, chaperone, or drive Students for activities or outings; and
 - (6) All others who the District Governor or Club President determines, based on their regular contact with youth involved in Rotary Youth Exchange Program, should be included in the background check process.
 - b. Application Form shall include:
 - (1) District 5100 shall use the Rotary International Youth Volunteer Affidavit form or other form approved by the District Governor;
 - (2) A copy of the program rules and requirements for the Youth Exchange Program for which Volunteer is applying to participate; and
 - (3) A copy of the District 5100 Youth Protection Policy and Procedure will be included.

- c. Club Presidents and District Youth Exchange Program Committee Chairman shall ensure that the completed application forms are submitted to the Youth Protective Officer for processing prior to the volunteer participating in the program.

2. Volunteer screening process:

- a. Volunteers for Youth Exchange Program will be interviewed to determine their suitability to work with youth.
- b. Families volunteering to host Youth Exchange Students will be interviewed at their residence and all adult family members must be present.
- c. Parents of outbound exchange students shall not be required to host incoming students.
- d. Students being hosted for longer than six months shall be hosted by a minimum of two (2) host families.
- e. Persons volunteering to serve as a Rotarian Counselor must not be a member of the student's host family.

3. Volunteer retention:

- a. Volunteer shall have background checks completed at least every 3 years; and
- b. Announced and unannounced home visits may be conducted of host family residences before and during student hosting.

4. Volunteer Screening Costs:

The Club and District Committee shall remit, with each Youth Volunteer Affidavit, the prescribed fee for processing each background check.

E. Background Checks

1. Club and District Committee responsibility for submitting background check affidavits:

- a. All District 5100 Rotary Clubs shall obtain a completed Youth Volunteer Affidavit form from each adult Volunteer involved in Youth Exchange Program, who is required under this Policy and Procedures to have a background check;
- b. The District Youth Exchange Chairperson shall obtain a completed Youth Volunteer Affidavit form from each District Youth Exchange Committee member

2. Background Check processing:

- a. If a Volunteer has a record of any of the following the Volunteer shall be determined to not meet the District 5100 criteria to serve as a Volunteer with Youth Exchange Program:
 - (1) Any active warrants;
 - (2) Any active restraining orders;
 - (3) Are registered as a sex offender;
 - (4) Any felony conviction;
 - (5) Any sex offense conviction;
 - (6) Any controlled substance conviction within the last 10 years; or
 - (7) Any three (3) or more convictions for any crime within the last 10 years.
- b. The check will be conducted in a manner that will provide District 5100 with a simple statement indicating the Volunteer either meets or does not meet the criteria specified in this Policy and Procedure. Any record matching one or more of the criteria specified in subsection E 2 a will result in a determination that the person does not meet the criteria to participate as a Volunteer in Youth Exchange Program.
- c. District 5100 may contract with an independent company to conduct criminal background checks and maintain the background check records for District 5100 Volunteers. The provider must obtain its information from a government source.
- d. The Youth Protective Officer will provide written notice to the Club or District Committee submitting the Volunteer Application and the Volunteer that the Volunteer has been declined for service as a Volunteer in Youth Exchange Program.

F. Training

1. District 5100 shall provide abuse and harassment awareness training to all Youth Exchange Program Volunteers. Training sessions shall be provided in accordance with the District's established training policies and guidelines.
2. District 5100 shall:
 - a. Assign the responsibility of coordinating Volunteer training sessions to the Youth Protective Officer who will coordinate with the District Trainer to schedule sessions at the District Assembly.
 - b. Sponsor semi-annual training sessions (or annually during the District Assembly).
 - c. Maintain training session attendance records of Youth Exchange Program Volunteers to ensure compliance.

3. Youth Exchange Program Volunteers shall attend a minimum of one training session per year either sponsored by District 5100 or the Club.

4. Training Curriculum:

Goal of the training shall be to acquaint Volunteer with their responsibilities under this Youth Protection Policy and Procedure. Volunteers are not expected to learn the nuances of identifying a child molester or abuser nor are they expected to learn long lists of symptoms of child abuse or neglect. Volunteers are not to be trained to be “watch dogs”. Curriculum shall include, at a minimum:

- a. A copy of the District 5100 Youth Protection Policy and Procedure; and
- b. A review of the components of the District 5100 Youth Protection Policy and Procedure.
- c. Students participating in Youth Exchange Program shall be made aware of channels for reporting inappropriate behavior.

G. Allegation Reporting

1. Any adult to whom a Student reports an incident of child abuse or harassment is responsible for following this Allegation Reporting Procedure.
 - a. When receiving the report from a Student:
 - (1) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror, or disbelief.
 - (2) Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to other Students.
 - (3) Get the facts, but do not interrogate. Ask the Student questions that establish what was done and who did it. Reassure the Student that she/he did the right thing in telling you. Avoid asking “why” questions. Remember your responsibility is to present the Student’s story to the proper authorities.
 - (4) Be non-judgmental and reassure the Student. 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 Student. Assure the Student that the situation was not their fault and that they were brave and mature to come to you.

- (5) Make a written record of the meeting. Keep a written report of the conversation with the Student as soon after the report as you can, including the date and time of the conversation. Use the Student's words, and record only what has been told to you.
 - b. Protect the Student:
Ensure the safety and well-being of the Student. Remove the Student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the Student's own safety and is not a punishment.
 - c. Do not Challenge the Alleged Offender:
The adult to whom the Student reports should not contact the alleged offender.
 - d. Report to Appropriate Law Enforcement Authorities:
Immediately report all cases of child abuse or harassment to the appropriate police department. In either Oregon or Washington you may contact the police or sheriff's office in the city or county where the alleged abuse occurred; or (i) in Oregon, you may contact the Oregon State Police at 1-800-452-7888 or 503-375-3555 (in the Salem area); (ii) in Washington, you may contact the Washington State Child Protective Services at 1-800-866-ENDHARM.
 - e. Report to Appropriate District and Club Officials:
Immediately after reporting the child abuse or harassment to the police, notify the District 5100 Youth Protective Officer, and the local Club President.
2. The Youth Protective Officer shall immediately notify the District Governor and Chairperson of the committee having the responsibility for the Student. The reporting Rotarian shall provide the responding police officer's name to the Youth Protective Officer. The Chairperson may advise the Committee Counselor responsible for the Student. If the allegation involved any of these Rotarians, the notification to that person will not be made.
3. The District Governor shall notify Rotary International staff assigned to the Abuse and Harassment Issues within 72 hours of the reported child abuse or harassment. In the absence of the District Governor, or if that officer is involved, the District Youth Protective Officer will notify Rotary International within the prescribed time.

H. Confidentiality

Care shall be taken to protect the rights of both the victim and the accused during the investigation. Do not tell anyone about the report other than those required by this policy and procedure.

I. Investigation of Allegations

The Youth Protective Officer “YPO” shall ensure that the following steps are taken immediately following a child abuse or harassment report:

- a. The adult to whom the Student reports the abuse or harassment should follow this allegation reporting procedure.
- b. Confirm that the Student has been removed from the situation immediately and all contact with the alleged abuser or harasser.
- c. Contact the law enforcement agency receiving the report to verify the report was made as required and determine what the District can do to assist.
- d. If the law enforcement agency is not going to investigate, the YPO shall arrange for a qualified investigator to conduct an independent investigation into the allegations. Not all allegations of inappropriate behavior may be criminal. Nevertheless, the Student’s safety shall always be our top priority.
- e. If the YPO conducts an independent investigation in lieu of a police investigation, a complete written report will be forwarded to the District Governor and Club President upon completion. During the investigation the YPO will be responsible to keep the District Governor apprised of the status of the investigation.
- f. Ensure the Student receives support services.
- g. Offer the Student an independent counselor to represent the interests of the Student. Such services may be available through the local school district, police department, or County’s crime victim advocates.
- h. 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. If the Student wishes to return home the law enforcement organization investigating the accusation should be contacted and given the opportunity to obtain investigative information.
- i. Remove alleged abuser or harasser from all contact with the specific Student and other youth while investigations are being conducted.
- j. Cooperate with the police or legal investigation.

J. Responding to the needs of the Student

There will need to be a cohesive and managed team approach to supporting the Student after an allegation report. The Student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of host family or club. After a report of harassment or abuse, Students may or may not want to remain in the program. If they do, they may or may not want to continue their relationship with the hosting/local Rotary club depending on the circumstances. In some cases, a Student who is away from home may wish to remain in country, but change to a different host club. Whenever possible, the District Chairperson should attempt to accommodate the Student’s wishes in this area.

It may be difficult for club members and host families to understand how the Student is feeling, but it would be helpful for the Student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However, they need to do whatever is necessary to reassure the Student of their support at all times.

K. Communication within the Club concerning allegations

Sharing of information concerning the allegation with club members should only occur with those having a need to know. When addressing an allegation of child abuse or harassment, the most important concern is the safety of the Student.

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Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any District or criminal investigations. Club members should be cautioned about speculating or commenting on the matter during the investigations. Comments made about the alleged victims in support of alleged abusers do not support our statement of conduct or Rotary ideals. Comments against an alleged abuser could lead to a slander or libel claim filed against Rotarians or clubs by the alleged abuser.

L. Program Evaluation and Review

The District 5100 Youth Exchange Program Committee Chairperson shall annually evaluate its Youth Exchange Program in writing, in addition to annual survey report to be sent to RI to ensure program compliance and effectiveness.

III. Appendix

- A. District 5100 Youth Volunteer Affidavit (06 06 06)
- B. Allegations Reporting Procedures (06 09 06)
- C. Club Youth Services Annual Report (06 09 06)
- D. Volunteer Training Certification (06 09 06)
- E. YVA Payment Voucher (06 09 06)

IV. Revisions

- A. June 9, 2006 added document listing in the appendix

ROTARY DISTRICT 5100 YOUTH POLICY

ALLEGATIONS REPORTING PROCEDURES

Rotary District 5100 is committed to protecting the safety and well being of all Youth Service Program Students and shall not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously.

What should volunteers do and not do when a student reports an incident of abuse or sexual harassment? The following procedures give a volunteer the appropriate steps to take if a student reports an incident of abuse or sexual harassment. If you have any questions contact the District's Youth Protection Officer: Rick Rhodes at (503)-750-2783

Allegation Reporting

1. Any adult to whom a Student reports an incident of Abuse or Sexual Harassment is responsible for following this Allegation Reporting Procedure.
 - a. When receiving the report from a Student:
 - i. *Listen attentively and stay calm.* Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror, or disbelief.
 - ii. *Assure privacy but not confidentiality.* Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it doesn't happen to other Students.
 - iii. *Get the facts, but don't interrogate.* Ask the Student questions that establish what was done and who did it. Reassure the Student that she/he did the right thing in telling you. Avoid asking "why" questions. Remember your responsibility is to report the Student's story to the proper authorities.
 - iv. *Be non-judgmental and reassure the Student.* 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 Student. Assure the Student that the situation was not their fault and that they were brave and mature to come to you.
 - v. *Make a written record of the meeting.* Keep a written report of the conversation with the Student as soon after the report as you can, including the date and time of the conversation. Use the Student's words, and record only what has been told to you.
 - b. Protect the Student:

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

- c. Do not Challenge the Alleged Offender:
The adult to whom the Student reports should not contact the alleged offender.
 - d. Report to Appropriate Law Enforcement Authorities:
Immediately report all cases of child abuse or harassment to the appropriate police department. In either Oregon or Washington you may contact the police or sheriff's office in the city or county where the alleged abuse occurred; or (i) in Oregon, you may contact the Oregon State Police at 1-800-452-7888 or 503-375-3555 (in the Salem area); (ii) in Washington, you may contact the Washington State Child Protective Services at 1-800-866-ENDHARM.
 - e. Report to Appropriate District and Club Officials:
Immediately after reporting the child abuse or harassment to the police, notify the District 5100 Youth Protective Officer, and the local Club President.
2. The Youth Protective Officer shall immediately notify the District Governor and Chairperson of the committee having responsibility for the Student. The reporting Rotarian shall provide the responding police officer's name to the Youth Protective Officer. The Chairperson may advise the Committee Counselor responsible for the youth. If the allegation involved any of these Rotarians, the notification to that person will not be made.
 3. The District Governor shall notify Rotary International within 72 hours of the reported child abuse or harassment. In the absence of the District Governor, or if that officer is involved, the District Youth Protective Officer will notify Rotary International within the prescribed time.

Confidentiality

Care shall be taken to protect the rights of both the victim and the accused during the investigation. Do not tell anyone about the report other than those required by this policy and procedure.

Investigation of Allegations

District 5100 shall investigate each allegation of abuse and harassment thoroughly and in a timely fashion. District 5100 shall cooperate with all law enforcement, child protective services, and legal investigation and shall only conduct its own independent investigation such that it does not interfere with other investigations.

1. The Youth Protective Officer ("YPO") shall ensure that the following steps are taken immediately following a child abuse or harassment report:

- a. The adult to whom the Student reports the abuse should follow this allegation reporting procedure;
- b. Confirm that the Student has been removed from the situation immediately and all contact with the alleged abuser or harasser;
- c. Contact the law enforcement agency receiving the report to verify the report was made as required and determine what the District can do to assist;
- d. If the law enforcement agency is not going to investigate, the YPO shall arrange for a qualified investigator to conduct an independent investigation into the allegations. Not all allegations of inappropriate behavior may be criminal. Nevertheless, the Student's safety shall always be our top priority;
- e. If the YPO conducts an independent investigation in lieu of a police investigation, a complete written report will be forwarded to the attorney for District 5100. During the investigation the YPO will be responsible to keep the attorney for District 5100 apprised of the status of the investigation. The attorney for District 5100 will be responsible for providing appropriate information and counsel to the District Governor and Club President;
- f. Ensure the Student receives support services;
- g. Offer the Student an independent counselor to represent the interests of the Student. Such services may be available through the local school district, police department, or County's crime victim advocates;
- h. The District Governor or his designee shall 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. If the Student wishes to return home the law enforcement organization investigating the accusation should be contacted and given an opportunity to obtain investigative information;
- i. Remove alleged abuser or harasser from all contact with the specific Student and other youth while investigations are being conducted; and
- j. Cooperate with the police or legal investigation.

Responding to the needs of the Student

There will need to be a cohesive and managed team approach to supporting the Student after an allegation report. The Student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or club. After a report of harassment or abuse, Students may or may not want to remain in the program. If they do, they may or may not want to continue their relationship with the hosting/local Rotary club depending on the circumstances. In some cases, a Student who is away from home may wish to remain in country, but change to a different host club. Whenever possible, the District Committee Chair should attempt to accommodate the Student's wishes in this area.

It may be difficult for club members and host families to understand how the Student is feeling, but it would be helpful for the Student to know that the club remains a support for them. Club members and host families may experience ambiguity toward their roles and

may feel unclear regarding their boundaries. However, they need to do whatever is necessary to reassure the Student of their support at all times.

Communication within the Club concerning allegations

Sharing information concerning the allegation with club members should only occur with those having a need to know. When addressing an allegation of child abuse or harassment, the most important concern is the safety of the Students. Club members should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any District or criminal investigations. Club members 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 Rotarians or clubs by the alleged abuser.

DISTRICT 5100 YOUTH PROTECTION POLICY YOUTH SERVICES ANNUAL REPORT

Under the District 5100 Youth Protection Policy, all District 5100 Rotary Clubs are required to annually report to the District's Youth Protection Officer all Youth Service Programs that their Club sponsored during the previous year and those planned for the forthcoming Rotary year. The report is due no later than July 1 of each Rotary fiscal year.

Complete the following form and fax to: Rotary District 5100 (503) 513-9213

Rotary Club _____

President's Name _____

Address _____ City _____

State _____ Zip _____ Phone or email _____

LIST ALL YOUTH SERVICE PROGRAMS	Program Start Date	Participating Volunteers 2005-06	Participating Volunteers 2006-07
<i>Total Number of Volunteers</i>			

CERTIFICATION

Club Presidents are required to certify compliance with the District 5100's Youth Protection Policy and Procedures. Please complete the following certification.

I, _____ certify that the 2006-07 Youth Service
(Print Legibly Club President's Name)

Programs listed above are to the best of my knowledge a complete list and that the Rotary Club of

_____ is in compliance with all requirements in the District 5100's Youth Protection
(Club Name)

Policy.

Signature _____

Date _____

DISTRICT 5100 YOUTH PROTECTION POLICY VOLUNTEER TRAINING CERTIFICATION

All volunteers that participate in Rotary Youth Services Programs are required to complete the following certification form. Please print legibly and email to abuse@district5100.org or fax to: Rotary District 5100 (503) 513-9213

Volunteer's Name _____

Address _____ City _____

State _____ Zip _____ Phone or email _____

Rotary Club _____ Club President _____

I understand that District 5100's Youth Protection Policy and Procedures requires that I familiarize myself with the responsibilities of a Youth Services program volunteer. To comply with the certification process I have completed following:

- Attended a club sponsored training on _____
(Date & Location)
- Read and reviewed the materials in Youth Protection Training Kit.

I certify that I, _____ agree to comply with District 5100's Youth Protection Policy.

Signature Date

Print Name Date

DISTRICT 5100 YOUTH PROTECTION POLICY VOLUNTEER TRAINING CERTIFICATION

All volunteers that participate in Rotary Youth Services Programs are required to complete the following certification form. Please print legibly and email to abuse@district5100.org or fax to: Rotary District 5100 (503) 513-9213

Volunteer's Name _____

Address _____ City _____

State _____ Zip _____ Phone or email _____

Rotary Club _____ Club President _____

I understand that District 5100's Youth Protection Policy and Procedures requires that I familiarize myself with the responsibilities of a Youth Services program volunteer. To comply with the certification process I have completed following:

- Attended a club sponsored training on _____
(Date & Location)
- Read and reviewed the materials in Youth Protection Training Kit.

I certify that I, _____ agree to comply with District 5100's Youth Protection Policy.

Signature _____ Date _____

Print Name _____ Date _____

**DISTRICT 5100 YOUTH PROTECTION POLICY
YOUTH VOLUNTEER AFFIDAVIT
COMPLETE AND FAX TO (503) 513-9213**

District 5100 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

PERSONAL INFORMATION

Name: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Home Phone: _____ Email: _____

Business Phone: _____ Fax: _____

How long at this address? _____ (If less than five years, please list prior residence(s) on the back of this sheet.)

Government identification (e.g. Social Security Number): _____

Date of Birth: _____

Are you a member of a Rotary club? Yes _____ No _____

If yes, please give club name and year joined: _____

Position Applied for: _____

Have you held a Youth Service Program position in the past? Yes _____ No _____

If yes, what position and when? _____

EMPLOYMENT HISTORY (5 years - please attach additional sheets, if necessary)

Current Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

Previous Employer: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

How long with this company? _____ Supervisor's Name: _____

VOLUNTEER HISTORY WITH YOUTH (5 years - please attach additional sheets, if necessary)

Organization Name _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

Previous Organization: _____

Address/City/State/Zip: _____

Telephone: _____ Position: _____

Dates Held: _____ Director's Name: _____

PERSONAL REFERENCES (not relatives and not more than one former or current Rotarian)

1. Name: _____

Address/City/State/Zip: _____

Telephone: _____

Relationship: _____

2. Name: _____

Address/City/State/Zip: _____

Telephone: _____

Relationship: _____

3. Name: _____

Address/City/State/Zip: _____

Telephone: _____

Relationship: _____

QUALIFICATIONS AND TRAINING

What qualifications and/or training do you have relevant to Youth Service Program or this position? Please describe in full.

CRIMINAL HISTORY

1. Have you ever been convicted of or plead guilty to any crime(s)? yes no
2. Have you ever been subject to any court order involving any sexual, physical or verbal abuse including but not limited to any domestic violence or civil harassment injunction or protective order? yes no

If yes, describe in full. Also indicate date(s) of crime(s) and in which country and state each took place. (Attach a separate sheet if needed)

WAIVER/CONSENT/RELEASE

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. 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 District 5100 Youth Service Program or its affiliates. I further certify that I understand that District 5100 Youth Service 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 5100 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 former 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 5100 Youth Service 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 5100 Youth Service Program or its affiliates will inquire about, and I authorize them to verify, my prior employment, experience, personal references, background, including criminal background checks which may contain arrest and conviction data. I waive my 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 5100 Youth Service Program, and I fully consent to such investigations.

IN CONSIDERATION of my acceptance and participation in the Youth Service 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 5100 Youth Service 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 5100 Youth Service Program or its affiliates, or at my option. I understand and agree that the District 5100 Youth Service Program or its affiliates may, in their sole discretion, decline to accept my application for volunteer services with or without cause.

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

Signature of Applicant

Please Print Name

Date

**ROTARY DISTRICT 5100
YOUTH PROTECTION POLICY
PAYMENT VOUCHER**

Volunteer's Name: _____

Address: _____

City, State, Zip: _____

Volunteer with Rotary Club of _____

District 5100's Youth Protection Policy requires background checks for all volunteers involved with Youth Service Programs. This background check is for one or more of the following purposes of: (check all that apply)

- Youth Exchange
- District Committee Members
- Club Youth Service Programs

If you checked the **Club Youth Service Programs** box there is a \$12.50 processing fee, therefore, this payment voucher needs to be completed and faxed separately to the Rotary District 5100 office (503) 513-9213. To pay by credit card please complete the following:

Card Type: Visa MasterCard American Express Discover

Card Number: _____

Expiration Date: _____

Cardholders Name: _____

Billing Address, City, State, Zip (if different than above):

Signature

Date