

ROTARY DISTRICT 5020 CLUB CHECKLIST FOR YOUTH PROGRAMS

The following checklist outlines the club's responsibilities to participate in youth programs:

- By July 31st each year the Club President must complete, sign and return the compliance statement (*below*) that the club is operating its Youth Services Programs in accordance with District 5020 and RI policies.
- Have in place a Club Youth Protection Policy which mirrors the district policy or adopt that of the district;
- Appoint one Club member as a Club Youth Policy Coordinator to ensure all guidelines for participation in youth programs are followed;
- Ensure contact information for the District Youth Policy Coordinator is made available to the Club Youth Policy Coordinator;
- Ensure Youth Exchange host families and students to be given a copy of the Club's Youth Protection Policy.
- Appoint one person (Rotarian or non-Rotarian) who will maintain all records of criminal record checks, all waivers, and screening information in perpetuity (Volunteer Affidavit, reference checks and criminal record checks together in one location in order to maintain privacy and confidentiality of all information);
- Follow the procedures outlined in District 5020 Guidelines for Rotary Youth Programs for reporting any allegations;
- Ensure at least one youth services volunteer from the club attends the District 5020 Youth Protection Training Session at the annual District Assembly;
- Ensure youth services volunteer who attends the District 5020 Youth Protection Training Session provides other club youth services volunteers with the information from the training session. Club committees meeting to discuss youth activities shall always have 'youth safety' as an agenda item for discussion;
- Ensure club provides Youth Protection Training to host families;
- Ensure outbound/parents and inbound students receive training on Youth Protection at the September or March Youth Exchange Training Sessions;
- Maintain attendance records for all Club Youth Protection Training Sessions;
- Provide each Youth Exchange Student with a list of local services i.e. rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies and community services, as well as a 24-hour emergency contact number;
- Conduct home visits for host families as outlined in Guidelines for Rotary Youth Program;
- Ensure that the host counselor for each student is not a member of the student's host family (if a host counselor wishes to host an exchange student in their home another member of the club must be appointed as host counselor for the exchange student during this period).

DISTRICT 5020
CLUB COMPLIANCE FORM
(must be signed annually by Club President)

This letter confirms that the Rotary Club of _____
is operating its Youth Services Programs in accordance with Rotary International and
District 5020 policies and guidelines by adhering to the attached checklist for Youth
Programs.

Club President – Print Name

Return to:

Lorna Curtis
District Youth Policy Coordinator
1842 Penshurst Road
Victoria, B.C.
Canada V8N 2P1

Club President – Signature

Date