



District 5340 Youth Protection Policy

(Revised 7-30-2010)

DISTRICT 5340 YOUTH PROTECTION POLICY

TABLE OF CONTENTS

Part 1. Statement of Policy	3
Part 2. Statement of Conduct for Working with Youth	3
Part 3. Key Definitions	3
Part 4. District Youth Committee	4
Part 5. District Review Committee	4
Part 6. Dissemination of the Policy	4
Part 7. Policy Implementation Guidelines	4
Section 1. Attendees	5
Section 2. Supervisors	5
Section 3. Coordinators	6
Part 8. Club Compliance	7
Part 9. Training	8
Part 10. Abuse and Harassment Allegation Reporting Guidelines	8
Part 11. Abuse and Harassment Investigation Guidelines	8
Part 12. Responsibility to Maintain Records and to Protect Confidentiality	8
Part 13. Liability Insurance	9
Part 14. Other District 5340 Responsibilities	9
Part 15. Participants in Rotary Youth Exchange Activities	9
Section 1. Definitions Specific to Part 15	9
Section 2. YE Volunteer Selection and Screening	10
Section 3. Host Family Selection and Screening	10
Section 4. Rotarian Counselor Selection and Screening	11
Section 5. Student Selection and Screening	11
Section 6. Parent or Legal Guardian of Student Selection and Screening	11
Section 7. Other District Responsibilities	11
Section 8. Club Compliance	12
Section 9. Rotary International Statement of Conduct for Working with Youth	13
Section 10. Rotary International Youth Exchange Contact Information	13
Section 11. District 5340 Youth Exchange Contact Information	13
Appendix A: District 5340 Youth Volunteer Affidavit	14
Appendix B: District 5340 Abuse and Harassment Allegation Reporting Guidelines	16
Appendix C: District 5340 Affidavit of Club Compliance	21
Appendix D: Rotary District 5340 Youth Exchange Host Family Application Form	22

DISTRICT 5340 YOUTH PROTECTION POLICY

PART 1. STATEMENT OF POLICY

It is the policy of Rotary International District 5340 that every Rotary Activity conducted or sponsored by or within District 5340 will take place in an environment that is absolutely free of Abuse and Harassment of any kind.

PART 2. 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 the Abuse and Harassment of children and young people with whom they come into contact.

PART 3. KEY DEFINITIONS

Abuse and Harassment. This term includes 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.

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

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.

PART 4. DISTRICT YOUTH COMMITTEE

The District Youth Committee will be comprised of the current District Governor, the current District Governor Elect, and the following persons appointed annually by the District Governor as prescribed by RI policy: A Past District Governor who will serve as chair of the committee; the District Youth Protection Officer; the Youth Exchange Chair; the Interact Chair; the RYLA Chair; the Model United Nations Chair; and the District Administrator. The District Youth Committee will be responsible for drafting, revising, and maintaining the District 5340 Youth Protection Policy and associated materials (herein collectively, the "Policy"), obtaining RI certification of the Policy, and implementing the Policy. The District Youth Committee will:

- Provide for a review of each District 5340 Youth Volunteer Affidavit (Appendix A) and an evaluation of the information obtained. This process will include a background check as described under Part 7, Policy Implementation Guidelines, below (herein, a "Background Check").
- Approve Coordinators and Supervisors to work with Youth.
- Ensure the availability of training for Volunteers.
- Certify Rotary Clubs wishing to participate in Rotary Activities involving Youth after the Rotary Clubs have signed the required District 5340 Affidavit of Club Compliance (Appendix C) and fulfilled all other requirements for certification as set forth in Part 8 Club compliance.

PART 5. DISTRICT REVIEW COMMITTEE

The District Review Committee will be comprised of four members appointed annually by the District Governor as prescribed by RI policy, including the District Youth Protection Officer who will serve as chair of the committee. The District Review Committee will:

- Assist the District Youth Committee to revise, maintain, and implement the Policy as needed.
- Respond to allegations of Abuse and Harassment in an appropriate and timely manner in accordance with District 5340 Abuse and Harassment Allegation Reporting Guidelines (Appendix B).

PART 6. DISSEMINATION OF THE POLICY

The most recently revised version of the Policy will be posted for review and use by all Rotary Clubs and Volunteers on the District 5340 website (<http://www.rotary5340.org>).

PART 7. POLICY IMPLEMENTATION GUIDELINES

The Policy set forth in this document is motivated primarily by the desire to protect Youth who participate in Rotary Activities. Therefore, Policy implementation will necessarily require a certain level of evaluation and screening of Volunteers who choose to participate in Rotary Activities involving Youth. The level of evaluation and screening required in any given case will, understandably, depend upon the nature and duration of direct and indirect contact that is anticipated between the Volunteer and the Youth. In order to be fair to all concerned, while at the same time ensuring that every District 5340 Rotary Activity involving Youth will be absolutely free of Abuse and Harassment of any kind, Volunteers will be categorized in accordance with their degree of involvement with Youth in the particular activity, and the level of evaluation and screening will occur in accordance with that categorization as follows.

Section 1. Attendees

An Attendee is any Volunteer having casual or inadvertent contact with youth, whether direct or indirect, where such contact arises from mere attendance at a Rotary Activity. Examples of occasions when a Volunteer is an Attendee include: Attending or participating in a Rotary Club meeting where Youth are visiting at the invitation of another Volunteer; participating in a Rotary Activity where Youth are present and being supervised by a Supervisor (e.g., interviewing RYLA candidates with a Coordinator or a Supervisor present, working on a joint Rotary-Interact project where a Coordinator or a Supervisor is present and responsible for the Youth, etc.); driving or riding in a vehicle where Youth are present and being supervised by a Supervisor or a Coordinator who is either driving or riding in the vehicle; and merely attending a Rotary Activity involving Youth that is organized by a person, group, or entity not affiliated with RI.

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.

Attendees are not required to submit a District 5340 Youth Volunteer Affidavit.

District 5340 expects that every Rotary Club, with the assistance of its Club Youth Protection Officer, will make an effort to have all of its members, including members best categorized as Attendees, participate in Abuse and Harassment prevention training that is appropriate for Rotarians and other Volunteers in general.

Section 2. Supervisors

A Supervisor is any Volunteer who is responsible for supervising Youth as they participate in a Rotary Activity. The Supervisor typically finds himself or herself working closely with Youth in an environment where the Supervisor may be the only Volunteer present or the only other Volunteers present are Attendees. Examples of Volunteers who are considered Supervisors include: RYLA Facilitators; Rotary Club RYLA Chairs, Interact Chairs, and Four-Way-Test 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 programs who are not providing a living environment for Youth.

Supervisors will, to the best of their ability, safeguard the welfare of and prevent Abuse and Harassment of Youth with whom they come into contact.

Prior to assuming the duties and responsibilities of a Supervisor, a Volunteer is required to complete the following steps:

- Undergo personal interviews as appropriate to the volunteer activities.
- Complete and submit a District 5340 Youth Volunteer Affidavit. A Background Check will be conducted by an independent investigator and the determination of approval will be conveyed to the District Youth Protection Officer before the Volunteer assumes the duties and responsibilities of a Supervisor. *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. The Affidavit is not such a form and the U.S. Government Privacy Act form is not a requirement of the Policy.*
- If the independent investigator makes an initial determination that a Volunteer should not be approved as a Supervisor, then the investigator will contact the Volunteer directly and give the Volunteer an opportunity, if desired, 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 to the District Youth Protection Officer.

- Participate in Abuse and Harassment prevention training that is appropriate for the duties and responsibilities of the Supervisor. The training will be provided by District 5340 with the assistance of the District Youth Protection Officer, the District Review Committee, the Coordinator(s) of the Rotary Activity in which the Volunteer participates, or such other person or entity as may be selected by District 5340.
- Participate in task training that is specific to the Rotary Activity in which the Volunteer will participate and that is appropriate for the duties and responsibilities of a Supervisor. The training will be provided by District 5340 with the assistance of the Coordinator(s) of the Rotary Activity, or such other person or entity as may be selected by District 5340.
- Understand and comply with RI and District 5340 guidelines for working with Youth in Rotary Activities.
- Meet RI and District 5340 eligibility requirements for working with Youth.

A Supervisor will at all times meet RI and District 5340 eligibility requirements for working with Youth. RI policy prohibits any Volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in any form of Abuse and Harassment or violence against another person from working with Youth in a Rotary Activity. If a Volunteer is accused of any form of Abuse and Harassment and the investigation into the claim is pending, incomplete, or inconclusive, additional safeguards, including prohibiting the Volunteer from working with Youth in Rotary Activities, must be put in place to ensure the protection of any Youth with whom the Volunteer may have future contact as well as to ensure the protection of the accused. A Volunteer later cleared of charges may apply to be reinstated to participate in Rotary Activities involving Youth. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

Section 3. Coordinators

A Coordinator is 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. Examples of Volunteers who are considered Coordinators include: The current District Governor; the District Youth Protection Officer; District Review Committee members; District Youth Program Chairs; Club Youth Protection Officers; RYLA Committee Members; and Volunteers planning Rotary Club activities involving Youth.

Coordinators will, to the best of their ability, safeguard the welfare of and prevent Abuse and Harassment of Youth with whom they come into contact.

Prior to assuming the duties and responsibilities of a Coordinator, a Volunteer is required to complete the following steps:

- Undergo personal interviews as appropriate to the volunteer activities.
- Complete and submit a District 5340 Youth Volunteer Affidavit. A Background Check will be conducted by an independent investigator and the determination of approval will be conveyed to the District Youth Protection Officer before the Volunteer assumes the duties and responsibilities of a Coordinator. *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. The Affidavit is not such a form and the U.S. Government Privacy Act form is not a requirement of the Policy.

- If the independent investigator makes an initial determination that a Volunteer should not be approved as a Coordinator, then the investigator will contact the Volunteer directly and give the Volunteer an opportunity, if desired, 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 to the District Youth Protection Officer.
- Participate in Abuse and Harassment prevention training that is appropriate for the duties and responsibilities of the Coordinator. The training will be provided by District 5340 with the assistance of the District Youth Protection Officer, the District Review Committee, other Coordinators of the Rotary Activity in which the Volunteer participates, or such other person or entity as may be selected by District 5340.
- Participate in task training that is specific to the Rotary Activity in which the Volunteer will participate and that is appropriate for the duties and responsibilities of a Coordinator. The training will be provided by District 5340 with the assistance of the other Coordinators of the Rotary Activity, or such other person or entity as may be selected by District 5340.
- Understand and comply with RI and District 5340 guidelines for working with Youth in Rotary Activities.
- Meet RI and District 5340 eligibility requirements for working with Youth.

A Coordinator will at all times meet RI and District 5340 eligibility requirements for working with Youth. RI policy prohibits any Volunteer who has admitted to, been convicted of, or otherwise been found to have engaged in any form of Abuse and Harassment or violence against another person from working with Youth in a Rotary Activity. If a Volunteer is accused of any form of Abuse and Harassment and the investigation into the claim is pending, incomplete, or inconclusive, additional safeguards, including prohibiting the Volunteer from working with Youth in Rotary Activities, must be put in place to ensure the protection of any Youth with whom the Volunteer may have future contact as well as to ensure the protection of the accused. A Volunteer later cleared of charges may apply to be reinstated to participate in Rotary Activities involving Youth. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

PART 8. CLUB COMPLIANCE

District 5340 will monitor and ensure that all District 5340 Rotary Clubs participating in Rotary Activities involving Youth are in substantial compliance with RI guidelines for Abuse and Harassment prevention.

Each Rotary Club participating in Rotary Activities involving Youth will appoint a Rotarian member as the Club Youth Protection Officer who will receive training provided by District 5340. The Club Youth Protection Officer will present a training program, suitable for Volunteers in general and developed by District 5340, to his or her Rotary Club at a time or times that will enable all Rotarians and other interested Volunteers to participate in the training program. If the Rotarian serving as the Club Youth Protection Officer ceases for any reason to be an active member of the Rotary Club, then the Rotary Club will appoint an active member of the Rotary Club to be the Club Youth Protection Officer and arrange for training provided by District 5340 as soon as practicable. District 5340 may revoke the Rotary Club's certification to participate in Rotary Activities involving Youth if the Rotary Club is without an active member serving as Club Youth Protection Officer.

All Rotary Clubs that wish to apply for certification to participate in Rotary Activities involving Youth must submit a District 5340 Affidavit of Club Compliance to District 5340 for review and certification. A Rotary Club that fails to submit a District 5340 Affidavit of Club Compliance or, after review, fails to receive District 5340 certification will not be allowed to participate in Rotary Activities involving Youth.

A Rotarian who has qualified to be a Supervisor or Coordinator will be allowed to continue participating in Rotary Activities involving Youth, e.g., be a RYLA Facilitator, serve on a District 5340 youth committee, transport or otherwise assist with Youth Exchange participants, etc. However, that participation may not create a situation where his or her Rotary Club is participating in Rotary Activities involving Youth.

PART 9. TRAINING

District 5340 will provide training for the prevention of Abuse and Harassment including the following:

- Adapting RI's Abuse and Harassment Prevention Training Manual and Leader's Guide to incorporate specific District 5340 guidelines, information on local customs and cultural issues, and legal requirements.
- Developing a training calendar that accommodates the frequency, method, and scope of training required for different categories of Volunteers.
- Conducting training sessions, as appropriate, for the following Volunteers:
 - District Governor
 - District Youth Protection Officer
 - District Review Committee Members
 - District Youth Committee Members
 - District Youth Program Chairs (Youth Exchange, Interact, RYLA, etc.)
 - District Youth Program Committee Members (Youth Exchange, Interact, RYLA, etc.)
 - RYLA Facilitators
 - Club Youth Protection Officers
 - Rotary Club Youth Program Chairs (Youth Exchange, Interact, RYLA, etc.)
 - Volunteers planning Rotary Club activities involving Youth
 - Rotarians in general
 - Other Volunteers as deemed necessary.
- Establishing guidelines to ensure that all Volunteers have received the requisite training.
- Maintaining records of participation to ensure compliance.

PART 10. ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

District 5340 is committed to protecting the safety and well-being of Youth and will not tolerate Abuse and Harassment. All allegations of Abuse and Harassment must be handled in accordance with the District 5340 Abuse and Harassment Allegation Reporting Guidelines (See, Appendix B).

PART 11. ABUSE AND HARASSMENT INVESTIGATION GUIDELINES

District 5340 takes all allegations of Abuse and Harassment seriously and will ensure that each allegation is investigated thoroughly. District 5340 will cooperate with all law enforcement agencies, local offices of Child Protective Services, and other legal investigations and District 5340 will not interfere with other investigations. District 5340 will conduct its own independent evaluation, but only to the extent necessary to accomplish the goals of the Policy.

PART 12. RESPONSIBILITY TO MAINTAIN RECORDS AND TO PROTECT CONFIDENTIALITY

District 5340 is committed to protecting the confidentiality of all Volunteer information, including the information on the District 5340 Youth Volunteer Affidavit and the results of any type of Background Check. District 5340 will only retain the original first page of the District 5340 Youth Volunteer Affidavit

containing the certification, consent, and waiver. All other documentation will be destroyed after the independent background investigation has been completed.

PART 13. LIABILITY INSURANCE

In addition to the general liability insurance maintained by RI, District 5340 will maintain general liability insurance with coverage and limits appropriate for its Rotary Activities.

PART 14. OTHER DISTRICT 5340 RESPONSIBILITIES

District 5340 will undertake the following miscellaneous responsibilities:

- Convene a District Youth Committee (members to be appointed according to the Policy).
- Appoint a District Youth Protection Officer (to be appointed annually by the District Governor per RI policy).
- Convene a District Review Committee (members to be appointed annually by the District Governor per RI policy).
- Establish procedures for reporting, evaluating, and handling non-criminal offenses of Abuse and Harassment or cases that law enforcement historically chooses not to investigate.
- Maintain a list of local services in the district (rape and suicide crisis hot lines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, appropriate private services, etc.).
- Appoint, as appropriate or as may be requested, an independent lawyer, therapist, and/or counselor to assist the alleged victim in cases of Abuse and Harassment.
- Report all allegations of Abuse and Harassment and all other important incidents (accident, injury, crime, missing person, early returns, death, etc.) to RI within 72 hours of becoming aware of the incident.
- Evaluate and review the Policy and accompanying documents and procedures on a regular basis, but not less frequently than annually.

PART 15. PARTICIPANTS IN ROTARY YOUTH EXCHANGE ACTIVITIES

In addition to complying with the provisions of Parts 1 through 14 above, all participants in RI and District 5340 Rotary Youth Exchange programs and activities (herein collectively referred to as “Youth Exchange”) will comply with the provisions of this Part. If a conflict arises between a provision appearing in Parts 1 through 14 and a provision appearing in this Part, then the provision appearing in this Part will be the operative provision.

Section 1. Definitions Specific to Part 15

General Youth Exchange Terms. All terms contained in this Part, but not specifically defined in the Policy, will have the meaning that those terms are generally understood to have in the context of Youth Exchange.

YE Volunteer. Any adult (i.e., any person 18 years of age or older) involved with Youth Exchange who has direct interaction, either supervised or unsupervised, with Students. YE Volunteers include, among others: club and district Youth Exchange officers and committee members; Rotarian counselors; Rotarians, Rotarian spouses and partners, and non-Rotarians who host Students for activities or outings

or who might drive Students to events or functions; and host parents and other adult residents of the host home, including siblings and other family members.

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

Section 2. YE Volunteer Selection and Screening

All YE Volunteers interested in participating in Youth Exchange must meet the following requirements:

- Complete and submit a District 5340 Youth Volunteer Affidavit.
- Undergo personal interviews.
- Participate in Abuse and Harassment prevention training that is appropriate for the duties and responsibilities of the YE volunteer. The training will be provided by District 5340 with the assistance of the District Youth Protection Officer, the District Review Committee, the District Youth Exchange Chair, or such other person or entity as may be selected by District 5340.
- Participate in training that is specific to the Youth Exchange event in which the YE Volunteer will participate, and that is appropriate for the duties and responsibilities of the YE Volunteer. The training will be provided by District 5340 with the assistance of the District Youth Exchange Chair, or such other person or entity as may be selected by District 5340.
- Understand and comply with RI and District 5340 guidelines for working with Students in Youth Exchange.
- Meet RI and District 5340 eligibility requirements for working with Youth.
- A YE Volunteer may be required to undergo a Background Check. The determination of whether a Background Check will be conducted is in the sole discretion of District 5340, the District Youth Protection Officer, and District Review Committee, and the District Youth Exchange Chair. In making such a determination, the duties and responsibilities of the YE Volunteer as well as the protection of the Students will be considered. All YE Volunteers with direct, unsupervised contact with Students will undergo a Background Check, including a criminal record check and a reference check.
- Understand and comply with RI and District 5340 guidelines for the Youth Exchange.

A YE Volunteer will at all times meet RI and District 5340 eligibility requirements for working with Students. 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. If a YE Volunteer is accused of any form of Abuse and Harassment and the investigation into the claim is incomplete or inconclusive, additional safeguards, including being prohibited from working with Students, must be put in place to ensure the protection of any Students with whom the YE Volunteer may have future contact as well as to ensure the protection of the accused. A YE Volunteer later cleared of charges may apply to be reinstated to participate in Youth Exchange activities. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his or her former position.

Section 3. Host Family Selection and Screening

Host families must meet the following selection and screening requirements in addition to those listed above for YE Volunteers:

- Host families must undergo a comprehensive interview that determines their suitability for hosting Students. Host families must demonstrate:
 - Commitment to the safety and security of Students
 - Motivation for hosting a Student consistent with Rotary ideals of international understanding and cultural exchange
 - Financial ability to provide adequate accommodations (room and board) for the Student
 - Ability to provide appropriate supervision and parental responsibility that ensures the Student's well-being.
- Host families must complete the Rotary District 5340 Youth Exchange Host Family Application Form. See Appendix D.
- 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.
- All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family who are permanent or part-time residents in the home.

Section 4. Rotarian Counselor Selection and Screening

Rotarian counselors must meet the criteria for all YE Volunteers, as well as the following:

- Counselors must not be a member of the Student's host family.
- Counselors must be trained in responding to any problems or concerns that may arise during the exchange, including instances of Abuse and Harassment.

Section 5. Student Selection and Screening

All Students interested in participating in Youth Exchange must meet these requirements:

- Complete a written application and be interviewed to determine suitability for participation in Youth Exchange.
- Attend and participate in all district orientation and training sessions.

Section 6. 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 Youth Exchange.

Section 7. Other District Responsibilities

- Recommend that all inbound Students maintain insurance at levels to be determined by the District Youth Exchange Chair.
- The District Youth Exchange Chair will insure that each inbound and each outbound student is provided with a list of individuals and local resources to contact in the case of a problem or emergency. This list will include the name and contact information for the student's Rotarian counselor, host club president, host district chair, host governor, sending district chair, sending governor, sending club president, and two non-Rotarian resource persons (one male and one female). This list will also include local resource contact information for medical, dental, and mental health care and law enforcement professionals. This list will also include, where such

assistance is available, local resource contact information (e.g., hotlines) for suicide prevention, rape, alcohol and drug use, and local child protection agencies.

- Complete a Student data request form for all participating Students and return it to RI one month before the exchange begins.
- Provide a 24-hour emergency contact phone number to Students.
- Follow RI guidelines for Youth Exchange websites.
- Although not required, District 5340 may elect to require a monthly report from each inbound and outbound Student in the district that includes information on current hosts, feelings, concerns, ideas, and suggestions. The District Youth Exchange Chair can then review the reports and assist Students as needed.

Section 8. Club Compliance

District 5340 will monitor all Rotary Clubs within the district that are participating in Youth Exchange and ensure that they comply with RI guidelines for Abuse and Harassment prevention.

All clubs that wish to apply for certification must provide District 5340 with a copy of the following for review and approval:

- All materials produced in the club to promote and support Youth Exchange, including promotional materials and brochures, applications, policies, website links, etc.
- A List of services in the area (rape and suicide crisis hotlines, alcohol and drug awareness programs for teenagers, relevant law enforcement agencies, community services, private services, etc.), if different from those provided by District 5340.
- Club Abuse and Harassment prevention training program materials, if different from those provided by District 5340.

Rotary Clubs participating in Youth Exchange must agree to carry out the following:

- Complete and return a signed compliance statement that the club is operating its program in accordance with District and RI policies.
- Develop a comprehensive system for host family selection and screening that includes announced and unannounced home visits and interviews both before and during the placement.
- Conduct follow-up evaluations of both Students and host families.
- Follow the District 5340 Abuse and Harassment Allegation Reporting Guidelines.
- Prohibit direct placement of Students outside of the District 5340 Youth Exchange program structure (so-called backdoor exchanges).
- Set procedures for removal of a Student from the host family, including establishing criteria for moving a Student and locating available back-up temporary housing in advance.
- Develop contingency hosting plans that include prescreened, available back-up families.
- Ensure that all hosting is voluntary. Parents of outbound Students and Rotary Club members must not be required to host Students.

- Ensure that long-term exchange Students have multiple host families.
- Provide each Student with a comprehensive local services list, including information for dentists, doctors, places of worship, counselors, suicide and rape crisis hotlines, etc.
- Ensure that the host counselor for each Student is not a member of the Student's host family.
- Ensure that the host counselor is trained in responding to any problems or concerns that may arise during the exchange, including the prevention of Abuse and Harassment.
- Provide mandatory training on Abuse and Harassment prevention for host families, outbound Students, inbound Students, and their parents or legal guardians.
- Provide the names and contact information of at least three people, both males and females who are not related to each other and do not have close ties to the host families or club counselor, who can help the Students with any issues or problems.
- Follow RI guidelines for Youth Exchange websites.
- Report all allegations of Abuse and Harassment and all other serious incidents (accident, crime, missing person, death, etc.) involving Youth Exchange Students to the district immediately.
- Conduct interviews of all Student applicants and applicants' parents or legal guardians.

Section 9. Rotary International Statement of Conduct for Working with Youth

Rotary International 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.

Adopted by the RI Board of Directors, November 2002

Section 10. Rotary International Youth Exchange Contact Information

Youth Exchange Section – PD110
 Rotary International
 One Rotary Center
 1560 Sherman Avenue
 Evanston, IL 60201-3698 USA
 E-mail: youthexchange@rotary.org

Section 11. District 5340 Youth Exchange Contact Information

District 5340 Youth Exchange
 c/o District 5340 Office
 2245 San Diego Avenue, Suite 221
 San Diego, CA 92110
[District 5340 E-Mail](#)
 Phone: 619-299-5341
 Fax: 619-299-3826

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: _____ Rotarian Non-Rotarian
 Date Reviewed: _____ Approved Declined
 Category if Approved: Supervisor 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: _____

Submit Affidavit and \$5.00 check to the District 5340 Office, 2247 San Diego Avenue, Suite 236, San Diego, CA 92110
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.** At the time the allegations are made or as soon as possible thereafter, prepare a written record of the conversation with the youth, 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 from 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, then to the Student's natural parent(s) or guardian(s), and then to the local club and district leadership and to the sending 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. Confirm that appropriate law enforcement agencies have been contacted. 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. Confirm that the Student's parent(s) or legal guardian(s) have been contacted. 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. Confirm that the student's local club and district leadership and the sending club and district leadership have been informed of the allegation.
10. 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.

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	Any	
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