



## **Rotary International District 5000 Club Compliance Statement For Youth Exchange and Other Youth Programs**



District 5000 will monitor and ensure that all participating clubs within the district comply with RI guidelines for abuse and harassment prevention. All clubs that wish to apply to the district for certification must provide the district with a copy of the following for review and approval:

- Copies of all materials produced in the club to promote and support Youth Exchange program, including, but not limited to, promotional materials and brochures, applications, policies, website links, etc.;
- List of services in area (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private service);
- Club abuse and harassment prevention training program.

Participating clubs must agree to:

- Complete and return this signed compliance statement to District 5000 Youth Exchange Chair;
- The club is operating their program in accordance with District 5000 and RI policy;
- Conduct criminal background checks and reference checks for all volunteers involved with the program, including, but not limited to adult full-time residents of the host home, counselor, club chair and all Rotarians and their spouses or partner with direct unsupervised contact. All volunteers must complete and sign the *Youth volunteer Affidavit* found in *appendix A*;
- Develop a comprehensive system for host family selection and screening that include announced and unannounced home interviews both prior to and during the placement;
- Conduct follow-up evaluations of both students and host families;
- Follow the *Reporting Guidelines for Abuse and Harassment* found in *appendix B*. Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities immediately and then to the club and district leadership for investigation;
- Prohibit direct placement of student outside of D5000 Youth Exchange program structure (e.g. “backdoor exchanges”);
- Set procedures for removal of a student from the host family (criteria for moving a student and back-up temporary housing available in advance);
- Develop contingency plan for hosting that include pre-screened and available back-up families;

- Ensure that all hosting is voluntary. Parent of outbound students and club members must not be required to host students;
- Ensure that long-term exchange student have multiple host families;
- Provide each student with a comprehensive local services list;
- 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 physical abuse, sexual and emotional abuse or harassment;
- Provide mandatory training on sexual abuse and harassment prevention for host families, outbound student, inbound students or legal guardians;
- Provide the names and contact information of at least three people to contact for assistance with any issues or problems to all Youth Exchange students. These people must include both males and females, not related to each other, and individual independent of the host family and club counselor;
- Follow RI guidelines for Youth Exchange websites and usage of the Rotary marks;
- Report all serious incident (accidents, crimes, early return, and death) involving Youth Exchange students to the district immediately;
- Conduct interviews of all applicants and applicants' parents or legal guardians.

I certify that the Rotary Club of \_\_\_\_\_ is in compliance with District 5000 and Rotary International youth exchange and youth program policies and that the safety and well being of all Rotary youth participants is our primary goal.

\_\_\_\_\_  
 President's signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type or write name

\_\_\_\_\_  
 Club Youth Exchange Officer's signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Type or write name