



CLUB CERTIFICATION FOR D5060 YOUTH EXCHANGE PROGRAM

Youth Exchange certification supports student safety by establishing minimum requirements for participating Rotary Clubs. Minimum requirements set by Rotary International are currently described in the Rotary Codes of Policies (RCP), Sections 2.120 and 41.050 and in the Sample District Abuse and Harassment Prevention Policy.

To apply for club certification, complete the following checklist and compliance statement and send it to the District Chair 43863mjk@gmail.com by **September 1, 2024**.

CERTIFICATION CHECKLIST

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

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

Program Administration

- Club complies with D5060 Youth Exchange Policies
- Club prohibits youth exchanges arranged outside of district structure (i.e. "backdoor exchanges")
- Club will participate in the YEAH database system in order to administer and retain volunteer applications, host family applications, reference checks, criminal background checks so that documents are available for compliance audits by Rotary International or others as may be legally required

Screening and Selection



- Selection process for all participants is conducted in a similarly thorough manner for long-term exchange
- Students are screened by means of:
 - Signed written application that includes program rules and requirements
 - Interviews of students and parents or legal guardians at the club level
- Parents of outbound students are not required to host incoming students in the long-term programs but may be encouraged to host
- Host families are screened utilizing the assistance of the YEAH database which will include:
 - Written application and authorization for reference check and criminal background check for all adult resident in the home (18 years of age and older) or provide a current criminal background check
 - Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students
 - Announced and unannounced home visits prior to and during the exchange
- Long term exchange students must have more than one host family during their exchange
- Youth Exchange Volunteers are screened using the YEAH database which will include:
 - Application that includes authorization for reference checks and criminal background check or provide a current criminal background check
- Rotarian counsellor must not be a member of student's host families

Orientation and Training

- Host Families are provided training before the student is placed in their home that includes information on program administration and rules and abuse and harassment awareness and prevention. *This is accomplished through the North American Youth Exchange Network training modules administered through the YEAH database.*
- Rotarian Counselors receive training on responding to problems or concerns that may arise during the exchange, including responding to and reporting allegations of



abuse or harassment. *This is accomplished through the North American Youth Exchange Network training modules administered through the YEAH database.*

Student Support and Communications

- Rotarian Counsellors
 - Club provides a Rotarian Counselor for every inbound student in all exchange programs-Long Term
 - Counselors are required to maintain regular (at least monthly) contact with students and serve as a liaison between students and Rotary Club, natural family, host family and community at large.

Incident Handling

- Comply with District Procedures:
 - Any adult involved in a Rotary youth program against who an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved. This may include removing the student from the host family and placing in temporary housing. (Temporary emergency housing must always be available and pre-screened)
 - Any Rotarian, who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment will be terminated from Rotary club membership.
 - Any non-Rotarian who admits to, is convicted of or is otherwise found to have engaged in sexual abuse or harassment must be prohibited from working with youth in a Rotary context
 - Report all serious incidents such as accidents, deaths, crimes, etc. and any allegations of abuse or harassment to the District Youth Exchange Chairperson and District Governor within 24 hours
 - Immediately Report all cases of sexual abuse or harassment to the appropriate law enforcement authorities

D5060 CLUB YOUTH EXCHANGE COMPLIANCE STATEMENT



We the Club President and Club Youth Exchange Officer (YEO) of the Rotary Club of

_____ being the parties responsible for Youth Exchange activities in the club certify that each of the above marked statements is true and correct as of _____ **(date)**

Club President _____ / _____
Print Name Sign

Club YE Chair _____ / _____
Print Name Sign

Please email to:
Martha Kennedy
Email: youthexchangechair@rotary5060.org

NB: If Clubs rescind their certification after selection of an outbound the District Governor will be notified and asked to determine appropriate actions. Rescinding certification means cancellation of a student's exchange after they have been accepted and paid fees, this will result in the Club being responsible for repayment of fees back to the student.

